



## New Vanpool Group Start-Up Incentive Application – 2018

Vanpool Driver Name <small>(please print)</small>		
Home Address	City	Zip
Company Name <small>(must be BTMO member)</small>		
Work Address	City	Zip
Phone Number	Email Address	
Which Third Party Vanpool Service Provider Are you Working With for the New Vanpool Group? <input type="checkbox"/> Enterprise <input type="checkbox"/> CalVans <input type="checkbox"/> Other _____		
How Did You Currently Travel to Work (Prior to Starting This New Vanpool Group)? <small>(please check one)</small> <input type="checkbox"/> Drive Alone <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Metrolink <input type="checkbox"/> Public Transit <input type="checkbox"/> Other _____		
Passenger Roster – Please list names of at least four (4) riders (do not include the driver) that will be in your new vanpool <small>(attach a list if more than six riders)</small>		
#1 – Name	Company Name	Email Address
Current Travel Mode <small>(prior to starting this new vanpool)</small> <input type="checkbox"/> Drive Alone <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Metrolink <input type="checkbox"/> Public Transit <input type="checkbox"/> Other _____		
#2 – Name	Company Name	Email Address
Current Travel Mode <small>(prior to starting this new vanpool)</small> <input type="checkbox"/> Drive Alone <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Metrolink <input type="checkbox"/> Public Transit <input type="checkbox"/> Other _____		
#3 – Name	Company Name	Email Address
Current Travel Mode <small>(prior to starting this new vanpool)</small> <input type="checkbox"/> Drive Alone <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Metrolink <input type="checkbox"/> Public Transit <input type="checkbox"/> Other _____		
#4 – Name	Company Name	Email Address
Current Travel Mode <small>(prior to starting this new vanpool)</small> <input type="checkbox"/> Drive Alone <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Metrolink <input type="checkbox"/> Public Transit <input type="checkbox"/> Other _____		
#5 – Name	Company Name	Email Address
Current Travel Mode <small>(prior to starting this new vanpool)</small> <input type="checkbox"/> Drive Alone <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Metrolink <input type="checkbox"/> Public Transit <input type="checkbox"/> Other _____		
#6 – Name	Company Name	Email Address
Current Travel Mode <small>(prior to starting this new vanpool)</small> <input type="checkbox"/> Drive Alone <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Metrolink <input type="checkbox"/> Public Transit <input type="checkbox"/> Other _____		

**New Vanpool Group Start-Up Incentive Policies:**

- Monthly vanpool incentive will ONLY be available to employees (driver/riders) where the majority who were driving alone to work prior to starting the new vanpool group.
- The vanpool group must be established for the very first time (a completely new vanpool)
- The driver must lease the vanpool from a third-party vanpool service provider (re: Enterprise, etc). No owner-operator vanpools are allowed.
- Must start with and maintain a minimum of five (5) people in the vanpool and be comprised of riders who have not commuted to work in a vanpool in the past (re: majority of riders must currently be driving alone)
- Riders must work at a company that is a member of the Burbank Transportation Management Organization (BTMO).
- Riders must be a working adult over 18 years old.
- New riders cannot receive the Vanpool New Rider Subsidy since their vanpool group is already receiving this BTMO New Vanpool Group Start-Up Incentive – no double dipping.
- \$200 per month will be paid directly to the vanpool leasing company for the first six (6) consecutive months of vanpooling – this will lower the monthly fare.
- This incentive program can only be utilized once per vanpool driver/riders.
- The vanpool driver must be current on the monthly fare paid to the leasing company.
- The BTMO reserves the right to alter or change the policies or procedures in the future and will notify vanpool driver/riders with at least two weeks written notice.

**New Vanpool Group Start-Up Incentive Program Procedures:**

- This BTMO New Vanpool Group Incentive Application Form must be completed and submitted to BTMO office for approval prior to any payment. Submission of this Application Form does not guarantee incentive will be granted.
- All arrangements from vanpool formation, to final lease agreements are made with the vanpool driver and the third party vanpool provider (not BTMO).
- Upon approval, additional information will be required to process payment (re: copy of vanpool documentation from vanpool leasing company, status of riders, etc).
- If qualified, the vanpool leasing company will be issued a check for \$200 each month for six consecutive months as long as the vanpool group is in operation.
- After approval, the vanpool driver must register on [www.ridematch.info](http://www.ridematch.info) and begin tracking the daily vanpool trips using the Commute Calendar or use Metro’s Monthly Vanpool Report form to track trips and submit it at the end of each month.
- The incentive will start when the vanpool group takes delivery of the van and begins operation of the new vanpool vehicle.
- At the end of each month, BTMO staff will verify ridership on the Commute Calendar or Monthly vanpool Report form and confirm vanpool payment to the vanpool leasing company and issue a check for \$200 to the third party vendor on behalf of the vanpool group to lower the monthly fare. All payments are made directly to the vanpool leasing company.
- Vanpool driver is responsible for paying the remainder of the monthly vanpool fare/cost in the manner prescribed by the driver’s agreement with the vanpool leasing company.

I have read and agree with the above policies and procedures governing the BTMO New Vanpool Group Start-Up Incentive program.

\_\_\_\_\_  
Vanpool Driver’s Signature

\_\_\_\_\_  
Today’s Date

Please scan/email your completed New Vanpool Group Incentive Application form to [bronwen@btmo.org](mailto:bronwen@btmo.org) or mail to:

Burbank Transportation Management Organization  
200 W. Magnolia Blvd.  
Burbank, CA 91502