

UCR Vanpool Program Guidelines

Program Overview:

- A. The UCR Vanpool Program is a self-supporting operation; vanpool participants fund all operating costs including vehicle lease costs, maintenance, insurance and fuel. The vans are fully owned and operated by a third-party lease vendor. All vanpool participants must comply with the vanpool lease provider's policies and regulations.
- B. Transportation Services will provide limited administrative support in conjunction with the vanpool lease provider. Certain administrative and overhead costs, as well as UCR sponsored vanpool subsidies, are funded by Transportation Services for UCR employees and students.
- C. The UCR Vanpool Program is an extension of the University and all participants are expected to adhere to the [UCR Principles of Community](#) and in a manner that promotes safety and represents a respectful, cooperative, equitable, and civil campus community.
- D. The Vanpool Coordinator manages their own van and has the right to enforce their own group rules. It is their discretion as to who joins or is terminated from the vanpool group. Any complaints (such as a violation of the rules or inappropriate conduct) should be directed to the lease provider who in return will attempt to resolve the issue(s).

Vanpool Fees and Payment Methods:

- A. Monthly lease fares are designated by the lease provider and are calculated based on the vehicle type, miles travelled, and number of occupants. Monthly fees will fluctuate if any of these factors change.
- B. Lease fares are a flat monthly fee; daily and part-time fees structures are not offered. The lease is split between the number of passengers regardless if they ride full or part time.
- C. Lease fees are payable to the lease provider monthly, in advance of each month. Transportation Services will make the monthly payment to the lease provider on behalf of the vanpool and will bill participants accordingly. Employee fees are deducted from payroll on a pretax basis (first \$270 per month is pretax based off IRS 2020 fringe benefit rates) at the end of each month. Student fees are billed to their Student Business Services account at the beginning of each month. A signed Payment Authorization Form must be submitted prior to participating in the vanpool.
- D. Employee members who pay by payroll deduction incur monthly or bi-weekly fee charges. Employees paid monthly are deducted one lump sum payment each month; employees paid bi-weekly are deducted two 50% payments each month. Payments are deducted in arrears for the two-week or monthly period after you ride.
- E. Transportation Services will provide a \$125.00 monthly vanpool subsidy to be paid directly to the vanpool provider in order to lower the cost of the group's lease.
- F. All vanpool participants are responsible for verifying that their payments are made each month. If a lease payment is not deducted or billed for any reason, Transportation Services reserves the right to charge the participant retroactively.
- G. Refunds are not granted when participants take vacation, leave of absence, sick leave or holiday leave. Members are not refunded when a driver is unavailable and the van is offline. For this reason, we encourage the van to have more than one back-up driver. Refunds are not granted for participating only part-time.
- H. Vanpool seats will not be reserved without payment for reasons such as summer break, leave of absences, or extended work travel. Participants must continue to pay for the seat to hold it; otherwise you risk the chance of your seat being filled.

- I. The cost of fuel and car washes are paid for directly by the vanpool group. The Vanpool Coordinator has the option to obtain a WEX fuel card from the vanpool provider that can be used for gasoline and car washes at major gas stations. At the end of the month, the fuel invoice is sent directly to the vanpool coordinator who has the ability to automatically split the bill between all passengers via the vendor portal. Each passenger will receive an emailed bill for their portion of the charges and can pay online with a debit or credit card.

Vanpool Drivers/Coordinators:

- A. It is recommended that each vanpool have more than one driver. One person (typically the designated driver but not mandatory) must volunteer as the vanpool coordinator and act as the main point of contact to the vanpool lease provider. All drivers and/or coordinators must sign the lease provider's required Driver/Coordinator Agreements and adhere to all rules as designated by the vendor.
- B. The vanpool coordinator and/or driver manages their own group. It is their responsibility to maintain their own roster, to fill empty seats as needed, and to approve new riders. The vanpool vendor will keep an ongoing interest list of potential new passengers and will assist in finding new riders. If needed, UCR Transportation Services will assist in promoting open seats via email blasts, Spotlight Ads, social media, etc.
- C. Drivers are responsible for parking in appropriate areas designated on campus. The van is allowed to park without paying for a parking permit in any Blue, Gold, or Red lot as long as it is not a reserved or numbered space. The Vanpool Coordinator must advise Transportation Services of any vehicle changes and provide the make, model and license plate of the van. Vans will be provided with gate access tags upon request. After hours parking should be at the driver's home. Any request to park the vehicle outside of the driver's home needs to be approved by the lease provider in writing.
- D. Drivers are responsible for paying any and all citations whether on or off campus.
- E. If the van is receiving a County sponsored subsidy, it is the Vanpool Coordinator's responsibility to report National Transit Database (NTD) reporting information as outlined by the lease provider and/or County agency.
- F. It is the vanpool's responsibility to pay for any tolls or transponders if using toll lanes. Any citation fees related to tolls that are charged to the vanpool provider will be billed back to the vanpool group.

New Vanpool Start-Ups/Occupancy Requirements:

- A. New vanpools can be organized with a minimum of five interested individuals who live in the same general area and have similar work/school schedules. The group must commute a minimum of 15 miles one-way.
- B. The vanpool must maintain 70% occupancy and commute 12+ days in order to receive County subsidies. The vanpool participants must pay the entire cost of the lease regardless of how many seats are actually occupied.

Cancellation:

- A. Cancellation of participation in the vanpool program must be given to both the Vanpool Coordinator and to Transportation Services at least 30 days in advance in order to stop the automatic payroll deduction/billing process. No refunds are issued for mid-month changes. Refunds will not be made if you neglect to notify Transportation Services that you are no longer taking the van. This includes student passengers at the end of the school year.
- B. If the entire van disables, the Vanpool Coordinator must notify the vanpool vendor a minimum of 30 days in advance.