How do I change the vehicle for my monthly report?

Do you have a new vehicle? This how-to guide will show you what steps you must follow to submit that vehicle information to Vanpool Alliance, which will allow the program staff to update the database. If you have any questions, we can help! Just contact us promptly so that you can be sure to submit an accurate report before the deadline.

Gather the new vehicle information

First, you must gather **all** of the following information:

- Vendor Name
- Route (e.g. V00123)
- Make
- Model
- Year
- License Plate
- License State
- Unit Number/Vehicle ID
- Purchase Date
- Purchase Price
- Lease Rate, excluding gas
- Seating Capacity
- VIN
- Date Received
- Mileage when Received

If you are gathering information on a vehicle that you lease from your provider, please reach out to them to provide you with any vehicle information that you do not have.

Submit the information via our "Vehicle Update" page

Once you have gathered all the necessary information, please go to our Vehicle Update page.   You can either use this direct link: http://vanpoolalliance.org/vehicle-update/. Or you can go to our homepage: http://vanpoolalliance.org/, hover your mouse over "For Providers," and select "Vehicle Update."

Enter the information into the appropriate fields and click the green "Submit" button.

VEHICLE UPDATE

Do you have a new vehicle? Please submit the new vehicle information here and☐ we'll update the system within five business days.

Vendor Name*	
Route e.g. V00123*	
Make*	
Model*	
Year*	2005 ▾
License Plate*	
License State*	VA- Virginia ▾
Unit Number*	
Purchase Date* (mm/dd/yyyy)	
Purchase Price ($)*	
Lease Rate (excluding gas)*	
Seating Capacity*	7 ▾
VIN*	
Date Received* (mm/dd/yyyy)	
Mileage When Received*	

Submit

That's it! Just wait for a notification email from us.

Vanpool Alliance program staff will update the database with your new vehicle information within five business days. We will notify you via email once we have added the vehicle to the database. Then you can select it for your report.   (For more information on the vehicle selection screen in RidePro, please refer back to the Welcome Aboard! guide you received. If you need another copy, please let us know.)

CONTACT LIST

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

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