



Four Tips for Maintaining Your Subsidy

- 1. Report in a Timely Manner:** Always submit your vanpool report by the 10th of the month for passenger trips and vanpool expenses. (Ex: January report is due by February 10th)
- 2. Report Fully:** Passenger trips for the entire month are required. Complete expense reports are also mandatory. Both reports must be submitted by the due date.
- 3. Report Accurately:** Remember to record all expenses and the total number of gallons of gasoline purchased each month. Estimates are not acceptable and inputting the actual cost and actual number of gallons purchased is required. Always report expenses in the month they were incurred. Reporting only fuel expenses is not enough. Remember to report car wash expenses and parking and tolls associated with the commute, if applicable.
- 4. Maintain Sufficient Participation:** OC Vanpools must meet a minimum seat occupancy of 50% every month. If seat occupancy falls below the 50% requirement for three consecutive months, the vanpool becomes ineligible for a subsidy in the fourth month. The subsidy is suspended until the 50% occupancy requirement is achieved. Participation is calculated by the number of passengers riding each day, not the number of passengers on the vanpool roster. When a vanpool falls below the required occupancy, the group should take immediate action to add passengers, or switch to a vehicle with fewer seats. To qualify as a vanpool, there must be at least 7 seats in the vehicle.

<http://www.octa.net/vanpool>

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