



OCTA VANPOOL PROGRAM GUIDELINES

The Orange County Transportation Authority operates the OCTA Vanpool Program to provide transit choices to commuters and reduce congestion on Orange County roadways. The program offers a monthly financial incentive, up to \$400, to commuter vanpools to offset the monthly Use Fee charged by a vanpool company who is under contract with OCTA.

Which vanpool groups can apply for the program?

Vanpool groups with worksite destinations in Orange County and origins in Orange, Los Angeles, Riverside, San Bernardino and Ventura Counties may apply. Vanpools must be open to the public and the service must be provided by a vanpool company under contract to OCTA.

How does a vanpool group apply for the program?

Complete and sign an OCTA Vanpool Program Application form. Submit the form to your vanpool company or directly to OCTA. Your application must be received by OCTA on or before the 15th day of the month to be considered for enrollment the following month.

How will OCTA evaluate applications?

Vanpools must meet the following minimum criteria:

- Have a destination (workplace) within Orange County.
- Have at least 80% start-up occupancy.

OCTA may limit number of vanpools that can participate in the Program. If the number of applications for the Program exceeds the number of vanpools OCTA can support, the following criteria will be used to consider applications:

- Vanpools consisting of commuters who live and work in Orange County will be given first priority.
- Vanpools with origins outside of Orange County will be ranked giving priority to those with the most daily passenger miles over those with fewer passenger miles.
- Vanpools traveling on the most congested routes.

How will I be notified if my vanpool has been accepted in the program?

OCTA will notify you and your vanpool company in writing within 2 weeks of receiving your application.

Once accepted in the program, how do I remain qualified?

- Respond to OCTA and Contractor requests for information, such as a monthly passenger, mileage and expense reports; odometer reading report; and occasional surveys as requested.
- Maintain a minimum of 60% vehicle occupancy. Vehicles with less than 60% occupancy for three consecutive months will be terminated from the Program.
- Follow the Program Participation Guidelines as described herein. Read the Guidelines carefully. They require monthly submission of information on a form provided by OCTA. Failure to provide the completed form each month may result in termination from the Program.

OCTA retains the right to deny funding for any new vanpools and to terminate the funding of any individual vanpool or the entire program if OCTA deems it to be in the best interest of the agency to do so. Regardless of the length of any contract between vanpool participants and Contractors, OCTA retains the right on a monthly basis to terminate the subsidy for any vanpool enrolled in the Program.