



SolVan Vanpool Program Guidelines For CalVans-Leased Vanpools

A. Requirements

1. **Eligibility.** A vanpool consists of a qualifying number of passengers commuting in a seven- to 15-passenger vehicle that travels on a regular basis to and from work and/or vocational/post-secondary education destination (“Worksite”). For this document, a “Participant” is an individual that participates in the vanpool, including the driver and all passengers. To qualify for a CalVans-leased vanpool that is subsidized by the SunLine Transit Agency (referred throughout as the SolVan Vanpool Program), the vanpool must meet **ALL** of the following requirements:
 - a. The applicant to the SolVan Vanpool Program must be the vanpool’s Primary Driver who is also the individual entering into the vehicle lease agreement with CalVans (or “Vendor”);
 - b. The vanpool must be used for commuting purposes to and from a regular work and/or vocational/post-secondary education destination (college, trade school, etc);
 - c. The vanpool’s driver must be a volunteer and a participant in the vanpool;
 - d. The vehicle must be leased through CalVans and must be a seven to a 15-passenger vehicle (including the driver);
 - e. The minimum occupancy must be 70% or higher at startup and maintained on a monthly basis at 50%;
 - f. Mileage from where the leased vehicle is parked at night to where the vehicle is parked at the regular worksite must be at least 12.5 miles one-way, or 25 miles round trip;
 - g. The vanpool must operate at least 12 days during each calendar month or three days each week, and
 - h. The trip must either begin or end its commute within the SolVan service area.
2. **SolVan Service Area.** The vanpool’s origin OR destination must be within the SolVan service area, defined as the geographic boundaries of the greater Coachella Valley, which borders Imperial County to the south, San Bernardino County to the north, Arizona to the east and to the west, Cabazon and beyond are outside of the greater Coachella Valley. Refer to Attachment A for a map of the SolVan service area, which in general includes the following Cities and communities:

Bermuda Dunes 92203
Blythe 92225
Cathedral City 92234
Coachella 92236
Desert Center 92239
Desert Edge
Desert Hot Springs 92240
Indian Wells 92210
Indio 92201
La Quinta 92253
Mecca 92254
Mountain Center 92561

North Palm Springs 92258
North Shore 92254
Oasis 92274
Palm Desert 92211, 92260
Palm Springs 92262, 92264
Rancho Mirage 92270
Sky Valley 92241
Thermal 92274
Thousand Palms 92276
White Water 92282



3. **Minimum Occupancy.** To qualify for the SolVan Vanpool Program, a vanpool must meet a minimum 70% occupancy rate. The occupancy minimum is not negotiable and is based upon the passengers (including the driver) divided by the vehicle's size (including the driver). The minimum occupancy requirements at Vanpool Program startup is as follows:

Vehicle Size (Driver + Passengers)	Minimum Occupancy To Meet 70% Requirement
7 Passenger Vehicle	5
8 Passenger Vehicle	6
9 Passenger Vehicle	7
10 Passenger Vehicle	7
11 Passenger Vehicle	8
12 Passenger Vehicle	9
13 Passenger Vehicle	10
14 Passenger Vehicle	10
15 Passenger Vehicle	11

Note that in the table above the number of passengers required to qualify for the Vanpool Program has been rounded up. For example, a 13-passenger vanpool minimum occupancy requirement is 9.1 passengers and is rounded up to 10 passengers; a vanpool will not meet the SolVan Guidelines if 9.1 passengers are rounded down to 9 passengers.

4. **Leasing Vendor.** The vanpool must be leased from one of SolVan's approved leasing vendors and must be leased by a vanpool Participant or a vanpool Participant's employer. The current SolVan-approved vendors are CalVans and [Enterprise Rideshare](#). Note that these Program Guidelines are only for those vanpools leased through CalVans – for additional information on vehicles leased through Enterprise Rideshare and to understand that application process, go to the [SolVan.org](#) website. Leases with other third-party leasing vendors not identified above do not qualify for the SolVan Vanpool Program. CalVans offers a week to week lease agreement; however, at the Driver's discretion, he/she may execute a longer lease with a CalVans.
5. **Privately Owned Vanpools Are Not Eligible.** Private transit, private shuttles, private vanpools (such as but not limited to, employer-owned vanpools and/or employee-owned and operated vanpools) are not eligible to apply to or receive a SolVan Vanpool Program subsidy.
6. **Ongoing Occupancy.** To continue to receive a SolVan Vanpool Program subsidy, vanpools must maintain on a monthly basis an average occupancy rate of 50% or greater. Please refer to the table below, which identifies the specific target by vehicle size that must be maintained to continue participating in the SolVan Vanpool Program.



Vehicle Size (Driver + Passengers)	Minimum Monthly Average Occupancy To Meet 50% Requirement
7 Passenger Vehicle	4.0
8 Passenger Vehicle	4.0
9 Passenger Vehicle	4.5
10 Passenger Vehicle	5.0
11 Passenger Vehicle	5.5
12 Passenger Vehicle	6.0
13 Passenger Vehicle	6.5
14 Passenger Vehicle	7.0
15 Passenger Vehicle	7.5

For example, an 11-passenger vehicle has a target occupancy average of 5.5 passengers, and there are 8 passengers assigned to this vanpool. The vanpool commuted 22 days during the month; of which during 16 days there were 8 passengers and during 6 days there were 7 passengers. The average is calculated as follows: (16 days X 8 passengers = 128) plus (6 days X 7 passengers = 42). The passenger total was 128 + 42 = 170 passengers. The 170 passengers divided by 22-days results in an average of 7.727 passengers per day. Therefore, this vanpool exceeds the 50% minimum occupancy requirement for this month.

During a month period, should the vanpool occupancy fall below 50%, the vanpool will have an additional two months to increase occupancy. If after this three-month period the vanpool's occupancy does not rise above 50%, then SolVan will terminate the vanpool's subsidy and participation in the SolVan Vanpool Program. Be aware that SolVan does not include the months of December and July in the occupancy requirements, due to the holidays and vacations that occur during those months.

B. Application Process

Visit the CalVans website at CalVans.org for more information on the following components of leasing a vanpool through CalVans and subsidized by SolVan. Note that all forms referenced below which are required to apply to or operate a vanpool, are available on the CalVans [website](#).

- 1. Qualifications:** The applicant/Driver must be a volunteer/unpaid driver position and a commuter in the vanpool and operate the vanpool in a not-for-profit manner, have a valid Class C license, have five or more years licensed driving experience, be at least twenty-one years of age, pass a Class B physical exam and have a clean Department of Motor Vehicle (DMV) driving record and be responsible to wash the vehicle.
- 2. Driver Responsibilities:** The Driver is responsible to keep the van clean at his/her convenience, purchase gasoline for the van with the credit card provided by CalVans (the bill for all fuel purchased is paid for by CalVans), obtain CalVans authorization prior to having any maintenance or repairs performed, collect the predetermined amount of fare directly from the other passengers, fill out a "CalVans Payments" report



and include it with payments, remit all payments to the CalVans office, follow all the rules detailed in the Main Driver Agreement, set own rules for passengers regarding pick-up/drop-off locations and times, and other protocol for conduct on board the vanpool (like use of the AM/FM radio).

- 3. Registration:** Before submitting an application to drive a CalVans van as a volunteer, the applicant must first [become a registered user](#) on CalVans' website. To register, simply input in the online CalVans form your first and last name, phone number, city, state, email address and if you are to be registered as a passenger, driver or employer.
- 4. Application:** One registered, the applicant will download a PDF form and fill it out and may FAX or email it to CalVans for approval. The information requested on the form includes the Driver's first and last name, phone, email, and information as contained on his/her driver's license (name on license, address, driver's license number and date of birth).
- 5. Vanpool Coordination:** Once CalVans approves you to drive a vanpool, there are five final steps that must be taken:
 - Step 1:** Identify fellow workers willing to share a ride to and from your worksite. Depending on the number of riders and compliance with these Guidelines, you will be assigned a van. Determine which riders would agree to serve as back-up drivers when necessary.
 - Step 2:** Download the Driver Application Form from the CalVans website. Make copies of the valid California driver's licenses of everyone who may drive, including you and all potential back-up drivers. FAX the completed application form and driver's license copies to CalVans at 559.587.0714. Upon receipt, CalVans will review California DMV records for each driver's license submitted. Be aware that CalVans will NOT approve driver applications who possess one or more of the following on their driving record:
 - a. more than two (2) points on their driver's license, or
 - b. within the last five years have received a "driving under the influence" (DUI) citation, or
 - c. within the last five years have a reckless driving citation.
 - Step 3:** Provide proof of a recent Class B physical exam for the primary and backup driver(s) (known as a "green card"). If needed, call the CalVans office at 866.655.5444 for assistance in scheduling a physical.
 - Step 4:** A CalVans representative will contact you to schedule a brief orientation, to include daily operating procedures, requirements for submitting payments, and developing a Driver/Rider Agreement.
 - Step 5:** Receive a CalVans fuel card and the keys to the CalVans vehicle assigned.

C. Rules and Procedures

- 1. Ineligible Vanpool Subsidies/Incentives.** Once SolVan approves a vanpool's participation in the Program, the Participants in the vanpool (including the Primary Driver, Alternate Vanpool Reporter and all passengers) are no longer eligible to receive



subsidies from neighboring public agency Vanpool Subsidy Programs. Ongoing vanpool subsidy programs include, but are not limited to those offered by the Los Angeles County Metropolitan Transportation Authority (Metro), Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC), San Bernardino County Transportation Authority (SBCTA), San Diego Association of Governments (SANDAG) and/or the Victor Valley Transit Authority (VVTA). Participants are also not eligible to receive any further vanpool subsidies from the IE Commuter program, funded by RCTC and SBCTA, including but not limited to their staggered nine-month vanpool subsidy and the three-month, \$2 a day gift card program. Accepting subsidies from any of the above-mentioned programs while receiving a SolVan subsidy simultaneously will immediately disqualify the vanpool and its Participants from participating in the SolVan Vanpool Program.

2. **Eligible Subsidies/Incentives.** Employer subsidies provided directly to any of the vanpool Participants by their Employer, are permitted, including, but not limited to the Federal Mass Transportation Benefits Program (MTBP) provided to many qualified federal employees. In addition, IE Commuter offers a reward program (Rideshare Plus) for Inland Empire residents that have been ridesharing for three or more months and vanpool Participants are eligible to participate in this ongoing reward program.
3. **Subsidy Amount.** SolVan's subsidy per approved vanpool is up to 50% of total lease costs for the vanpool each month, not to exceed \$400 per month or up to \$100 per week. For example, if a vanpool's total lease costs are \$600 per month, the subsidy will be 50% of the lease, or \$300 per month. The subsidy will be determined based on the weekly reports submitted by the Driver to CalVans. Should vanpool Participants leave the vanpool, the remaining vanpool Participants are responsible for covering all non-subsidy vanpool costs.
4. **Subsidy Payment.** SolVan pays the subsidy directly to CalVans on a monthly basis. Payment is contingent on an approved application, regular submission of a reports and other CalVans required documentation, by the Driver. The remaining lease/costs not covered by SolVan's subsidy is billed by CalVans to the Driver, who may recover the balance of costs from the vanpool Participants.
5. **Reporting.** The Driver is responsible for submitting weekly reports, documenting the passengers and miles driven and fulfilling any and all CalVans reporting requirements. The reporting process will be provided by CalVans during Driver orientation.
6. **Termination.** The Driver may terminate the vanpool, at any time pursuant to the CalVans policies and procedures and the Driver agreement. The SolVan subsidy for the last reporting period will be prorated based on actual vanpool usage and reports submitted and approved by CalVans.

D. Other Requirements

1. **Federal Public Transit Requirements.** Vanpools must meet Federal Transit Administration (FTA) public transit requirements. One such requirement is that



vanpools must be advertised and open to the general public. To this end, SolVan and CalVans will promote all vanpool routes and schedules, advertise empty seats in vanpools, and provide referral services for Vanpool Program participation and vanpool seat availability. In addition, a member of the public who is not affiliated with a particular employer is entitled to be a passenger in a vanpool serving the geographical area that the vanpool travels to, if there is a seat available and the work hours, as well as origin, destination, and routes, are compatible. For example, if an employee of Company A requests to join a Company B vanpool and Company B's worksite destination is located within walking distance of Company A's worksite, and there is an open seat, the vanpool is required to accept the Company A employee subject to payment of the monthly fee. The departure and arrival times must be the same, and the origin must also be close to the origination and normal route of the vanpool. Should there be any questions or concerns about this requirement, contact SolVan at SolVan@SunLine.org or call us at 877-4SOLVAN (877.476.5826).

2. **Accommodations for Riders with Disabilities.** In the event a current or future passenger requires the leased van/vehicle be accommodated to comply with the Federal Americans with Disabilities Act (ADA), CalVans will change or modify the vehicle to become ADA-compliant. Additional charges may apply to modify a leased vanpool to accommodate a rider with a disability, which SolVan is not responsible for any additional costs.
3. **Restriction on Vanpool Vehicle Usage.** So as to comply with Federal requirements, vanpools shall be used for commuting purposes to and from a worksite as defined in Section A.1 above. The commute must either originate or end in the SolVan service area. "Work commuting purposes" refers to pick-up and transport of passengers between vanpool route origin, route pick-up locations, and route worksite destination(s), including detours. Incidental trips are limited to maintenance and servicing of vehicle. Any personal use of the vehicle is restricted to the CalVans agreement with the Driver.



Attachment A – SolVan Service Area Map

