WELCOME ABOARD!

We at Vanpool Alliance are pleased with your recent decision to join us. As part of our team, we would like to officially welcome you aboard. To make sure you can hit the ground running we have provided this quick guide to our program.

Vanpool Alliance is here to help and encourages and welcomes your questions. Whether rosters need to be updated or you have a question about reporting we can help! Contact Joe at jstainsby@omniride.com or Ben at bmatters@omniride.com.

Vanpool Alliance serves as a payment program, assists in ridematching, and helps to expand vanpooling in the region. All these services are based on timely and accurate reporting by you. The data reported by you is used by Vanpool Alliance to access funding that is then used to make local transportation improvements. Below is a guide to using RidePro and our website.

MONTHLY REPORTING

Reporting is completed on a monthly basis in the RidePro system. Reporting consists of reporting information on vehicles and ridership. Below is a simple walkthrough for reporting your ridership and mileage for a van group

Opening Your Report
1) Come to our reporting website, RidePro, at https://vanpoolalliance.rideproweb.com/rp2/account/signIn
2) Log into the site using the login information.
   - You will need to setup your password prior to continue. Contact staff if you cannot.
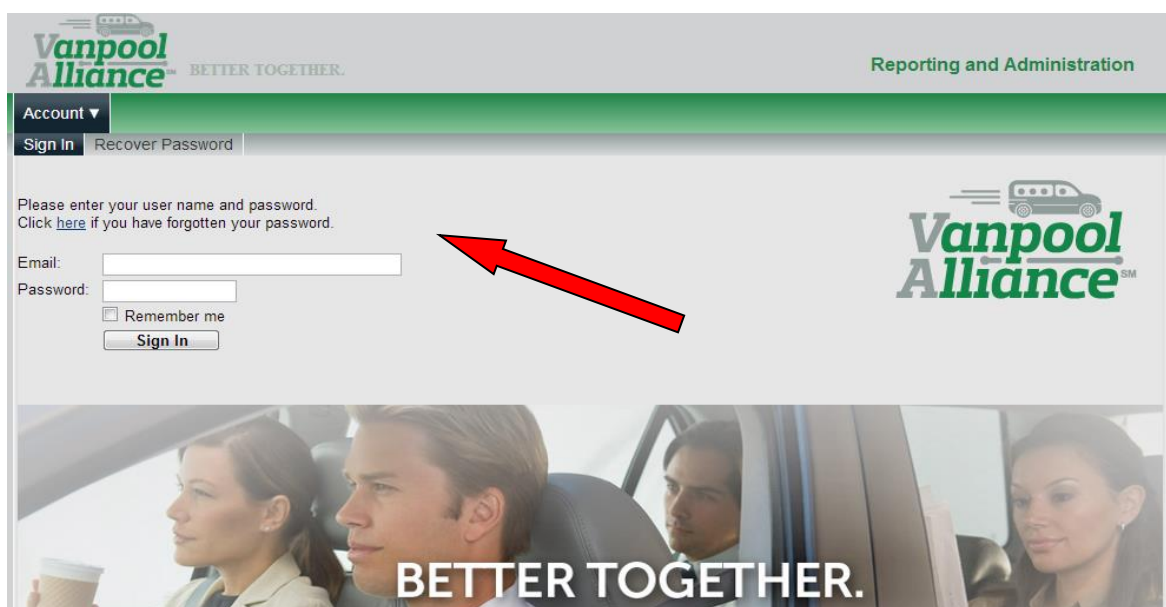
3) Click the New Monthly Report option.

4) Select the vanpool that you will be reporting data for from the dropdown list (if you only have one route there will not be a dropdown menu.)

5) Next select the month and year for your report.
6) Finally click **Open.**

Vehicles

Now enter your vehicle data

1) New and loaner vans need to be added to our system! Use the Vanpool Alliance webpage and we will add it to the RidePro database. Direct link: http://vanpoolalliance.org/vehicle-update/ ——————
   - Once we add a vehicle to the database you can select it for your report.
2) Enter the days the vehicle operated for each vehicle used during the month. ————
3) Here you will enter the starting and ending odometer for you vehicle. ————
4) Once you have filled out all of the vehicle information, click **Save** and then **Next**.

Non-Revenue Trips

You will now be presented with the non-revenue trips screen where you will have the opportunity to enter any trips such as maintenance trips.

Ridership

1) The final step is entering ridership using the ridership codes.
   - "X" signals remove from roster.

2) To make changes to your roster use the Vanpool Alliance webpage to let us know and we will update the RidePro database. Direct link: http://vanpoolalliance.org/vanpool-providers/rider-update/
3) When all information for the month has been entered, hit the **Save** button and the click the **Next** button.

Submitting the Report

1) Reporting opens the 1st of the month and is due by the 15th at 11:59 PM.

2) You will need to click on the check box to confirm that the information you are submitting is accurate and the click the **Submit** button.
   - Once you hit submit only staff can open your report. Contact us if you need to make changes!
3) When you submit your report you will receive an email confirmation.

FAQS

How do I change my vehicle or roster?
To make vehicle changes or roster changes use the Vanpool Alliance webpage and we will change the RidePro database.
Vehicle: http://vanpoolalliance.org/vehicle-update/
Roster: http://vanpoolalliance.org/vanpool-providers/rider-update/

Why does RidePro look different? I'm not able to do a report!
Vanpool Alliance members have a commuter profile and a group leader/ coordinator login. Usually if RidePro looks different for you it's because you are in your commuter profile. Here is the direct link to the group leader/ coordinator login: https://vanpoolalliance.rideproweb.com/rp2/account/signIn

Can Vanpool Alliance give me an extension on my report?
In the interest of fairness to all our participants we do not give extensions. We encourage coordinators to show others in the vanpool how to complete the reporting process in order to avoid late submissions.

CONTACT LIST

We are always happy to answer your questions and can be reached during normal business hours.

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