

August/September 2021 Commuter Van Bulletin



Dear Metro Commuter Van Participant,

As more companies welcome back employees to the office, we want you and your group to be prepared to restart your Metro Vanpool or Vanshare commute. According to our records, your Metro group is listed as a non-commuting. If this information is inaccurate and you have been commuting, please disregard this message.

Thank you for maintaining and keeping your van in good working order so it's mechanically ready for the commute. We also want to update our system with the correct information about your group regarding the route, member roster, mileage, etc.

When your group is considering a return to commuting to the office, please complete and submit the [Metro Vanpool or Vanshare group update form](#) **two weeks** before getting back on the road. Your cooperation will help make your switch back to the office a smooth transition for your commuter group.

Questions?

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

ALL VANPOOL/VANSHARE

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

- Only approved Bookkeepers may complete the monthly report—Please complete all sections of the Monthly report starting the month you resume commuting. Monthly reports and fares must be received by the 10th of each month. If you resume after the 1st of a month contact your accounting rep for prorated fares. Report any schedule changes in Section 4. We offer many [flexible work schedule](#) options.
- In Section 5 Rider Roster, only list members actively riding in the van. Members who continue to telework 100% should not be listed- these riders will need to re-apply to the vanpool program when restarting their commute. Active riders riding less than 50% of the commute should be marked as part-time and their fare and payment amounts should reflect as part-time. The 2nd

tab Fare Calculator on the Monthly Report may be utilized to calculate part-time fares.

- Drivers ensure your van is in proper working order: thoroughly inspect the vehicle, check the fluids, tire pressure, 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. Check for and report any damage to your Maintenance Representative.
- Vanpool must be a shared ride and meet current minimum ridership requirements based on vehicle size—at least two passengers for a minivan or Nissan Leaf and at least three for larger vans. Existing and new groups may commute with more riders-if desired. 2+ is a temporary exception for commuting; Metro will communicate to groups and provide recruiting support when we return to 5+ ridership requirements.
- Van participants are instructed to adhere to public health guidance by wearing a mask in the van, washing or sanitizing hands before entering, wiping down high touch surfaces in the van frequently, covering coughs and sneezes, and staying home when sick.

Thank you and Happy Vanpooling!

King County Metro Mobility Services

King County Metro uses this communication method to share out important program information. You are receiving this message as a driver, bookkeeper, or otherwise key position in a Metro commuter van. Please review material and do not unsubscribe while in that position.

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).
