

# \$65 VANPOOL SUBSIDY PROGRAM

## TMA Subsidized Vanpool Policy and Guidelines

The goal of the McClellan Park Commute Program is to reduce the number of drive-alone commuters and vehicles parked at on-site facilities. Effective March 1, 2007, McClellan Park tenant-employees who vanpool at least four to five times per week may register with the McClellan Park Transportation Management Association (TMA) for a McClellan Park TMA \$65 Vanpool Subsidy. Vanpool registration is required annually.

## Vanpool Subsidy Program Features

1. The TMA will pay \$65 of monthly lease costs per eligible full-time vanpool participant (excluding the cost of fuel) directly to a vanpool vendor. *(Employees who already receive employer-provided subsidies are not eligible for the TMA subsidy funds).*
2. The primary driver and vanpool group members are responsible to pay the remaining monthly lease to the vanpool vendor. (Note: Vanpool members are defined as adult employees who share a ride to work. Infants and children will not be considered vanpool participants in this program).
3. A designated, carpool/vanpool parking space will be striped (pending Property Management approval) for a preferential vanpool parking space. Download and submit the Carpool/Vanpool Parking Permit Application from the TMA Website at [www.mcclellanparktma.org](http://www.mcclellanparktma.org).
4. All eligible vanpool participants will receive online access to the free emergency ride home voucher on NorCalGo's website at [www.NorCalGo.com](http://www.NorCalGo.com).

## Eligibility requirements for \$65 monthly Vanpool Subsidy – A Qualifying Vanpool Must

1. Register with NorCalGo ([NorCalGo.com](http://NorCalGo.com))
2. Complete and return a signed Commuter Benefits Agreement with the TMA and acknowledge a commitment to completing the annual online commute survey. The survey is a requirement for continued funding. (This annual survey is conducted in the Fall.)
3. Have a final employment destination within McClellan Park and be employees of a McClellan Park Tenant-employer
4. Vanpool at least 4 days per week (on average) to maintain the monthly subsidy.
5. Use an authorized SACOG vanpool vendor (Enterprise Rideshare or VPSI, see below for more information on these vendors).
6. Have the primary driver and vanpool vendor will sign a lease agreement and forward a copy to the TMA to activate the subsidy. This agreement covers financial arrangements between the vendor and reporting requirements that the primary driver must fulfill.
7. Keep the ridership at six members. The subsidy program for all vanpool participants will be revoked if a vanpool's ridership falls below six members (including the driver) for two consecutive months after the initial two-month start-up period.
8. Give the primary driver a 30-day notice prior to permanently leaving the vanpool group. Riders will be financially responsible for the seat for the full 30 days after giving notice to terminate their ridership.
9. Notify the TMA of any riders leaving the vanpool. The TMA will not subsidize an empty seat; therefore, the vanpool is fully financially responsible for the empty seat.
10. Pay the primary driver for their share of vanpool costs as agreed upon.
11. Have the primary driver is responsible for fueling and maintaining the vehicle, collecting rider contributions, providing a receipt, maintaining the terms of the lease agreement and driving responsibly.

IT PAYS TO TMA



McClellan Park  
Transportation Management Association

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## Eligibility Requirements for Obtaining a Designated Vanpool Parking Space

- Step 1 Visit the TMA website at [www.mcclellanparktma.org/rideshare.htm](http://www.mcclellanparktma.org/rideshare.htm) and download the Carpool/Vanpool Registration and Permit Application. (Note: Employees who vanpool with six or more McClellan Park employees on a full-time basis (4 to 5 days per week) must have matching or similar work schedules to be eligible for special parking permit.)
- Step 2 Use your McClellan Park Carpool/Vanpool permit on days you and your vanpool participants share a ride to work. The Carpool/Vanpool permit allows parking in specially marked preferential parking space in the front or near your worksite.
- Step 3 If you or your vanpool partner(s) experience a shift or job change that alters your ability to vanpool, you must change your vanpool status and alter your parking registration. Update your vanpool status by sending an email to [info@mcclellanparktma.org](mailto:info@mcclellanparktma.org).

## Permit Parking will be Appropriately Enforced.

- A. Unauthorized vanpool parking will be cited and disciplinary action will be initiated. Periodically, audits will be conducted to review vanpool group permit use and parking activity. If it is found that the partners in the vanpool group are parking independently more than 60% of their workweek, the group's supervisor(s) or employer will be notified of the audit finding. The employees will be asked to change their vanpool status if they are no longer in compliance with the vanpool parking guidelines.
- B. If the vanpool group meets the vanpool criteria, they will be allowed to remain in the vanpool program.
- C. If additional audits reveal that the vanpool group becomes out of compliance again, all vanpool group members will be removed from the vanpool program, subsidies will be eliminated and the group will not be eligible to re-register for this program again.
- D. Vanpool Violation Notices will be placed on employee vehicles that park in designated parking spaces without displaying their Carpool/Vanpool Permit. These vehicles will be marked for audits.

## AUTHORIZED VANPOOL VENDORS IN THE SACRAMENTO REGION

### Enterprise Rideshare

Maryam Amiri  
1-800-VAN 4 WORK  
Direct: (916) 480-4961  
[www.vanpool.com](http://www.vanpool.com)  
[maryam.amiri@erac.com](mailto:maryam.amiri@erac.com)