



Pre-Application for BTMO New Vanpool Rider Subsidy

Employee Name (please print)	
Home Address	
City	Zip
Mailing Address (if different than above)	
City	Zip
Company Name (must be BTMO member)	
Work Address	
City	Zip
Phone Number	
Email Address	
How Did You Travel to Work Prior to Riding on This Vanpool? (please check one) <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 _____	
Number of One-Way Miles Traveled From Home to Work	
Vanpool Driver's Name	
Vanpool Driver's Email Address	
Name of Third Party Vanpool Service Provider (check one) <input type="checkbox"/> Enterprise <input type="checkbox"/> Other _____	
Vanpool ID Number/License Plate	
Estimated Cost of Rider's Monthly Vanpool Fare (not including fuel, tolls, parking, etc) \$	

Vanpool Rider Subsidy Policies:

- Monthly vanpool subsidies will ONLY be available to employees (riders) who were driving alone to work prior to joining the vanpool.
- The vanpool, that the rider is planning to join, must be leased from a third-party vanpool service provider (re: Enterprise, etc). No owner-operator vanpools are allowed.
- Riders must work at a company that is a member of the Burbank Transportation Management Organization (BTMO).
- Rider must be a working adult over 18 years old.
- Riders cannot receive the Vanpool Rider Subsidy if their vanpool group is currently receiving the BTMO New Vanpool Group Subsidy.
- The rider is responsible for reporting all income received to appropriate taxing entities.
- Up to \$40 per month will be paid directly to the rider for the first six consecutive months of vanpooling.
- This subsidy program can only be utilized once per employee.
- The vanpool rider must be current on their monthly fare paid to the vanpool driver or payroll deduction.
- The BTMO reserves the right to alter or change the policies or procedures in the future and will notify riders with at least two weeks written notice.

Vanpool Rider Subsidy Procedures:

- This BTMO Vanpool Rider Pre-Application Form must be completed and submitted to BTMO office for approval prior to any payment. Submission of a Pre-Application Form does not guarantee subsidy will be granted.
- Once the pre-application is approved, an email will be sent to the new rider requesting copies of payment information (re: copy of vanpool fare receipt for the specific month, copy of a paycheck stub with the vanpool payroll deduction noted, etc).
- The rider will then be issued a check (made payable to rider) for up to \$40. The subsidy amount is based upon the amount the rider actually paid to the vanpool group/driver or amount deducted from their paycheck. The subsidy amount cannot be higher than the amount the rider actually paid to ride on the vanpool. For example, if the vanpool rider only paid a fare of \$30 – the subsidy check will be for \$30.
- At the end of the subsequent months (month 2 through month 6), BTMO staff will again request a copy of the vanpool fare receipt for that specific month. A copy of a paycheck stub with vanpool payroll deduction noted for that month is also acceptable. A check will be issued for up to \$40 to the rider for that specific month.
- Rider is responsible for paying the remainder of their monthly vanpool fare/cost in the manner prescribed by their rider’s agreement with their vanpool driver.
- Please note, checks can take up to 4 weeks to process.

I have read and agree with the above policies and procedures governing the BTMO Vanpool Rider Subsidy program.

Employee/Rider’s Signature

Today’s Date

Return the completed Pre-Application for BTMO New Vanpool Rider Subsidy form to bronwen@btmo.org or mail to:

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