



Welcome!

Smart commuters like you are seizing the opportunity to turn costly and often frustrating daily commutes into a more pleasant experience. Vanpooling saves on your daily commute costs, wear and tear on your personal vehicle and, because you Vanpool, you reduce greenhouse gas emissions and congestion.

A Vanpool group is comprised of five to 15 commuters who share the cost of operating the van. Some van members play important roles in the group such as volunteer drivers or bookkeepers that help maintain the smooth operation of the van.

Did you know Spokane Transit Vanpools are uniquely designed to suit your commuting needs? As long as the van starts or ends in Spokane Transit boundaries, your Vanpool can go anywhere. Currently there are Vanpool routes servicing destinations in Kootenai County, Lincoln County, Whitman County, Stevens County and of course, Spokane County.

Your STA Vanpool staff contact information:

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STAvanpool@spokanetransit.com

**Think carpool,
then think bigger!**

Why Vanpool

A Vanpool is usually made up of five to 15 people who have similar commute routes and work schedules and are going to the same general area.

STA provides the van and everything else for successful ridesharing. Rider support services, maintenance, insurance, fuel, tires and training are all wrapped up into one monthly fee, divided equally among the Vanpool members.

Five reasons to Vanpool:

Save Money—A rider's monthly fare is generally less than one tank of gas.

Conserve the Environment—In 2008, Spokane Transit Vanpool participants saved a staggering 4.5 million drive alone miles, which significantly preserved our region's air quality.

Cut Out the Stress—Vanpoolers can visit, doze, read the paper or pay bills while getting to and from work.

Save Your Vehicle—According to regional commute statistics, 80% of your vehicle's wear and tear comes from driving to and from work.

More Options—Now you've made your commute on a Vanpool and you need to run an errand. No worries; upon request, Spokane Transit provides each Vanpool participant a free monthly bus pass.

**No long term commitments.
Vanpool agreements are month to month.**



What is a Vanpool

Vanpool Program - Spokane Transit operates and maintains the Vanpool program serving commuter groups with an origin or destination in Spokane County. Spokane Transit currently operates a fleet of 117 Vanpool vehicles, including seven passenger and 15 passenger vans.

At A Glance: Starting a Vanpool Group -

1. You need four to 14 other people, in addition to yourself, to organize a Vanpool. The more people, the lower your individual fare. So keep recruiting.
2. Choose a primary driver and at least one back-up driver.
3. You will need a bookkeeper to collect fares and appoint a contact person for the group. Any rider, including drivers, can be the group bookkeeper or the group contact.

Before you begin - Drivers and bookkeepers will attend an orientation class. Once the orientations are complete, your van will be assigned and scheduled for pick-up. Once the pool is together, you decide on a route, pick-up points and a schedule.

Operating an STA Vanpool - Each Vanpool group is encouraged to operate in a democratic manner. Spokane Transit provides each group with a Vanpool Program Manual to assist with operating the Vanpool.

STA Vanpool Fares - Each Vanpool group pays a monthly fare to Spokane Transit based on daily round-trip miles. The group fare is divided among all paying Vanpool members. Remember, the primary driver *may* commute for free. It is also worth asking if your employer is one of many who offer transportation subsidies.

To find more matches
for your Vanpool,
register online at
RideshareOnline.com.



Frequently Asked Questions

Q. *How much do riders pay?*

A. Vanpool fares are based on the number of Vanpool riders and the daily round-trip mileage. Vanpool fares are paid in advance on a monthly basis and are due to Spokane Transit on the first of the month. Vanpool fares are paid to the van group bookkeeper for submission to STA.

Q. *Do Vanpools pick up riders at their front door?*

A. The route and schedule for each Vanpool are decided by the group. Some vans go door-to-door, but most Vanpools establish one or two convenient pick-up points.

Q. *What happens to the Vanpool group when the driver is sick, on vacation or has to work late?*

A. Each Vanpool group should have at least two approved Back-up Drivers who can take over in case of an emergency.

Q. *What happens when a rider is sick or on vacation?*

A. Payment of the monthly fare reserves your seat whether you ride or not. Riders do not receive a refund for missed days. If a rider is planning a vacation, the rider can sublet the seat to a temporary rider from the Vanpool waiting list. Part time riders can also ride in a vacant seat and pay a daily fare.

Q. *What about insurance coverage?*

A. Spokane Transit purchases its insurance coverage through the Washington State Transit Insurance Pool (WSTIP).

Q. *If I work a compressed schedule, can I still join a Vanpool?*

A. Yes. Many of our Vanpool groups operate on a 4/10 or 9/80 compressed work week schedule.

Q. *Who is responsible for routine maintenance of the van?*

A. Maintenance is a joint effort between the Vanpool group and Spokane Transit. The Primary Driver completes daily, weekly and monthly inspections and all riders should report anything unusual. Spokane Transit's Maintenance Department performs the van's routine preventive service every 4,000 miles and handles emergencies as they arise.

How to Start a Vanpool

Vanpool formation checklist:

Step One

Contact Spokane Transit or your company's Employee Transportation Coordinator (ETC) to assist in recruiting people for a Vanpool.

Step Two

Recruited one Primary Driver _____

Back-up Drivers BU1 _____ BU2 _____

One Bookkeeper BK _____

Group Contact GC _____

Riders (Not including the above mentioned) 1) _____

2) _____ 3) _____ 4) _____

5) _____ 6) _____ 7) _____

8) _____ 9) _____ 10) _____

Step Three

Contact 326-POOL or email STAVanpool@spokanetransit.com to arrange a **free** training class for the Primary Driver, Back-up Drivers and Bookkeeper.

Step Four

Give everyone a Vanpool Rider agreement to read, sign and return to your newly designated Bookkeeper.

Step Five

Take possession of your van and start Vanpooling!

