



## 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, and San Bernardino may apply. Additionally, vanpools commuting through Orange County to the Southern California Edison Power Generating Station in San Onofre are eligible to 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 along with signed Participant Agreements from all vanpool passengers, including the driver. Your vanpool company will submit the application and agreements to OCTA for processing.

### ***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?***

- Complete monthly ridership, expense reports and occasional surveys as requested.
- Maintain a minimum of 60% vehicle occupancy. Vehicles with less than 60% occupancy for three consecutive months will lose subsidy until the occupancy level of 60% is regained.
- Follow the Program Participation Guidelines as described herein. Read the Guidelines carefully. They require on-line monthly submission of information to OCTA. Failure to provide the monthly reports will result in termination from the Program.

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***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 a vanpool company, OCTA retains the right on a monthly basis to terminate the subsidy for any vanpool enrolled in the Program.***