

# SolVan Vanpool Subsidy Program - Vanpool Manifest and Change Form

## Sponsored by the SunLine Transit Agency



If you are applying to the SolVan program, ONLY complete Sections A & B. When completed, email the document to [SolVan@SunLine.org](mailto:SolVan@SunLine.org).

Changes AFTER Your Vanpool Has Been Approved: When changes occur, only fill out the applicable sections below and email to [SolVan@SunLine.org](mailto:SolVan@SunLine.org). If you have passengers leaving or joining the vanpool, fill out Section B by providing ALL odometer readings for the driver & each passenger, in order of pickup from Home to Work & then from Work to Home. Document the odometer reading to the tenth (XXXX.X format). For passenger changes, also fill out Section C to indicate the passengers leaving and/or joining the vanpool and their contact info.

### Section A: Information on Who is Filling Out this Form

Your Name:		Date Form Completed:	
Your Email:		If Change to Existing Vanpool-Your SolVan Vanpool ID:	

Section B: Vanpool Manifest/Passenger List			Odometer Readings From Home to Work		Odometer Readings From Work to Home	
#	Effective Date	First/Last Name of Vanpool Participants	Starting at Home End	Work Arrival	Leaving Work	Arriving at Home
Driver						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

### Section C: Passenger List Changes - Identify the Changes Only & Indicate if joining or leaving the vanpool:

Leaving or Joining?	Effective Date	First & Last Name of Vanpool Participants	Email	Phone	Employer

**Section C: Passenger List Changes Continued:**

Leaving or Joining?	Effective Date	First & Last Name of Vanpool Participants	Email	Phone	Employer
Do you want 1 passenger above to serve as an alternate vanpool Reporter? If so, which passenger?					

**Section D: Changes to the Pick-Up locations at the home end; and/or Drop-Off locations at the work end - use physical addresses only and identify by the stop order:**

Home End Pick Up	Address	City	Zip	Type: Home, Business or Landmark
Work Drop Off	Address	City	Zip	Type: Home, Business or Landmark

**Section E: Vanpool Schedule - Changes to the time the vanpool leaves the home end, arrives at work, leaves work at the end of your work day and arrives back home. Input time in military format (5 pm is 1700, etc.)**

Identify the Days of the Week the Vanpool Operates	Home Departure	Work Arrival	Work Departure	Home Arrival
Some commuters have a 9/80 schedule where on week 2 they do not work one day during the week and another day has reduced hours. If your vanpool has an alternate work schedule like a 9/80 or another variance in week 2, please describe below:				

**Section F: Changes to the current Leaseholder's contact information, or if there is a new Leaseholder:**

If a new Leaseholder, will he/she also be the Primary Driver? Yes or No

Effective Date	Phone	First/Last Name of Leaseholder	Home Address (no PO Box)	Email

**Section G: Changes to Leaseholder's employer, employer address, supervisor/rideshare coordinator (ETC) & contact info:**

Effective Date	Work Phone	Supervisor/ETC First/Last Name	Work Email	Employer	Title or if an ETC