

“Quick Guide” to Online Vanpool Mileage & Ridership Reporting

Payment Reports, the full Reporting Guide and all other Bookkeeper forms can be found on our website: <https://www.spokanetransit.com/vanpool>

If you have any questions, please contact the Vanpool Office (509) 326-POOL
Email: STAVanpool@spokanetransit.com



ACCESS TO ON-LINE REPORTING: New bookkeepers - the vanpool office will need to set up your account. Once this is done, a notification from the website will be sent to the bookkeeper's email address. If you have signed in as a commuter, you may need to sign-out and back in using the link below. You should be on the page with the van. (click on picture)

1	SIGN IN	<ul style="list-style-type: none">• Website: https://mytrip.commutefindernw.com/rp2• <u>Do not</u> use another bookkeeper's log in. Please call us if you need access.• Enter your Email & Password (use the email associated with your on-line account)• You will need the mileage and ridership log from the van.• Click "New Monthly Report." To begin a new month. <p style="text-align: center;">-Or-</p> <ul style="list-style-type: none">• Click "Find Monthly Report." To open a report you already started.
2	VEHICLES	<ul style="list-style-type: none">• Clicking "Open" or "Edit" opens to "Vehicles" screen. The last van and odometer will be listed. For additional vans, enter a van number and click "Search" then "Select" to add the van. Select the same van multiple times for each date range.• Enter "Start Day & Odometer and End Day & Odometer" for each date range. If the van is driven to the shop, begin and end the odometer so those miles are not included.• Clicking "Next" opens to Non-Revenue trips. <u>Do not</u> "Add Trip" unless the van was driven over 5 miles to fuel, wash or reposition to another driver. (Rarely used).• Click "Next" to proceed to Ridership. Save your work and come back to it at any time.
3	RIDERSHIP	<ul style="list-style-type: none">• The ridership defaults to all round trips "2". Use the Ride Codes to designate changes:• "i" for rode van to work only, "O" for rode van home only.• "D" for did not ride. "H" for Holiday.• Use "X" if someone was not a member of the van group at that time.• Note the "Set everyone on this day to the code you enter" feature.• Use "Add Rider" to add trips for a rider not on the roster.• Click "Next". Please enter any comments. Click "Submit" to close and send your report.• Click "Route-Roster-Rider Search" anytime to find potential riders for your van.• Please check your published route regularly. <u>Do not</u> change your route without notifying STA Vanpool first.