



OCTA VANPOOL FORMATION CHECKLIST



Forms

- OCTA Vanpool and Driver Application
- OCTA Participant Agreement for each rider, including driver
- Agreement and Driver/DMV verification with van provider

Requirements

- Driver agreement holder chosen? Who: _____
- DMV check eligible (mostly clean record, 25+ years of age)
- 70% seats filled to start
- Pick-up point(s) chosen: _____
- Drop-off point(s) chosen: _____
- Route chosen: _____
- Pick-up time(s): _____
- Drop-off time(s): _____
- Work start time: _____ Work stop time: _____
- Alternate driver(s)?: _____

Driver(s): _____

Cost(s) per rider: _____ Payment collection method: _____

Courtesy rules set for van use

- Wait times
- Radio rules
- Quiet time
- Seat assignments
- Van washing and cleaning
- Other: _____

Rider list (see OCTA Vanpool and Driver Application 2nd page)

Emergency Ride Home program with employer or OCTA*

Schedule (days): _____

*Requires prior application