

UCR Vanpool Program Payment Authorization Form

COMPLETE AND EMAIL TO: alltransportation@ucr.edu

Name: _____

Employee/Student ID#: _____

Vanpool Route: _____

Vanpool Coordinator Name: _____

Vanpool Start Date: _____

Contact Phone Number: _____

Email Address: _____

Payment Authorization

UC Riverside employees and students participating in the Vanpool Program are required to pay the monthly fare through payroll deduction at end of the month (employees) or billed to your Student Business Services at beginning of the month (students). 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 provider and their fares are calculated based on the vehicle type, miles traveled, and number of occupants. Monthly fees will fluctuate if any of these factors change.

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.

By signing below, I acknowledge that I authorize Transportation Services to process my vanpool payments (via payroll deduction or billed to Student Business Services), have read the UCR Vanpool Program Guidelines, and understand I must provide Transportation Services a minimum 30-day notice prior to leaving the vanpool.

Signature

Date

OFFICE USE

_____ Official Start Date (1/2 or Full)

_____ VP Permit #

_____ Initials

_____ Date Issued

_____ Banner/Payroll Submission Date

_____ Initials

_____ Initials