



### A Step-by-Step Guide to SolVan Program Qualification and Application

There are multiple steps to the qualification and application process for vanpools that apply for a subsidy through the SolVan.org online application process (Subsidy). For details on this process as well as Program requirements, visit the SolVan Vanpool Program website at [SolVan.org](http://SolVan.org) and download the Vanpool Program Guidelines. If you are interested in leasing a California Vanpool Authority (CalVans) vanpool, visit the [SolVan.org](http://SolVan.org) website to learn about the CalVans' application process.

Note that the most important piece that impacts the qualification and application process, is that the person applying to the SolVan Vanpool Program (Applicant) be the vanpool's Leaseholder - i.e., the person entering into a lease agreement with a SolVan-approved Leasing Vendor (Leasing Vendor). Do NOT start the SolVan qualification or application process, if:

1. you are a passenger or a driver of a vanpool, but are NOT the individual about to enter into a lease; or
2. you or your employer own your vanpool vehicle and do not intend to lease a vehicle from a Leasing Vendor; or
3. you hold a lease with a vendor other than one approved by SolVan.

If you are or will be the Leaseholder with a SolVan-approved Leasing Vendor, then read on! The following is a brief step-by-step guide on how to qualify and apply to the Program.

**I. Program Qualification.** To determine whether or not you qualify, go online to [SolVan.org](http://SolVan.org) and fill out the simple online form so that SolVan may determine whether or not your vanpool qualifies for the Subsidy. A SolVan representative will email you shortly to let you know if you qualify. In addition to your contact information, the information to provide on the Qualification Form, includes:

1. your home-end zip code,
2. your work-end zip code,
3. your average daily round trip miles to and from work,
4. how many participants in your vanpool (all passengers and the driver), and
5. the size of the van (7 to 15 passenger vans are eligible for this Program).

If SolVan qualifies your vanpool, you will receive a username and password and instructions to log onto [SolVan.org](http://SolVan.org) to proceed with your a full application.

Be aware that you may enter into a vanpool lease agreement with your selected Leasing Vendor before you qualify and/or apply for the SolVan Vanpool Subsidy Program; however, until SolVan provides written approval of your full application (see IV below), you are not eligible to receive the SolVan subsidy to reduce the cost of your vanpool lease. The qualification process is the initial phase of a two-part acceptance process, with the submittal of a full application as the second phase (see IV below).

**II. Contact Leasing Vendor.** You may begin your qualification and application process even if you have not contacted or selected your Leasing Vendor. If you do not have an existing lease, contact one of SolVan's approved [Leasing Vendors](#) to review their lease rates and terms and conditions. SolVan requires Leasing Vendor to offer a month to month lease agreement with Leaseholder; however, at the Leaseholder's discretion, the



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Leaseholder may execute a longer lease with Leasing Vendor. If you have an existing lease with one of the Leasing Vendors, you are a step ahead. But you will still have to go through the SolVan qualification and application process.

**III. Steps Prior to Submitting an Application.** To ensure your vanpool's is compliant with the SolVan Vanpool Program Guidelines (may be found on [SolVan.org](http://SolVan.org)), the following steps should be taken **prior** to submitting your full application to the Program:

1. Determine a route, schedule, recruit riders, set fares and vanpool policies;
2. Ensure that the vanpool's Primary Driver (and any backup drivers) fulfill all legal driving requirements with Leasing Vendor;
3. Refer to the SolVan Program Guidelines and Frequently Asked Questions (FAQs) documents on [SolVan.org](http://SolVan.org); and
4. Speak with your selected Leasing Vendor - they are an invaluable ally in your efforts to pull together a vanpool and may assist in gathering the information necessary for the SolVan application process.

**IV. Application Process.** Once you have qualified, and when you are about to or have executed a lease with your Leasing Vendor, you are now ready to begin the online application process. These four steps are critical and must occur prior to SolVan considering your application:

1. A completed vanpool application submitted online by the vanpool's Leaseholder;
2. A [Participation Agreement](#) (PA), to be completed and signed online by the Leaseholder, the Primary Driver (if the Leaseholder is not the Primary Driver) and the Vanpool Reporter (if the Leaseholder designates this role to a passenger in the online application);
3. A [Passenger List/Vanpool Manifest Form](#) which specifies which passengers are picked up and dropped off along your route. You only need to fill out Sections A and B during the application process. Note that this form can only be filled out after you have taken possession of your vanpool and have started commuting, and
4. Leasing Vendor provides a PDF of your executed lease agreement and information about your leased vehicle, to SolVan.

After you qualify you will be emailed your username and password to access the application portion of the [SolVan.org](http://SolVan.org) website. The PA can be found at [SolVan.org/PA](http://SolVan.org/PA) and the Passenger List/Vanpool Manifest form instructions are available at [SolVan.org/passenger-change-form](http://SolVan.org/passenger-change-form).

There is a section at the end of the online application asking you to check boxes to verify that:

1. All of the PAs have been submitted,
2. The Passenger List/Manifest form has been emailed to SolVan, and
3. The application is complete and ready for SolVan review.

Failure to sign the PAs, email to SolVan the Passenger List/Manifest form and/or partially completing the online application, may result in SolVan not reviewing your application and delaying your vanpool from receiving the Program subsidy.

**V. SolVan Review.** SolVan will review the application and possibly contact you, your vanpool passengers, your employer, or Leasing Vendor for additional information. If



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SolVan approves the subsidy to begin during the month, SolVan will prorate the subsidy based on your anticipated commute days during the month. However, there are times that the subsidy may not begin until the 1st of the following month after approval.

**VI. Reporting Requirements.** The Leaseholder is responsible to provide SolVan with monthly reports to be submitted online through a website called [TransTrack](#). In addition, you must fill out the Passenger List/Change form (found at this [link](#)) and [email](#) that form to SolVan as soon as there are any changes to your vanpool. Changes include, but are not limited to new or leaving passengers, new pickup or dropoff locations, a change in Leaseholder or employer information, or changes to you contact information, etc. It is very important that your vanpool comply with the online reporting and updating responsibilities which is a requirement of Program participation and receipt of the SolVan Vanpool Program subsidy. Failure to do so may result in a loss of subsidy for the month in question. For detailed instructions on the reporting requirements, go to the [SolVan.org](#) website and download the Guide/Instructions for monthly reporting.

**VII. Need Assistance?** SolVan has other tools to assist you – go to the [SolVan.org](#) website to download a FAQ document for applying to the Program, as well as a Program “Quick Facts” and several other useful tools. Visit the website at [SolVan.org](#), feel free to email SolVan at [SolVan@SunLine.org](mailto:SolVan@SunLine.org) or call (877) 4-SOLVAN (877.476.5826).

Thank you for your interest in the SolVan Vanpool Subsidy Program and  
happy commuting!