

# PROGRAM GUIDELINES



The Orange County Transportation Authority operates the OC Vanpool Program to provide transit choices to commuters and reduce congestion on Orange County roadways. The program offers a monthly incentive of \$400 for qualified vanpool groups to offset the vanpool expense. High-occupancy vanpools can receive even more incentives.

## WHICH VANPOOL GROUPS CAN APPLY FOR THE PROGRAM?

Vanpool groups who use a vanpool provider under contract with OCTA are eligible to apply to OC Vanpool, provided the following criteria are met:

- The vanpool group must have 5 - 15 people ready to ride.
- The worksite destination is in Orange County or goes through Orange County traveling to a worksite less than 20 miles into San Diego County.

## PROGRAM QUALIFICATIONS

- Meet the worksite destination requirement.
- Achieve a monthly seat occupancy of 70% to initiate the OC Vanpool subsidy.
- A vanpool must accept riders to companies near the vanpool's worksite and may not discriminate against any person who wants to join the vanpool.
- Maintain a minimum occupancy of 50% after the qualifying month. Vanpools that seat 8 to 15 passengers and achieve an 85% or higher monthly occupancy may qualify for a \$500 subsidy.
- Service must be provided by a vanpool provider under contract with OCTA.

## HOW DOES A VANPOOL GROUP APPLY FOR THE PROGRAM?

Begin your application by creating your vanpool account name and provide your email at: [www.octa.net/startavanpool](http://www.octa.net/startavanpool).

- You will receive an email prompting you to create a password that will activate your account.
- Create your profile. You will need your home address, worksite address, and work hours.
- Select your vanpool provider from a drop-down menu, enter the date that your group will begin to vanpool, and add the van size (total number of seats).
- Create and confirm your vanpool route and schedule.
- Add your passenger names and email addresses. Each passenger will receive an email with a link to sign a Participant Agreement.

## ONCE ACCEPTED IN THE PROGRAM, HOW DOES MY VANPOOL REMAIN QUALIFIED?

- Complete monthly ridership and expense reports through the OC Vanpool program's website or mobile app by the 10th day of each month.
- Achieve a monthly seat occupancy of at least 50%— vanpools with less than 50% occupancy for three consecutive months will lose the incentive until the occupancy level of 50% is regained.
- Follow the Program Participation Guidelines as described herein.

OCTA retains the right to deny funding for any new vanpools and to terminate the funding of any individual vanpool or the entire program if OCTA deems it to be in the best interest of the agency to do so. Regardless of the length of any contract between vanpool participants and a vanpool company, OCTA retains the right on a monthly basis to terminate the subsidy for any vanpool enrolled in the Program.

The OCTA Vanpool Program is compliant 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 PROTECTION: It is the policy of OCTA to employ its 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](http://OCTA.net)



## HOW TO QUALIFY FOR THE OC VANPOOL SUBSIDY

### 1. COMPLETE YOUR OC VANPOOL MONTHLY REPORTS:

After your vanpool has been approved for the OC Vanpool Program, you will be able to log in to your vanpool account at <https://vanpools.octa.net/>

- A. The trips to and from work must be recorded separately for each passenger in your vanpool every day they ride. Your expense reports are also mandatory. Both reports must be submitted by the due date.
- B. Record all expenses incurred for fuel, carwash, road tolls, and parking regardless of how they are paid or who pays them.
- C. Record the odometer reading taken on the last commute day of the month when arriving at the final destination for the vanpool vehicle.
- D. Submit your completed reports by the 10th day of each month (Ex: January report is due by February 10th).

### 2. MAINTAIN SUFFICIENT PARTICIPATION:

OC Vanpools must achieve 70% monthly seat occupancy to initiate the OC Vanpool Subsidy. Thereafter, a minimum seat occupancy of 50% must be maintained to continue eligibility. If seat occupancy falls below the 50% requirement for three consecutive months, your vanpool becomes ineligible for a subsidy in the fourth month. The subsidy will be suspended until the 50% occupancy requirement is achieved.

### 3. UNDERSTAND HOW OCCUPANCY IS CALCULATED:

Occupancy is calculated by the number of passengers riding each day, not the number of passengers on the vanpool roster. Here's how occupancy is calculated:

- A. Count the number of passenger rides to and from work. This number is the Reported Rides
- B. Multiply the number of seats in your vehicle by the number of days the vanpool operated in the month. Double that number because the vanpool makes one trip to work and one trip home. This is the number of the month's Possible Rides
- C. Divide the Reported Rides by the Possible Rides. The result is the seat occupancy percentage.

### 4. WHAT TO DO IF YOU DON'T QUALIFY:

If your vanpool doesn't meet the required occupancy, recruit new passengers or encourage your existing passengers to ride regularly. If you can't fill seats, consider switching to a vehicle with fewer seats\*. If necessary, consider terminating the vanpool. Your vanpool provider will require a 30-day written notice if you need to terminate your vanpool.

#### Contact for More Information:

Tracy McConnell

Phone: 714-560-5588 | Email: [vanpool@octa.net](mailto:vanpool@octa.net)

\*Vanpool vehicles must seat seven adults to qualify for the OC Vanpool Program.

<http://www.octa.net/vanpool>