



## McCLELLAN PARK TRANSPORTATION MANAGEMENT ASSOCIATION \$65 VANPOOL SUBSIDY PROGRAM

(Revised June 1, 2008)

### **TMA Subsidized Vanpool Policy and Guidelines**

The goal of the McClellan Park Commute Program is to reduce the number of drive-alone commuters and vehicles parked at on-site facilities. Effective March 1, 2007, employees who vanpool at least four to five times per week may register with the McClellan Park Transportation Management Association (TMA) for a McClellan Park TMA \$65 Vanpool Subsidy. Vanpool registration is required annually.

### **Eligibility requirements for \$65 monthly Vanpool Subsidy**

The McClellan Park TMA will subsidize \$65 of monthly lease costs per tenant-employee for eligible vanpools operating in McClellan Park. This \$65 monthly incentive to vanpool is offered on a first-come, first-served basis to any qualifying vanpool that has:

- Completed and returned a signed Commuter Benefits Agreement
- Registered in Sacramento Commuter Club ([www.sacregioncommuterclub.com](http://www.sacregioncommuterclub.com))
- Submitted signed agreements with a SACOG authorized vanpool vendor
- Commitment to completing the annual 3-minute on-line commute survey to validate your vanpool activities

*Employees who already receive employer-provided subsidies are not eligible for the TMA subsidy funds.*

### **Vanpool Subsidy Program Features**

1. The TMA will pay \$65 of monthly lease costs per eligible full-time vanpool participant (excluding the cost of fuel) directly to a vanpool vendor.
2. The primary driver and vanpool group members are responsible to pay the remaining monthly lease to the vanpool vendor.
3. A designated, carpool/vanpool parking space will be striped (pending Property Management approval) for a preferential vanpool parking space. Download and submit carpool/vanpool parking permit application from [www.mcclellanparktma.org](http://www.mcclellanparktma.org). All eligible vanpool participants will receive instant access and service to the free emergency ride home voucher via their registration in [www.sacregioncommuterclub.org](http://www.sacregioncommuterclub.org).

## Program Requirements

- The vanpool must have a final employment destination within McClellan Park and be employees of a McClellan Park Tenant-employer.
- The vanpool participants must vanpool at least 4 days per week (on average) to maintain the monthly subsidy.
- Participants are required to use an authorized SACOG vanpool vendor (Enterprise Rideshare or VPSI, see below for more information on these vendors).
- The primary driver and vanpool vendor will sign a lease agreement and forward a copy to the TMA to activate the subsidy. This agreement covers financial arrangements between the vendor and reporting requirements that the primary driver must fulfill.
- The subsidy program for all vanpool participants will be revoked if a vanpool's ridership falls below six members (including the driver) for two consecutive months after the initial two-month start-up period.
- Vanpool riders must give the primary driver a 30-day notice prior to permanently leaving the vanpool group. Riders will be financially responsible for the seat for the full 30 days after giving notice to terminate their ridership.
- Any vanpool with more than 6 riders will also need to notify the TMA of any riders leaving the vanpool. The TMA will not subsidize an empty seat; therefore, the vanpool is fully financially responsible for the empty seat .
- Vanpool riders will individually pay the primary driver for their share of vanpool costs as agreed upon.
- The primary driver is responsible for fueling and maintaining the vehicle, collecting rider contributions, providing a receipt, maintaining the terms of the lease agreement and driving responsibly.

## What you need to do to Join the McClellan Park TMA \$65 Monthly Vanpool Subsidy Program

1. The primary driver registers the vanpool in the rideshare database (call 511 or go to the website [www.sacregion511.org](http://www.sacregion511.org) and click on "Rideshare" and then on "Find a Carpool/Vanpool") AND in [www.sacregioncommuterclub.org](http://www.sacregioncommuterclub.org) to advertise their vanpool to McClellan Park commuters. Vanpool vendors and the TMA can also assist in finding vanpool riders.
2. The primary driver (and vanpool group) chooses a vanpool vendor from the two companies listed below.
3. Monthly, each vanpool participant provides the TMA with a **ridership log** showing the number of days they rode in the vanpool, along with phone numbers, e-mail addresses (submitted via email).
4. Annually, all vanpool participants must complete the 3-minute on-line commute survey to identify that they are using a vanpool commute options. If any member of the vanpool does not complete this short once-a-year survey, the vanpool will not continue to receive \$65 per person TMA funding. **COMPLETION OF THE ANNUAL 3-MINUTE, ON-LINE COMMUTE SURVEY IS A REQUIREMENT FOR CONTINUED FUNDING.**

**For assistance with the program or if you have questions:**

McClellan Park TMA  
Bev Rager, Commute Program Manager  
916 570-5314  
brager@mcclellanparktma.org

**Authorized Vanpool Vendors in the Sacramento Region**

Enterprise Rideshare – Maryam Amiri  
1-800-VAN 4 WORK  
Direct: (916) 480-4961  
<http://www.vanpool.com>  
maryam.amiri@erac.com

VPSI Inc. – Vernita Preston  
1-800-VAN-RIDE  
Direct: (925) 479-9760 Bus.  
<http://www.rideone.com>  
vernita.preston@vpsiinc.com

**Eligibility Requirements for Obtaining a Designated Vanpool Parking Space**

Step 1: Visit the McClellan Park Transportation Management Association Web site at [www.mcclellanparktma.org/rideshare.htm](http://www.mcclellanparktma.org/rideshare.htm) and download the Carpool/Vanpool Registration and Permit Application.

Note: Employees who vanpool with six or more McClellan Park employees on a full-time basis (4 to 5 days per week) must have matching or similar work schedules to be eligible for special parking permit.

Step 2: Use your McClellan Park Carpool/Vanpool permit on days you and your vanpool participants share a ride to work. The Carpool/Vanpool permit allows parking in specially marked preferential parking space in the front or near your worksite.

Step 3: If you or your vanpool partner(s) experience a shift or job change that alters your ability to vanpool, you must change your vanpool status and alter your parking registration. Update your vanpool status by sending an email to Bev Rager at [brager@mcclellanparktma.org](mailto:brager@mcclellanparktma.org) or by calling (916) 570-5314.

Note: Vanpools are defined as adult employees who share a ride to work. Infants and children will not be considered vanpool participants in this program.

**Parking Will be Appropriately Enforced.**

- A. Unauthorized vanpool parking will be cited and disciplinary action will be initiated. Periodically, audits will be conducted to review vanpool group permit use and parking activity. If it is found that the partners in the vanpool group are parking independently more than 60% of their workweek, the group's supervisor(s) or employer will be notified of the audit finding. The employees will be asked to change their vanpool status if they are no longer in compliance with the vanpool parking guidelines.
- B. If the vanpool group meets the vanpool criteria, they will be allowed to remain in the vanpool program.
- C. If additional audits reveal that the vanpool group becomes out of compliance again, all vanpool group members will be removed from the vanpool program, subsidies will be eliminated and the group will not be eligible to re-register for this program again.
- D. Vanpool Violation Notices will be placed on employee vehicles that park in designated parking spaces without displaying their Carpool/Vanpool Permit. These vehicles will be marked for audits.