

Virginia Van Start And Van Save Assistance Programs For Vanpools



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VIRGINIA VAN START PROGRAM FOR NEW VANPOOLS

The Virginia Van Start Program for new vanpools is designed to provide financial support for new vanpool formations. The program temporarily subsidizes empty seats during the critical start-up phase of new vanpools. The program is open to all new vanpools that register for assistance with a local Rideshare Program (see list on page 8). Assistance is granted at the discretion of the local Rideshare Program based on eligibility of the applicant and the demonstrated aggressiveness in recruiting passengers.

Eligibility Requirements For Van Start Program

1. The vanpool must register with a State recognized Rideshare Program (see list on page 8).
2. The van must be equipped with PV license plates (or a copy of the application form VSA-14 from DMV must be attached) and be registered with the local jurisdiction (i.e. the vehicle must have the county/city sticker).
3. The vanpool must be a non-profit operation.
4. The vanpool must be in its first three months of operation.
5. The owner/operator must certify that the van is appropriately insured under a Commercial Auto Policy or a Vanpool Policy (this is an insurance category different from a personal or family auto policy).
6. The owner/operator must demonstrate that at least 50% of the passenger capacity is full by supplying the Rideshare manager with the names and telephone numbers (both work and home numbers) of existing passengers for verification (see form on page 10).
7. The vanpool must demonstrate continuous aggressive recruiting for new passengers (posters at workplaces, newspaper advertisements, etc.). The local Rideshare Program will provide additional recruiting assistance where the vanpool is registered.
8. The owner/operator must sign the certification form (see form on page 9).

9. Additional eligibility, monitoring, or administrative guidelines may be set by the funding Rideshare program based on:
 - a. Knowledge of the operator's history as a vanpool operator or passenger
 - b. Market factors
 - c. Funding limitations
 - d. Collective experience of the vanpools in the region
 - e. Origin and destination of the vanpool

10. A vanpool owner/operator may not apply for assistance if 50% or more of the total ridership has been in another vanpool that received State financial vanpool assistance in the past 12 months. For example on a 15 passenger van, no more than 7 of the passengers may have been in another vanpool which received State financial vanpool assistance in the past 12 months.

Guidelines for Van Start Program

1. Qualified vanpools may receive cash subsidies up to the following maximums:

Total Passenger Seats	Seat Assistance Month #1	Seat Assistance Month #2	Seat Assistance Month #3	Seat Assistance Month #4
15	4	3	2	1
12	3	2	1	0
9	2	2	1	0
7	2	1	1	0

2. The Rideshare Manager in the jurisdiction from which the vanpool originates will determine the assistance amount per passenger seat. The assistance will be based on the average cost per passenger seat, excluding the driver, for all vanpools registered in the database operating within comparable distance parameters and market factors (see sample worksheet on page 11).
3. The assistance will be granted only once per new vanpool according to the passenger list and the vanpool information (i.e. origin and destination). The assistance will be provided up to the stated maximums only as long as seats in the van are still available.
4. The vanpool owner/operator must submit a passenger list with an authorized signature for each eligible month to the Ridesharing Office to attest to the number of vacant seats (see form on page 10).
5. Multiple van owner/operators may apply for assistance for a maximum of 5 vans once every 12 months per van.



VIRGINIA VAN SAVE PROGRAM EMERGENCY ASSISTANCE PROGRAM FOR EXISTING VANPOOLS

The Virginia Van Save Program for existing vanpools is designed to assist established vanpools experiencing emergency loss of passengers. An eligible vanpool owner/operator may apply for assistance a maximum of once every 12 months per van. Multiple van owner/ operators may apply for assistance for a maximum of 5 vans, once every 12 months per van. The program is administered through local Rideshare Programs (see list on page 8). Assistance is granted at the discretion of the local Rideshare Program based on knowledge of the vanpool operation, situation, and eligibility.

Eligibility Requirements For Van Save Program

1. The van must be registered with a State recognized rideshare database (see list on page 8) for a minimum of 30 days prior to application for assistance.
2. The van must have been operating for a minimum of six months and may not have received any state assistance funds for 12 months.
3. The van must have a PV license plate (or a copy of the application form VSA-14 from DMV must be attached) and be registered with the local jurisdiction (i.e. the vehicle must have the county/city sticker).
4. The owner/operator must certify that the van is appropriately insured under a Commercial Auto Policy or a Vanpool Policy (this is an insurance category different from a personal or family auto policy).
5. The van must have lost at least 25% of its paid passengers for more than 30 days.
6. The vanpool must be a non-profit operation.
7. The owner/operator must demonstrate continuous aggressive recruiting for new passengers. The Rideshare Program will provide additional recruiting assistance.

8. The owner/operator must sign the certification form (see form on page 9).
9. Additional eligibility, monitoring, or administrative guidelines may be set by the funding Rideshare program based on:
 - a. Knowledge of the operator's history as a vanpool operator or passenger
 - b. Market factors
 - c. Funding limitations
 - d. Collective experience of the vanpools in the region
 - e. Origin and destination of the vanpool
10. A van may apply for assistance only if 50% or less of the total ridership has been in a vanpool that received State financial vanpool assistance in the past 12 months. For example on a 15 passenger van, no more than 7 of the passengers may have been in a vanpool which received State financial vanpool assistance in the past 12 months,

Guidelines for Van Save Program

1. Qualified vanpools may receive cash assistance up to the following maximums:

Total Passenger Seats	Seat Assistance Month #1	Seat Assistance Month #2	Seat Assistance Month #3	Seat Assistance Month #4
15	4	3	2	1
12	3	2	1	0
9	2	2	1	0
7	2	1	1	0

2. The owner operator must certify that the application is for seats that have been vacant for one month or more (see form on page 9).
3. The assistance amount per passenger seat will be determined by the Rideshare Manager in the jurisdiction from which the vanpool originates based on the average cost per passenger seat, excluding the driver, for all vanpools registered in the database operating within comparable distance parameters and market factors (see sample worksheet on page 11).
4. The assistance will be granted only once per vanpool every twelve months according to the passenger list and the vanpool information (i.e. passenger list, origin and destination). The assistance will be provided up to the stated maximums only as long as seats in the van are still available.

5. An owner/operator receiving funds from this program may not request assistance from the Van Save program for existing vanpools for at least 12 months after the last payment received by the vanpool from a previous program.
6. The vanpool owner/operator must submit a passenger list with an authorized signature for each eligible month to the Ridesharing Office to attest to the number of vacant seats. (See form on page 10).
7. Multiple van owner/operators may apply for assistance for a maximum of 5 vans once every 12 months per van.

Where To Get Additional Information

If you are interested in learning more about vanpooling or how to organize or join a vanpool, the best source of information is your nearest rideshare agency. The areas served, names, and telephone numbers of the agencies are listed below.

Area Served	Rideshare Agency	Phone No.
Fredericksburg Area	RADCO Rideshare	(540) 373-7665
Charlottesville Area	RideShare	(434) 295-6165
Fauquier, Rappahannock, Culpeper, Orange and Madison Counties	Rappahannock Rapidan Planning District Commission	(540) 829-7451
City of Winchester; Clarke, Frederick, Page, Shenandoah and Warren Counties	Valley Commuter Assistance Program	(540) 635-4146
Richmond Area	Ridefinders	(804) 643-7433
Roanoke Area	RIDE Solutions	(540) 343-4417
Hampton Roads and Eastern Shore Area	TRAFFIX Regional Program	(800) 700-7433
Middle Peninsula - Essex, Gloucester, King & Queen, King William, Mathews and Middlesex Counties	Middle Peninsula Rideshare	(804) 758-2311
Northern Neck - Richmond, Northumberland, Westmoreland, and Lancaster Counties	Northern Neck Planning District Commission	(804) 333-6683
Northern Virginia, DC, MD	Commuter Connections	(800) 745-RIDE
Fairfax County, Cities of Falls Church and Fairfax	Fairfax County RideSources	(703) 324-1111
City of Alexandria	Alexandria Rideshare	(703) 838-3800
Arlington County	Arlington Transportation Partners	(703) 247-9299
Prince William County, Cities of Manassas and Manassas Park	Potomac and Rappahannock Transportation Commission (PRTC) OmniMatch	(703) 583-7782
Loudoun County	Loudoun County Rideshare	(703) 771-5665

If there is no rideshare agency serving your locality, you can contact the nearest rideshare agency to you and they will be glad to help you. A rideshare agency is the best source of information about vanpooling, carpooling, and other transportation related programs of interest to commuters.



CERTIFICATION FOR VIRGINIA VANPOOL ASSISTANCE PROGRAM

I CERTIFY AND AFFIRM:

1. That this is a non-profit Ridesharing arrangement according to Section 46.2-1400 of The Code Of Virginia that states:

"Ridesharing arrangement" means the transportation of persons in a motor vehicle when such transportation is incidental to the principal purpose of the driver, which is to reach a destination and not to transport persons for profit. The term includes ridesharing arrangements known as carpools, vanpools, and bus pools.

2. That I will immediately notify the local jurisdiction when I no longer qualify for the Vanpool Assistance Program;
3. That I am aware that the information I have provided is subject to review and verification;
4. That I am familiar with and will comply with the eligibility requirements and responsibilities;
5. That I have not requested or received State financial assistance for this van/vanpool for the last 12 months;
6. That no more than 50% of the total riders in the vanpool have participated in a State financial vanpool assistance program in the previous 12 months;
7. That the matters and facts contained in the foregoing application are true and subject to verification.

APPLICANT SIGNATURE _____

APPLICANT NAME (Please print clearly) _____

DATE _____



VANPOOL PASSENGER LIST

	Name	Home Phone	Work Phone
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Vanpool Coordinator or Owner/Operator _____

Vanpool Destination _____

Work Phone _____ Home Phone _____

Vanpool Start-Up Date _____ Today's Date _____

Signature _____



**SAMPLE WORKSHEET -- VANPOOL COST BREAKOUT
 15 PASSENGER VANPOOL* (INCLUDING THE DRIVER)
 SEAT SUBSIDY BASED ON 14 PAID SEATS (15 MINUS THE DRIVER)**

Monthly Expenses

Loan Payment	\$800
Fuel	250
Insurance	50
Maintenance	50
Cleaning	50
Parking	50
Cell Phone	32
Administration	180
Spare Vehicles	100
Emergency Services	<u>20</u>
Total (x)	\$1,582
Price Per Empty Seat (x/14)	\$113

SAMPLE

***A 15 passenger van can be classified as a 14 passenger van if that is the number of seats that will be made available including the driver. In this scenario, the total costs should be divided by 13 (14 minus the driver).**