

## NJ TRANSIT VANPOOL SPONSORSHIP PROGRAM APPLICATION INSTRUCTIONS

Each vanpool group must provide a complete application package to the TMA in the county in which the group works. The complete application package includes:

- a Vanpool Application form (which details the operations of the vehicle itself);
- a Vehicle Trip Sheet (which details, **on one day only**, the distances travelled by the vanpool's passengers). This sheet is a 2-sided form that must be completed for both the Workbound and Homebound trips on any one day. It lists all participating passengers, their status, the length of their trip and their pick-up and drop-off locations. Please include all participants on this form, even if they are not riding on the day the sheet is completed. Completing this sheet will ensure consistency in the reported distances traveled in the van by passengers who travel between the same points. You will find it easiest to group riders that share the same origin and destination. A sample, completed form is included along with a blank form for the vanpool to complete; and
- an Individual Application form for each vanpool member including the driver and any part-time or substitute riders.

If a vanpool member takes the vehicle home, the distance he/she travels between home and the first location where other members are picked up should be included in the driver's mileage in the van. This home location is also the origin of the van.

Please remember that your responsibilities, as driver/coordinator, include advising the TMA if someone leaves your vanpool as well as providing the TMA with an Individual Application form for any new riders who may join during the year. If someone leaves, provide the TMA with a copy of the Vehicle Trip Sheet (both sides) with the name crossed through. If someone joins, send the TMA the new Individual Application along with a copy of the Vehicle Trip Sheet (both sides) with the new name and mileage added onto it.

**Please note:** If you transfer from one vanpool provider to another, your acceptance into this program DOES NOT automatically transfer. You must provide the TMA with a new Vanpool Application that will be forwarded to NJ TRANSIT. If any of the vanpool members have changed since the original application, new forms should be included.

### **Definitions**

- A full-time rider is someone who essentially commutes in the van 5 days a week, with the exception of vacation, illness or occasional business travel.
- A part-time, substitute or occasional rider is someone who commutes on the van on an irregular basis. This person's Individual Application should reflect an estimate of the number of days in a typical week the person uses the van. A person who travels less than 5 days a week, even if they travel the same days every week, IS NOT a full time rider. They are a part time rider.

*Please complete all applications legibly (print, please), in either blue or black ink. Make sure to keep a copy of the complete application package for your records, particularly so that you can send a revised Vehicle Trip Sheet (both sides) when someone leaves or a new member joins.*



# NJ TRANSIT VANPOOL SPONSORSHIP PROGRAM

## INDIVIDUAL APPLICATION

1. Vanpool provider: \_\_\_\_\_
2. Provider's Vehicle ID Number: \_\_\_\_\_
3. Applicant's name: \_\_\_\_\_
4. Work phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
(where we can reach you during the day)
- Email address: \_\_\_\_\_
5. Home Mailing address: \_\_\_\_\_ ( Apt # \_\_\_\_\_ )  
Street City State, Zip
6. Where do you get on the van? \_\_\_\_\_  
(Include nearest intersection, municipality or borough)
7. How do you get to where you board the van (choose one mode of transportation)?
- a. \_\_\_\_\_ Drive alone: Workbound: \_\_\_\_\_ miles Homebound: \_\_\_\_\_ miles  
(one-way: from home to van pick-up) (one way: from van drop-off to home)
- b. \_\_\_\_\_ Walk c. \_\_\_\_\_ Dropped off
- d. \_\_\_\_\_ Bus: Bus route number: \_\_\_\_\_
- e. \_\_\_\_\_ Rail/subway: Rail or subway line: \_\_\_\_\_
- f. \_\_\_\_\_ Other (please describe): \_\_\_\_\_
8. Employer name & address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Work Hours: \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM  
(circle the appropriate timeframe)
10. Circle the days of the week you typically travel in the vanpool: Mon Tue Wed Thu Fri Sat Sun
11. When did you start to commute in this vanpool? \_\_\_\_\_ (month/year)
12. How would you make this trip if the van were not available? \_\_\_\_\_  
\_\_\_\_\_
13. Please describe any other financial support you receive for your commute (from employer, etc.):  
\_\_\_\_\_

My signature below indicates that the information contained in this Individual Vanpool Sponsorship Program Application form is valid and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## VEHICLE TRIP SHEET INSTRUCTIONS

The purpose of completing this form is to provide NJ TRANSIT with accurate one-way mileage for each individual participating in the vanpool.

It may be easiest to complete some of the information either at home or at the work site, before the trip actually begins. For example, participants' names, their boarding location (both in the AM and the PM) and their drop-off location (both AM and PM) essentially remain unchanged from day to day. Therefore, this information could be completed ahead of time, leaving only the odometer readings to be completed during the trip.

Each individual must be listed on a separate line in the column titled "Rider's Name." You will find it easiest to group riders who share the same origin and destination together.

Then, when each individual gets in the van, record the odometer reading in the second column titled "Pick-up odometer reading."

When the first person is dropped off, record the odometer reading in the 4<sup>th</sup> column titled "Drop-off odometer reading."

Be sure to check whether the person is a regular or occasional rider. See the Vanpool Sponsorship Program Application Instructions for definitions of "regular" and "occasional" riders.

Then, calculate the actual one-way mileage of each individual in the van by subtracting the pick-up odometer reading from the drop-off odometer reading and record it in the final column titled "Miles."

**Be sure you complete both sides of this two-sided Vehicle Trip Sheet, recording both your morning and afternoon mileages.**

**NJ TRANSIT Vanpool Sponsorship Program  
Vehicle Trip Sheet - Workbound**

Driver Coordinator Name/Van ID #: \_\_\_\_\_  
Date Performed: \_\_\_\_\_

Rider's Pick-up Location	Pick-up Odometer Reading	Rider's Drop-off Location	Drop-off Odometer Reading	Rider's Name (list one rider per line)	TYPE OF RIDER (check one box only)		Miles Travelled (calculate)
					Regular	Occasiona	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							

**NJ TRANSIT Vanpool Sponsorship Program  
Vehicle Trip Sheet - Homebound**

Driver Coordinator Name/Van ID #: \_\_\_\_\_  
Date Performed: \_\_\_\_\_

Rider's Pick-up Location	Pick-up Odometer Reading	Rider's Drop-off Location	Drop-off Odometer Reading	Rider's Name (list one rider per line)	TYPE OF RIDER (check one box only)		Miles Travelled (calculate)
					Regular	Occasional	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							