



A Step-by-Step Guide to Program Qualification and Application for SolVan-Approved Leasing Vendors

There are multiple steps to the qualification and application process for the SolVan Vanpool Subsidy Program for vanpools that are leased from a SolVan-Approved Leasing Vendor. For details on this process as well as Program requirements, visit the SolVan Vanpool Program website at SolVan.org and download the Vanpool Program Guidelines. If you are interested in leasing a CalVans vanpool, visit the SolVan.org website to learn about the CalVans application process.

Please note that the most important piece of information that impacts the qualification and application process, is that the person applying to the SolVan Vanpool Program (Applicant) must be the vanpool's Leaseholder - i.e., the person entering into a lease agreement with a SolVan-Approved Leasing Vendor. If you are a passenger or a driver of a vanpool, but are NOT the individual about to enter into a lease with a SolVan-Approved Leasing Vendor, then you may NOT apply to the Program. If you are or will be the Leaseholder, 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. This is very important and will enable SolVan to determine whether or not your vanpool qualifies for the SolVan Program Subsidy. This is a very brief and simple online form, and a SolVan representative will contact you shortly to let you know if you qualify. In addition to your contact information, the information that you will need to provide on the Qualification Form, includes: your home-end zip code, your work-end zip code, your average daily round trip miles to and from work, how many participants in your vanpool (all passengers and the driver), and the size of the van (7 to 15 passenger vans are eligible for this Program). If SolVan qualifies your vanpool, then you will receive a username and password and instructions to log back onto SolVan.org, so that you may proceed to submit a full application.

Be aware that you may enter into a vanpool lease agreement with a SolVan-Approved Leasing Vendor before you qualify and/or apply for the SolVan Vanpool Subsidy Program; however, until SolVan has provided you with 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 a SolVan-Approved Leasing Vendor. If you do not have an existing lease, contact [the SolVan-Approved Leasing Vendors](#) to review their lease rates and terms and conditions. Vanpools that are employee-owned or employer-owned, or are leased through any other leasing company other than through a SolVan-Approved Leasing Vendor (or CalVans as referenced in the introduction), will not qualify for the SolVan Vanpool Subsidy Program. SolVan requires the SolVan-Approved Leasing Vendors to



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offer a month to month lease agreement with Leaseholder; however, at the Leaseholder's discretion, the Leaseholder may execute a longer lease with a SolVan-Approved Leasing Vendor.

If you have an existing lease with a SolVan-Approved Leasing Vendor, 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 make participation in the Program easier and to ensure your vanpool's compliance with the SolVan Vanpool Program Guidelines (may be found on SolVan.org), the following steps should be taken **prior** to submitting your application to the Program:

1. Determine a route, schedule, recruit riders, set fares and vanpool policies;
2. Ensure that the Primary Driver of the vanpool fulfills any legal driving requirements with your preferred SolVan-Approved Leasing Vendor;
3. Refer to the SolVan Program Guidelines and the Frequently Asked Questions (FAQs) section on SolVan.org; and
4. Speak with a your SolVan-Approved 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 at which time you are about to or have executed a lease with your SolVan-Approved Leasing Vendor, you are now ready to begin the online application process. These four steps are critical to the application process 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 Alternate 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. Your SolVan-Approved Leasing Vendor submits information about your vanpool and provides a PDF of your executed lease agreement to SolVan.

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



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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 disqualify your vanpool from receiving the Program subsidy for the upcoming month.

V. SolVan Review. SolVan will review the application and possibly contact you, your vanpool passengers, your employer, or your SolVan-Approved Leasing Vendor for additional information. If the subsidy begins 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.net. 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 or give us a call at (877) 4-SOLVAN (877.476.5826). Thank you for your interest in the SolVan Vanpool Subsidy Program and happy commuting!