

**VanpoolProgram Rules & Standards**

**Program Eligibility:**

* Employees may use this benefit if they receive leave and insured benefits from King County.
* Any employee has an option to join an existing vanpool.
* Employees may also form their own vanpool(s).
* To form a new vanpool, employees need a minimum of **3 core vanpooler employees**.
* **Core vanpooler employees** must vanpool at least **51 percent of the days** they travel to work in a month to be considered **core vanpoolers**.
* Employees who travel to their worksites fewer than 15 days in any given month must vanpool **at least eight** days that month to be considered a **core vanpooler**.
* Any vanpool must accommodate non-core vanpoolers when there are seats available on their van.
* Employees who receive Carpool, Bike or Walk benefits **are not** eligible to use vanpool.

**Benefit Use and Conditions:**

* There is no cost to employees to vanpool to work. However, vanpool costs to the program which are above the $300 per employee, per month IRS limit, are taxable income. Employee will be taxed quarterly on the additional benefit they receive.
* Bookkeepers are required to log who rides (core and non-core riders) in their van daily. **No exceptions**.
* If an employee misuses the program, employee will be penalized according to the violation policy listed below.
* Vanpools will be monitored to ensure that employees are complying with the program guidelines.

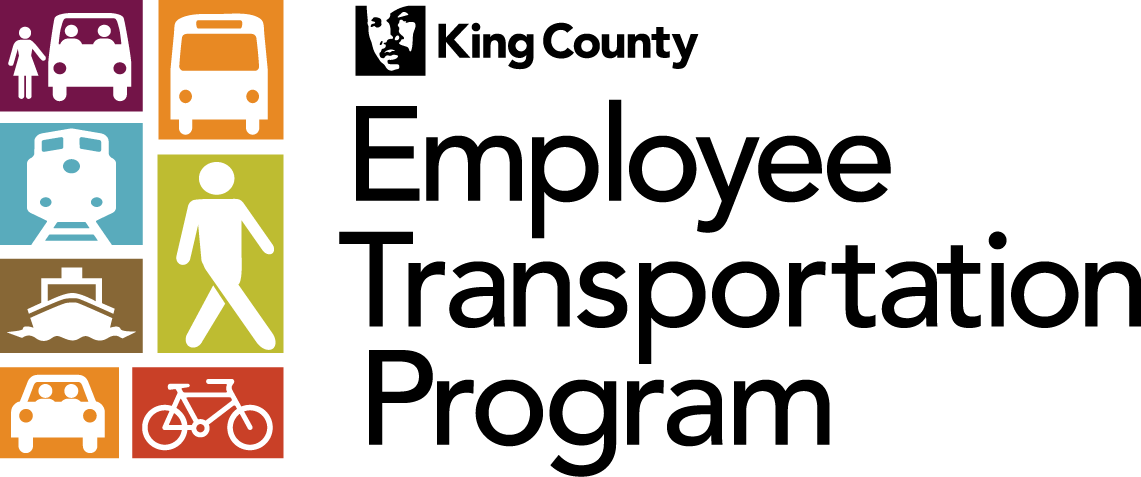
**Monitoring and Misuse:**

Vanpools will be monitored via parking facility checks **and other means** to ensure that they are complying with program guidelines. If they are found to be in violation of program rules, (e.g., the employee or bookkeeper report that employee(s) was vanpooling on the day(s) they were actually not vanpooling) the ETP Manager or designee will do the following:

* Issue a personal memo to the employee/bookkeeper asking them for documentation or proof to back up commute habits they reported.
* Inform employee/bookkeeper that they will lose their privilege to participate in the program for six months.
* Inform employee/bookkeeper that they permanently have lost their privilege to participate in the program.
* Inform employee/bookkeeper’s supervisor(s) and/or the HR of the violations and ask them to take appropriate actions.

**I have read and understand the Vanpool Program Rules & Standards. I confirm that my commute meets the rules that govern the program.**

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Vanpool Program Acknowledgement Form**

A vanpool is a group of 3-15 people who share a similar commute. The group enjoys a comfortable commute in a van that seats 7, 12, or 15 passengers. Each group needs at least two volunteer drivers and one volunteer bookkeeper to assist in maintaining the vehicle and completing monthly reports. King County Metro provides everything for your smooth commute – the van, fuel, insurance, maintenance, 24-hour roadside assistance and a guaranteed ride home are all included as part of your vanpool benefit.  Commuting in a vanpool is a great way to reduce stress and save money—it’s like a mini-bus that operates on your exact schedule and route.

King County employees may choose to join an existing vanpool or form their own new vanpools at no cost to them.

**Please provide the following information (Required)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Worksite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID number (5/6 digit # shown on the top of employee’s paycheck): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID/ORCA # (All numbers in front of employee ID/ORCA card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s vanpool bookkeeper’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vanpool Program: King  Snohomish  Kitsap  Pierce

**Please provide answers to the following questions (Required)**

1. **Currently**, how many days a month are you scheduled to travel to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Currently,** how many days per month (on average) do you vanpool to work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **In the future,** how many days per month (on average) do you anticipate vanpooling to work? \_\_\_\_\_\_\_
4. Have you read the **VanpoolProgram Rules & Standards**? YES \_\_\_\_\_\_ NO \_\_\_\_\_\_\_
5. Are you the vanpool bookkeeper for your vanpool? YES \_\_\_\_\_ NO \_\_\_\_\_\_
6. If you are the vanpool bookkeeper, **do you report the number of employees in your van and vanpool together daily and accurately**? YES \_\_\_\_\_ NO \_\_\_\_\_\_
7. If you are the vanpool bookkeeper, are you aware of these vanpool policies: “*Employees must vanpool at least* ***51 percent of the days*** *they travel to work*” or “E*mployees who vanpool to their worksites fewer than 15 days in any given month must vanpool* ***at least eight*** *days that month to be considered a* ***core vanpooler****”*? YES \_\_\_ NO \_\_\_\_