

# INTERcity TRANSIT

## Vanpool Reporting Guide

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## Thank You Group Leaders

Your work is greatly appreciated! As the leader of your vanpool group, you primarily are responsible for submitting the monthly ridership report to Intercity Transit on or before the 3rd of the month. This includes the online reporting for vehicle mileage, non-commute trips and ridership.

Please note that you may have one or more additional persons in your group that have access to the monthly reporting. This is so that the monthly report can be submitted on time when you might be on vacation or otherwise unavailable. However, even though an alternate person might submit the report, the group leader is always responsible for seeing that the submittal is done correctly and on-time.

You will be able to log into online reporting anytime during the month to enter data. If your online report is not yet submitted and the deadline is approaching, you may receive a reminder email from the Intercity Transit Vanpool team.

## On-line Reporting for mileage & Ridership

Access to reporting is through the website [vans.intercitytransit.com](https://vans.intercitytransit.com).

The website is also a ride matching service providing group leaders an easy way to search for new Vanpool members.

## Terminology

Vanpool Group	A designated group of persons joined together to commute to and from worksite(s) in a single van. A group is assigned a vanpool group number and name (e.g. V602 - Group 602).
Roster	All the persons who are members of the group comprise the vanpool roster. Only the Intercity Transit Vanpool staff can make changes to the roster.
Vanpool Vehicle	This is the vehicle assigned to a vanpool group. Vehicles can change for a group due to changes in roster, van availability or temporary assignments. Vans are assigned a number, and the numbers are not the same as the vanpool group number.

## Intercity Transit Vanpool Reporting Guide

Spare Vehicle	A temporarily assigned vehicle to a group who will use it while the regularly assigned vehicle is being serviced.
Vanpool Route	The mapped route with all pick up and drop off stops of a vanpool group.
Group Leader	The person primarily responsible for monthly reporting for a vanpool group.
Reporter	A person in the vanpool group that has access to monthly reporting in addition to the Group Leader.
Revenue Trip	Vanpool term for any trip on the van where riders are going to or from their work sites.
Additional Trips	Additional trips occur when the van is with the driver, but the vehicle is not going to or from work. Approved drivers must sign an agreement and the Group Leader logs each trip as a non-revenue trip (see next entry).
Non-Revenue Trip	A trip made for any purpose other than commuting to or from work. These can be trips to fuel or wash the vehicle, bring the vehicle in for maintenance, or other trips incidental to regular commuting.
Incidental Trip	A trip that is not a revenue trip and not for the purpose of fuel, washing, or maintenance. Groups can use up to 50 miles a month for incidental trip use, and there must not be more than 5 miles a day for incidental trips.
Inbound trip	Vanpool term for commuting to the work site.
Outbound trip	Vanpool term for commuting from the work site.
Responsive Site	Intercity Transit Vanpool takes advantage of responsive web design. This means you can access this website with your mobile device without loss of functionality. In some cases, accessing the site on a mobile device may arrange the page differently and/or place menu items in an expandable button.

## ***Important Tips***

**Saving your Work**      Entries are not saved when you type them. They are saved when you “submit” or “save” the page or click the “next” button to move to the next page. If you make a change, then navigate to another function without saving, the change will be lost.

**Signing out**              You are logged in the reporting site until you click on “Sign Out” or close ALL tabs in the web browser. If you close one tab while another is running, you are still logged in. Logging In

Reporting is done via a password protected web page. To access Group Leader reporting, the Vanpool team will need to activate it for you. When you log in at <https://vans.intercitytransit.com> you will automatically be taken to your home page for monthly reporting.

In a future revision, if you would like to make a fare payment or edit your profile, select “Commuter” from the “Switch Roles” tab on the menu bar.

## **Monthly Reporting**

Once you’ve logged in, as you start your monthly report, you will be redirected to a screen prompting you to review the route, schedule, and roster information on file for your group. If there are any changes that need to be made, please contact the Vanpool team at [vans@intercitytransit.com](mailto:vans@intercitytransit.com). **Please do not proceed with your monthly report until the necessary changes have been made by Intercity Transit Vanpool staff.**

Please note that a Vanpool Agreement should always be submitted to the Vanpool team when a rider joins the van prior to their first ride. When a rider leaves the van, they must submit a withdrawal form or contact the Vanpool team at [vans@intercitytransit.com](mailto:vans@intercitytransit.com) before the end of the month and make any outstanding payments in order to be removed from the roster.

Please make sure the route and the stops are correct and assigned correctly to the riders listed.


## Intercity Transit Vanpool Reporting Guide

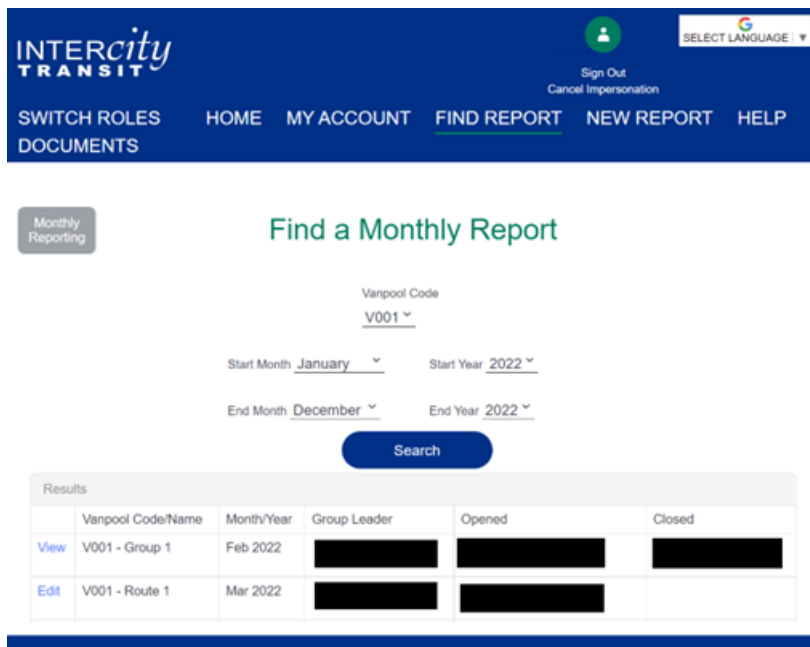
Once you've reviewed all your vanpool information, at the bottom of the page select "I confirm that all of the information above is correct about this route," then click "Submit"

From there, you will be directed to fill out ridership for the *current date*. If you would like to submit ridership information daily, you can do so from here. If you are submitting ridership information at the end of the month, please select "Ridership" from the "Monthly Reporting" menu button. This will bring you to a calendar for the current month's reporting. Select any date on the calendar to go to the ridership for that date.

Once you enter the ridership for a particular date, you may use the "save and go back" and "save and continue" to save your data and move to either the previous or the next date.

At any time, it might be necessary to move from one monthly report to another. This will be most common at the beginning of a month when you might need to close out the previous month.

To select a particular month's report, select "Find Report" from the monthly reporting menu. (On larger devices you'll see the menu at the top as well as with the "Monthly Reporting" button. On smaller devices you might just see a main menu icon  plus the monthly reporting menu button.)



Results					
	Vanpool Code/Name	Month/Year	Group Leader	Opened	Closed
<a href="#">View</a>	V001 - Group 1	Feb 2022			
<a href="#">Edit</a>	V001 - Route 1	Mar 2022			


Once you select the year and month of the report you are looking for, click search. All of the reports that match your search criteria will be displayed. Click the "Edit" link beside the report you want.

## Intercity Transit Vanpool Reporting Guide

Please note that if you see a “View” link instead of an “Edit” link, this means that this particular report is closed. You may view the data, but you may not make any changes.

Once you select the monthly report you want, you will start at the Ridership page that is laid out like a calendar. Any days where reporting has already been done are shaded green. Click or touch the date where you would like to report ridership.

From this screen, you can also navigate to different sections of the report by selecting the gray “Monthly Reporting” icon on the top left of the screen.

[SWITCH ROLES](#) [HOME](#) [MY ACCOUNT](#) [FIND REPORT](#) [NEW REPORT](#) [HELP](#) [DOCUMENTS](#)

Monthly Reporting

### Ridership for March 2022

Vanpool: V4 - Group 4

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12

## Monthly Reporting Menu

Monthly Vanpool Reporting <span>×</span>	<b>Find Report:</b> Use if you have already started a report for a month or start a new report.
Find Report	<b>Ridership:</b> Navigate to the monthly ridership entry screen.
Ridership	<b>Unreimbursed Expenses:</b> Navigate to this screen to report any vanpool related expenses that are not included in your monthly vanpool fare and that are also not reimbursed by Intercity Transit.
Unreimbursed Expenses	<b>Additional Trips:</b> Navigate to enter any non-revenue trips. This may include maintenance, fueling or incidental trips.
Additional Trips	<b>Vehicles:</b> Navigate to vehicle entry and monthly mileages.
Vehicles	<b>Submit:</b> Final review and submission screen.
Submit	<b>Review Route and Roster:</b> Please review your vanpool route and roster frequently and notify the vanpool office of any changes.
Review Route and Roster	<b>Rider Search:</b> Use to find riders to fill an empty seat in your van.
Rider Search	



## Filling Out Your Monthly Report

### Ridership

**INTERCITY TRANSIT**  
 SWITCH ROLES HOME MY ACCOUNT FIND REPORT NEW REPORT HELP DOCUMENTS

Monthly Reporting

### Ridership for Monday 3/14/2022

Vanpool: V001 - Group 1

If a person rode both ways, make sure you check both "Rode In" and "Rode Out." Also, if a person drove, they must also be marked as a rider.

Travel Time to Work (minutes): 55  
 Travel Time from Work (minutes): 50  
 Distance to Work (miles): 27.33  
 Distance from Work (miles): 27.15

☐ (Toggle All)

Name	Rode In / Out	Drove In / Out
Driver	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Save and Go Back Save Ridership Save and Continue Add Rider Cancel

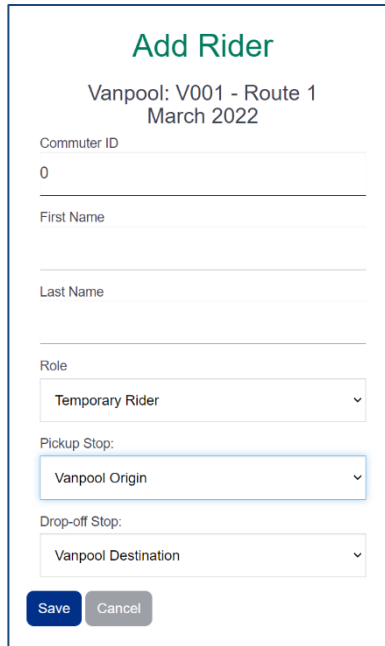
Once you've selected the month you would like to edit, you will first see the "Ridership" screen, which will display a calendar. Days where you have already reported ridership are shaded green. Select a day to edit ridership information, and you will be directed to a screen prompting you to check off the rides each person on the roster took for that single day, as seen in the image above.

The expected distance and time for the trips to work and from work are shown at the top. If this day's trips were longer or shorter, please update the distance and/or time.

There are two check marks by each person's name: one for a ride in to work, and one for a ride home. You have the option to select or deselect all the checks by clicking "Toggle All."

Additionally, you will need to indicate which person(s) were driving on that date. If more than one person drove one any given trip, you should check each one that did drive.

## Intercity Transit Vanpool Reporting Guide



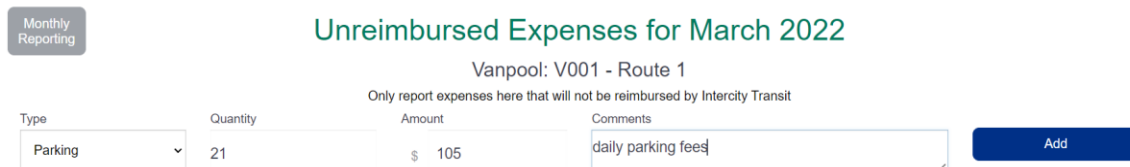
If there's someone who took trips on your van whose name does not appear on your roster, please select the "Add Rider" option at the bottom of the list of riders.

For an additional person to ride on your van, they must be registered in the database. All new riders must complete a Vanpool Agreement prior to riding in the van. To add that person, you'll need their Commuter ID. Once you enter that number, the person's name will be filled out on the form. Then indicate whether they were a rider or a driver, as well as the stop where they got on and where they got off.

Once you've entered all the trips, select "Save and Continue" at the bottom of the page to save the trips you've entered and move on to the next day of ridership.

After you've completed ridership for each day of the month, you can either click the blue arrow at the bottom of the calendar to move forward to "Unreimbursed Expenses." You may also select this from the Monthly Reporting menu.

## Unreimbursed Expenses



If you had any expenses during the month that were not part of your vanpool fare, and that would not be reimbursed by Intercity Transit, please record them here. Normally, parking fees would be the only expenses you would enter on this page.

You do not have to make a separate entry for each expense if you have multiple expenses of the same time. You can enter the number of expenses and the total cash amount for all of them. As seen in the example above, we have 21 days of parking at \$5/day – for a total of \$105.

Once you have recorded any unreimbursed expenses, you may move on to "Additional Trips"

## Additional Trips

## Intercity Transit Vanpool Reporting Guide

Monthly Reporting

### Additional Trips for March 2022

Vanpool: V001 - Route 1

This should NOT include mileage for trips to and from work!

Add Trip

	Vehicle	Driver	Trip Purpose	Start / End Date	Start / End Odometer	Miles	
Edit Trip	IT 2527 2015 Chevrolet CHEV EXPRESS 12		Fuel/Wash	3/14/2022 3/14/2022	50100 50103	3	Remove Trip

< >

Trips taken by a driver for non-commuting purposes are called additional trips. These trips may include traveling to fuel the van, deliver the van to the maintenance shop, and travel to wash the van. Additional trips are also recorded for Incidental Use trips (see full Vanpool manual for details) and **should not exceed 5 miles in any one day or 50 miles per month.**

Add a Trip

Vehicle

2015 CHEV EXPRESS 12 ID: 2527

Driver

Trip Purpose

Fuel/Wash

Start Date

3/14/2022

End Date

3/14/2022

Start Odometer

50100

End Odometer

50103

Save

Close

**If you stop for fuel or to wash the van on your way to or from work, then this is part of your commute trip and should not be recorded here.**

- Record additional trips as Maintenance when the van is driven by the vanpool driver to the Intercity Transit maintenance shop.
- Record additional trips as Incidental Miles when the van is driven by the vanpool driver during non-commuting times for errands and appointments as outlined in the Intercity Transit Vanpool Manual.

Common errors in non-revenue trips include:

- Non-revenue trips start and end on the same day. Please record that as such.
- An error will occur if the maintenance miles omitted in the “Vehicles” section are recorded as a non-revenue trip. In the example below, the group leader has recorded that the van was taken in for maintenance at 52,103 miles and returned for commuting purposes at 52,115 miles.

Monthly Reporting

## Vehicles for March 2022

Vanpool: V001 - Route 1

Search for a Vehicle

	Vehicle	Start / End Date	Start / End Odometer (Miles)	
Edit	IT 2527 2015 Chevrolet CHEV EXPRESS 12 License: WA RS11618	3/1/2022 3/9/2022	51765 52103 <b>338</b>	Delete
Edit	IT 2530 2015 Chevrolet CHEV EXPRESS 12 License: WA RS11621	3/9/2022 3/10/2022	61291 61326 <b>35</b>	Delete
Edit	IT 2527 2015 Chevrolet CHEV EXPRESS 12 License: WA RS11618	3/10/2022 3/31/2022	52115 52453 <b>338</b>	Delete

<

>

This omits the 12 miles traveled for the purpose of maintenance and does NOT need to be recorded separately in the additional trips section.

To correct an error of this nature, remove the additional trip entirely. If the van is brought into the shop and a spare vehicle is NOT used by the group while maintenance is done, then the trip will be recorded as a non-revenue trip for maintenance.

Request

## Vehicle Usage

The vehicle odometer at the end of the last month will be copied forward to this month as the beginning odometer reading. If this is the only vehicle driven for the entire month, with no trips to the maintenance shop, simply select “Edit” and enter the ending odometer to complete the vehicle usage section.

Monthly Reporting

Vehicles for March 2022

Vanpool: V001 - Route 1

Search for a Vehicle

	Vehicle	Start / End Date	Start / End Odometer (Miles)	
Edit	IT 2527 2015 Chevrolet CHEV EXPRESS 12 License: WA RS11618	3/1/2022 3/31/2022	51765 52584 819	Delete

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Add additional van(s) by entering the vehicle number(s) and clicking “Search” and “Select”. You may search and select the same vehicle more than once. This will allow you to enter odometer readings for the same van for different date ranges.

## Spare van

Add Vehicle: 2015 CMD CHEV EXPRESS 12 - IT 2530

Start Date

3/9/2022

End Date

3/10/2022

Start Odometer

61291

End Odometer

61326

Save

Close

If you were given a spare van to use while your assigned vehicle was in the maintenance shop, please record the date range and miles of the spare van by selecting “Search for a Vehicle” and entering the ID number of the spare van used.

A box will come up that will allow you to enter the date range during which you used the spare van, as well as the starting and ending odometers for that date range.

Enter the end odometer of your assigned van BEFORE driving to the maintenance shop and AFTER returning from the shop. This is true for both regular and spare vans. The miles between the shop and your location should not be recorded as commuter miles.

You will need to record two date ranges and odometer readings of the regular assigned van. In the example below, entries for the assigned are van are recorded for the dates of the 1st to the 9th and another range from the 10<sup>th</sup> – 31<sup>st</sup> because the spare van was used on the 9<sup>th</sup> and 10<sup>th</sup>.

Monthly Reporting

Vehicles for March 2022

Vanpool: V001 - Route 1

Search for a Vehicle

	Vehicle	Start / End Date	Start / End Odometer (Miles)	
Edit	IT 2527 2015 Chevrolet CHEV EXPRESS 12 License: WA RS11618	3/1/2022 3/9/2022	51765 52103 <b>338</b>	Delete
Edit	IT 2530 2015 Chevrolet CHEV EXPRESS 12 License: WA RS11621	3/9/2022 3/10/2022	61291 61326 <b>35</b>	Delete
Edit	IT 2527 2015 Chevrolet CHEV EXPRESS 12 License: WA RS11618	3/10/2022 3/31/2022	52115 52453 <b>338</b>	Delete

<

>

## Submitting the Report

The final step of the report is to submit all the information you've entered for the month. Select "Submit" from the monthly reporting menu bar and you will go to a screen that has space for comments and a few final checks before you select "Submit."

Question:

Monthly Reporting

### Submit March 2022

Vanpool: V001 - Route 1

Comments

☐ The same vehicle was used for this entire reporting period.

☐ Multiple vehicles were used during the course of this reporting period.

☐ I confirm that my vanpool roster is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

The Save button will just save the data in this view.  
The Submit button will save the data, validate the entire report, and if complete and correct, submit the report for staff review.

Save

Submit

Once you hit submit, all your entries will be checked. If no errors are found, the month will be closed, and you will not be able to make further changes. You will receive an email confirming receipt of the data. You will not be able to edit the report once it is submitted, but if you need to make a change, contact the Vanpool team to have the report reopened.

### ***Searching for More Riders***

Our web site features a “Rider Search” that will check the database for other people who commute at the same time your vanpool operates and have origins and destinations similar to your vanpool’s route. If your vanpool route has one or more empty seats, you can search the database for candidate riders. To do so, select “Rider Search” from the monthly reporting menu.

Monthly Reporting

### Rider Search

V001 - Group 1

This feature allows you to search for new riders for your vanpool group.

Each person displayed in this list either lives near a pickup point or passes by a pickup point, and works near a drop-off point, and their schedules are compatible with your vanpool group.

You may adjust the search by choosing how far to search around pickup points and drop-off points.

Search around pickup points (mi)

3

Search around drop-off points (mi)

1

☒ Include commuters on the wait list whether or not they match the search criteria

Search

You may adjust the search by how far to look at the start and end of your vanpool route, and how much time flexibility to consider.

The results will be displayed in text, and on an accompanying map. You may also export the list to a spreadsheet.

If the Group Leader contacts a person found via the Rider Search, and that person is willing to join the vanpool group, then the Group Leader needs to contact the Vanpool Team to ensure that the person has signed the Vanpool Agreement. Once the agreement has been signed, the person may start riding with the vanpool group.



## Other Forms and Important information for Group Leaders

All forms are located on our website: <https://www.intercitytransit.com/vanpool/forms>

### **Forms**

- Vanpool Participant Agreement
- Vanpool Participant Agreement with Driver Application
- Vanpool Driver Application
- Vanpool Fuel PIN Agreement
- Vanpool Route Form
- Vanpool Riders Wanted Sign
- Vanpool and Community Van Event Report

All forms should be submitted to [vans@intercitytransit.com](mailto:vans@intercitytransit.com):

We can be reached at 360-786-8800 or by emailing [vans@intercitytransit.com](mailto:vans@intercitytransit.com)

### **Other Information**

1. All new riders must fill out a Vanpool Agreement and submit to Intercity Transit – The vanpool staff will add the new rider to your roster. Group Leaders cannot make changes to rosters via the website.
2. Please feel free to inquire on account balances.
3. Please let us know of roster, route and stop changes. These changes can only be made by the vanpool staff. Please keep your information updated and current.
4. Vans are serviced based on miles or by time. , The Vanpool team will reach out and inform you that maintenance is due on your van. The date and time to bring the van to Intercity Transit Maintenance shop will be arranged and a spare van will be temporarily assigned for use.
5. All accidents or incidents need to be reported immediately and an Event Report will need to be filled out.