

October 2020 Commuter Van Bulletin



Dear Commuter Van Participant,

King County Metro will **resume collecting fares on October 1**, which includes all vanpool and vanshare groups who currently commute. No fares will be collected from non-operating groups parking their vans at an approved driver's residence.

There are substantial changes that your group, driver and bookkeeper must be aware of, so please review the following information.

Most importantly:

Bookkeepers: Please contact your Accounting Rideshare Representative prior to October 1 to announce your group's intention either to (1) continue operating, (2) not operate and continue parking your van, or (3) disband your group and return your van to Metro.

Included in this bulletin are instructions:

- [For groups returning to commuting after storing van](#)
- [For bookkeepers of operating groups](#)
- [For bookkeepers of non-operating groups](#)

Thank you for choosing King County Metro's Commuter Van program.

Questions?

Bookkeepers contact your accounting services representative for reporting questions. Contact vanpool@kingcounty.gov with any other questions.

FOR GROUPS RETURNING TO COMMUTING AFTER STORING VAN – Please remember these important points when preparing to operate your vehicle.

1. **Ensure your van is in proper working order:** fully inspect the vehicle, check the fluids, clean all windows and wipe off wiper blades, and make sure the van starts and that there are no warning lights displayed on the instrument panel.
2. Vanpool must be a shared ride and **meet minimum ridership requirements** based on vehicle size (two passengers for minivan or Nissan Leaf and three for

- larger vans). While you must have at least two passengers; existing and new groups may commute with more riders, if desired.
3. In alignment with Governor Jay Inslee's statewide mandatory face covering order, Metro Commuter Van participants are required to **wear a face covering**.
 4. Van participants are instructed to **adhere to public health guidance** by washing or sanitizing hands before entering, wiping down high touch surfaces in the van frequently, covering coughs and sneezes, and staying home when sick.

FOR BOOKKEEPERS OF OPERATING GROUPS – Bookkeepers must contact their Accounting Rideshare Representative prior to October 1 to announce their group's intention either to (1) continue operating, (2) not operate and continue parking their van, or (3) disband their group and return their van to Metro.

Monthly reports and fares must be received by the 10th of each month. Details on what should be included in reports are [here](#). Report templates (attached), other resources, and the Fare Schedule for your group can be accessed [here](#).

Notes:

- **Please only list group participants actively riding in the van**, and mark any riders who use the van fewer than three days per week as part-time on the Ridership Report. Remove full-time teleworkers from the Ridership Report – these riders will need to re-apply to the vanpool program in the future.
- Some groups overpaid fares in past months and were notified of a credit via a monthly report adjustment notice. Talk to your Accounting Rideshare Services Representative to find out how to use those credits on your monthly report.

Only approved bookkeepers may complete and submit monthly reports. Approved drivers and bookkeepers must continue communicating each month in order to report accurate ridership, fares, operating days, and miles used.

Monthly reports can be emailed to your Accounting Rideshare Services Representative only if fares owed are completely covered by an employer's ORCA Business Passport agreement or an online credit card payment; otherwise, mail reports and one check for fares owed.

FOR NON-OPERATING GROUPS – Bookkeepers of non-operating groups must still contact their Accounting Rideshare Representative prior to October 1 to announce their group's intention either to (1) continue non-operation and continue parking their van, (2) begin operating, or (3) disband their group and return their van to Metro.

Metro is not collecting fares from groups not operating and who have parked their vans, but monthly reports must still be received by your Accounting Rideshare Services representative by the 10th of the month with the following information:

- Report odometer readings for the group's assigned van
- Report use of loaner vans, including the loaner van number, the loaner van's beginning and ending odometer readings, and the number of miles used
- Report 0 round trip miles and 0 operating days
- Leave the fixed rate field of the revenue section blank
- A Ridership Report is not required

If the group begins operating after the monthly report has been submitted, contact your Accounting Rideshare Services Representative to review reporting requirements for operating groups.

Drivers will need to start vans weekly to assure battery is charged but vans should not be driven. Parked vans incurring mileage will be charged, and groups not commuting are not allowed any personal or excess miles. Drivers will be charged for any miles.

King County Metro Commuter Van Services

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Get the latest! Like us on [Facebook](#) to stay up to date on incentives, contests and everything else that's hip about Metro Vanpool.

Send us an [e-mail](#).

Or give us a call at 206-625-4500 during business hours (8-5, M-F).
