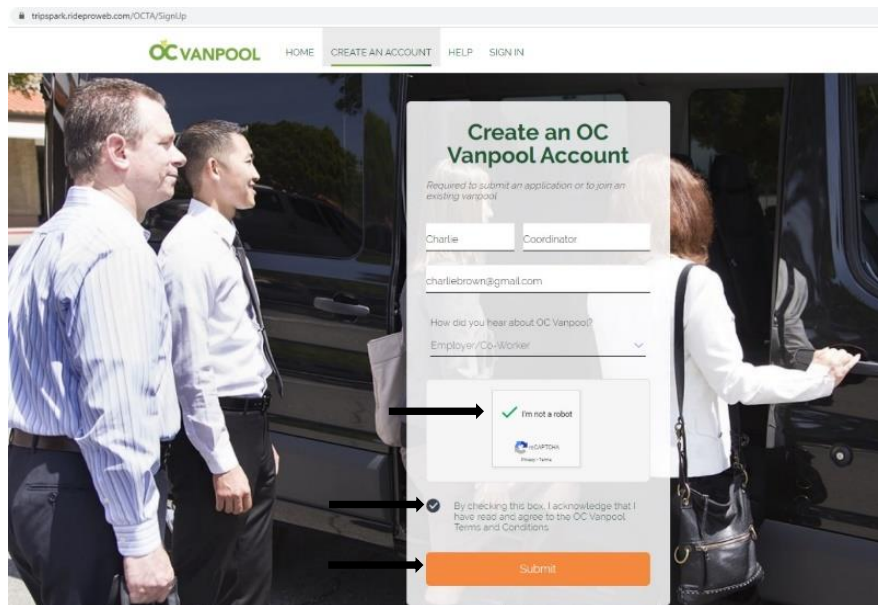
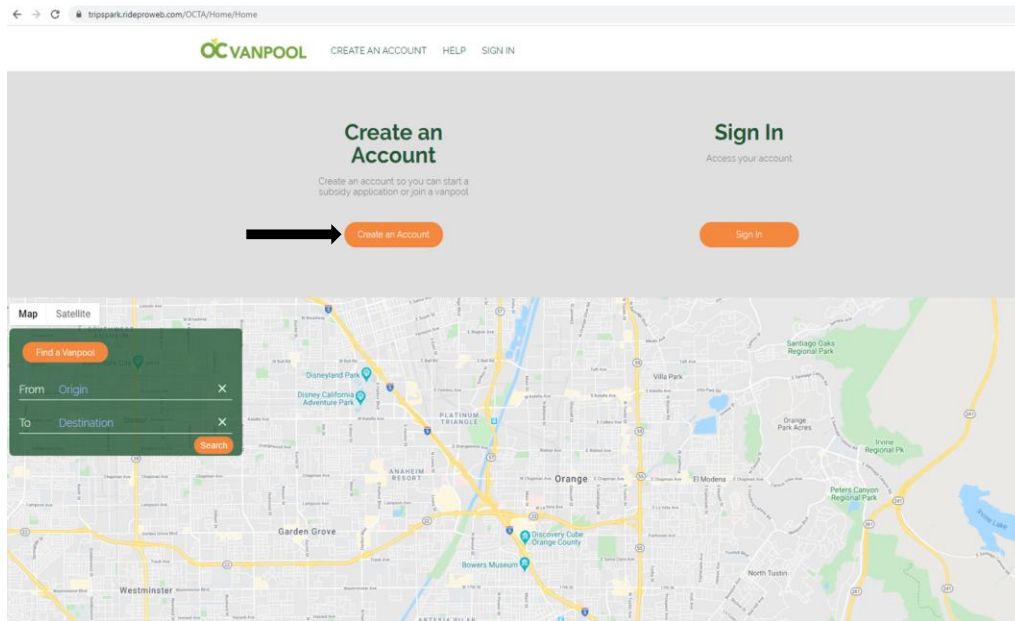




How to Apply for the OC Vanpool Program

STEP ONE

Please open this link: <https://vanpools.octa.net>



STEP TWO

Check your email inbox or spam folder for your account activation email. It contains a link to create a password for your OC Vanpool Account.



STEP THREE

Click on the activation link provided in the email and create your password. It must be at least 8 characters long and contain at least two letters, one number, and one symbol.

The image shows an email registration confirmation on the left and a password creation screen on the right. The email, from OC VANPOOL, thanks the user for registering and provides instructions to activate the account by setting a password. A link is provided: [Set your Password and Activate your Account](#). A 'Please note' section states the link is valid for 24 hours. Below the email is contact information for OC Vanpool, a service of the Orange County Transportation Authority. The password creation screen on the right has a title 'Create a password' and instructions: 'Passwords must be at least eight characters long and contain a combination of at least one letter, one number and one special character.' It includes two password input fields and a 'Continue' button. An arrow points from the email link to the password creation screen.

STEP FOUR

Fill out the information for your profile.

The image shows three sequential screenshots of the 'My Profile' mobile app interface. The first screenshot shows a profile card for 'Charlie', Coordinator, with fields for email and phone number. An arrow points to a right arrow button. The second screenshot shows the 'Home Address' form with fields for address, city, state, and zip code. An arrow points to a right arrow button. The third screenshot shows the 'Work Location' form with fields for company name, address, city, state, zip code, work start time, and work end time. An arrow points to a 'Done' button.

STEP FIVE

Fill out the information for your vanpool.

Vanpool General Information

Vanpool Driver Name
 Charlie Coordinator

Vehicle Leasing Vendor
 Enterprise

Date of First Ride (enter the first date the group will ride to work in the vanpool)
 1/15/2020

Vehicle Size (Total Seats including Driver)
 7

Save and Continue

Vanpool Schedule

Vanpool Information was successfully saved

Going Trip
 Start Time: 7:30 AM, Arrive Time: 8:00 AM

Returning Trip
 Start Time: 5:00 PM, Arrive Time: 5:30 PM

Operating Days
 Sun Mon Tue Wed Thu Fri Sat

Alternate Schedule
 My vanpool operates on a 9/80 schedule (skips one day every other week, indicate the day in additional info below)

Use this area to indicate additional details about your alternative schedule, including the day and any other information.

Save and Go Back **Save and Continue**

Route

Vanpool Schedule Information was successfully saved

Origin - Address from where the driver starts the van (home, Park and Ride lot, etc.)
 123 Apple Tree, Orange, CA 92840

Work Address (last stop/driver exits)
 1234 Test Company, Orange, CA 92840

Additional Pick-up and Drop-off Stops
 Add all stops where riders are picked up and all work locations where riders are dropped off on the route to work only. Click and drag below to reorder.

Add a Stop

Add a Stop

Name
 Test Passenger

Address
 Test Pick-up Point

Pick-up or Drop-off on Route from Home to Work
 Pick-up (Riders get on)

Tip: You can give each stop a name to give the address more context (e.g. Vons on Magnolia St. and Atlanta Ave., 7-11 on Bristol and W MacArthur Blvd).

Close **Add**

Confirm Vanpool Route

Route saved successfully

Please review the vanpool origin, stops, destination, and route shown below. If everything looks correct then click on the 'Confirm' button. Otherwise click on the 'Return to Route and Stops' button to revise the vanpool locations. You may adjust the stops by dragging them to new locations, and the route between the stops by dragging the route line.

Go Back to Route and Stops **Confirm and Continue**

Vanpool Passenger List

Name / Email	Status
Charlie Coordinator celine-tran@outlook.com	Primary Reporter

Edit this member

Add new member to vanpool

Save and Go Back **Save and Continue**

Tip: When adding your passenger, make sure you have their email address. An email with a link will be sent to them. The passenger will be asked to put in their boarding and destination addresses. They will be required to sign the participant agreement on-line.

Vanpool Member Information

5 of 6

First Name
Passenger

Last Name
Patricia

Email
testpatricia@gmail.com

Vanpool Join Date
1/15/2020

Select a Pick-up Stop

Vanpool Origin

Select a Drop-off Stop

Vanpool Destination

Employer
Test Company]

This person will be a Reporter.

Save

Save and Add Another

Cancel

Vanpool Passenger List

Name / Email	Status
Charlie Coordinator celine-tran@outlook.com	Coordinator
Passenger John thuanhau714@yahoo.com	Participation Agreement Signed
Passenger Patricia mcconnelltracy73@yahoo.com	Reporter Participation Agreement Not Yet Signed
Passenger Patrick scollins@octa.net	Participation Agreement Not Yet Signed
Passenger Pete boylesandy56@gmail.com	Participation Agreement Not Yet Signed

Add new member to vanpool.

Save and Go Back

Save and Continue

STEP SIX

Once you have filled out your profile, vanpool general information, and added all your passengers, carefully review your application before submitting. Please note that once your application is submitted, you are not permitted to go back to make any changes or updates. When you have reviewed all information for accuracy, you are ready to submit your application.

Vanpool Participation Agreement

You are being asked to read and sign this agreement because you are a member of this vanpool.

Vanpool: VO1395 - Celine Tran
Coordinator: Charlie Coordinator
From: 11761 S Della Ln, Garden Grove, CA 92840
To: 35 Enterprise, Aliso Viejo, CA 92656
Going Trip: 5:30 AM - 6:00 AM
Returning Trip: 3:30 PM - 4:00 PM

ORANGE COUNTY TRANSPORTATION AUTHORITY
OC VANPOOL PROGRAM PARTICIPANT AGREEMENT

Vanpool ID: VO1395

EACH VANPOOL PARTICIPANT MUST SIGN AND SUBMIT A COPY OF THIS AGREEMENT.

I, the undersigned, hereinafter called "Participant" have read, acknowledge and agree to abide by the OCTA Vanpool Program Participation Guidelines. Participant acknowledges that inappropriate use of the OCTA Vanpool Program service may require Participant to reimburse expenses incurred to the Orange County Transportation Authority, hereinafter called "OCTA" and to remove participant from the program.

Participant recognizes that participation in the OCTA Vanpool Program is strictly voluntary and that such participation does not, in any manner, imply that Participant is acting in the course and scope of official company business, nor does it in any manner establish an employer-employee or an agency relationship with the OCTA.

In consideration of Participant's request and OCTA's permission to participate in the OCTA Vanpool Program, Participant hereby assumes full responsibility and all risk of injury and loss, including death, which may result from such participation, and hereby agrees to hold harmless, release, waive, forever discharge, and covenant not to sue or bring claims against the OCTA its officers, directors, agents or employees, by reason of accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting directly or indirectly from such participation in the OCTA Vanpool Program and occurring during said participation, or any time subsequent thereto, whether or not such loss, injury or death caused or alleged to be caused in whole or in part by the negligent acts or omissions of the OCTA, its officers, directors, agents or employees. The terms of this release shall serve as a release and assumption of risks for my heirs, executors, administrators and for my family members.

Participant acknowledges reading the foregoing paragraphs and understands the potential risks incidental to engaging in the OCTA Vanpool Program. Participant further acknowledges that:

- The OCTA Vanpool Program may be cancelled or changed at any time, without obligation, at the sole discretion of the OCTA. A Participant Agreement may be submitted to OCTA prior to a Participant's first ride in the vanpool.
- The vanpool is open to the public and must accept any person wishing to join the

submitted to OCTA prior to a Participant's first ride in the vanpool.

- The vanpool is open to the public and must accept any person wishing to join the vanpool, provided work schedules and routes are compatible. By submitting this Agreement, Participant agrees that the information provided will be entered into the regional database. Participant understands that the information provided will only be used for the purpose of matching interested riders to the vanpool group. Participant agrees that only OCTA can use the contact information for consumer marketing purposes and the reserve the right to opt-out at any time.

I Agree

- A monthly report detailing daily passenger participation and all vanpool expenses must be submitted to OCTA online by the 10th day of each month for the previous month. Actual monthly ridership in the vanpool must exceed 50% occupancy. Failure to maintain 50% occupancy level for three (3) consecutive months will result in suspension of subsidy, until occupancy is increased to minimum requirement level.

I Agree

- OCTA reserves the right to withhold subsidy payments or to terminate a vanpool from the program for failure to submit monthly reports as specified by OCTA or for failure to provide timely responses to reasonable requests for information, but not limited to those listed in the "Participation Guidelines".
- OCTA retains the right to deny funding for any new vanpools and to place a vanpool on a waiting list, or to terminate the funding of a vanpool if OCTA deems that it is in the best interest of the agency and program to do so.
- The OCTA Vanpool Program is consistent with the Americans with Disabilities Act (ADA) and open to the public. Accessible vehicles are available from the vanpool service provider upon request. NOTICE OF TITLE VI PROTECTIONS: It is the policy of OCTA to employ, to best efforts to ensure that all programs, services, and activities are implemented without discrimination. For more information on OCTA's civil rights program and the procedures to file a complaint, please visit OCTA.net.

Please enter the name/address of where you get on and get off of your vanpool.

123 Apple Tree, Orange, CA 92840

1234 Test Company, Orange, CA 92840

Participant Authorization: By checking the box below and writing my name in below and submitting this Agreement, I represent that I am authorized to enter into this Agreement, the information provided herein is true, and I have read and understand the above terms and conditions.

I Agree

Participant Signature: Enter your full legal name (at a minimum your first and last name) below and provide your signature. The use of a digital signature shall have the same force and effect as the use of a hand-written signature.

Charlie Coordinator

Clear Signature

Print this Agreement

Submit

You have successfully submitted your participation agreement.

Thank you!

Your OC Vanpool Vanpool Application has been submitted to OCTA for review. Your vanpool participants will receive a welcome email asking them to create an OC Vanpool Profile, username and password for access to our website. They will need to log on, agree to and electronically sign and submit a Participation Agreement. Your OC Vanpool Program application will not be approved until all required Participation Agreements are submitted.

If you have any questions regarding your Application, please contact OCTA at vanpool@octa.net or call us at 714-560-5588.

Application Status

Vanpool: VO1395 - Celine Tran
From: 11761 S Della Ln, Garden Grove, CA 92840
To: 35 Enterprise, Aliso Viejo, CA 92656
Leasing Vendor: Enterprise

Status: Application Submitted, confirmed by participants, and awaiting review by the Leasing Vendor and OC Vanpool.

Passenger List

Name / Email	Status
Charlie Coordinator celine-tran@outlook.com Coordinator	Participation Agreement Signed
Passenger John thuanhau714@yahoo.com	Participation Agreement Signed
Tracy McConnell tc7mcconnell@gmail.com	Participation Agreement Signed

Once all of your passengers have signed the participant agreement on-line, OC Vanpool staff will review your application. Please log into your account periodically to check the status of your application.

If you need assistance, please email vanpool@octa.net or call 714-560-5588