

## UW Vanpool Split

### Get connected and on the road!

- To form a temporary split vanpool, register at least 2 riders, including a driver and a bookkeeper.
- UW will temporarily cover **all vanpool fares** for registered UW vanpools.
- Vanpool drivers must complete an online defensive driving course and satisfy a driving record check. [Click Here to start Driver Training](#)
- Bookkeepers must complete online training to manage payments and monthly reports.
- Email a completed roster for the splitting van to [Vanpool@commtrans.org](mailto:Vanpool@commtrans.org)
- We'll schedule an appointment to pick up your van at the Community Transit Kasch Park facility in Everett.
- We'll contact you to schedule routine maintenance every 6 months or 5,000 miles at our Kasch Park facility and provide you with a loaner van.

### Vanpool setup checklist

#### *Apply for vanpool*

- Recruited 2 or more participants
- Selected a driver
- Picked a bookkeeper
- Planned our route and round-trip mileage
- Found an overnight parking spot for the van
- Submitted our roster to Community Transit

#### *Pick up your van*

- Drivers completed training
- Bookkeeper completed training
- All riders submitted a signed Vanpool Agreement
- We agreed to our rules and schedule.
- Van pick up appointment is scheduled.



## Community Transit Vanpool Roster

Please complete this roster for your vanpool group. A coordinator from the Community Transit vanpool team will contact you to start your application process and explain the next steps.

<b>Primary Contact Name:</b>							
<b>Employer:</b>							
<b>Work hours (ex: 9 am – 5 pm):</b>							
<b>Daily round trip mileage:</b>							
	Rider Name	Role in Van	Home Address	Email	Work Address	Preferred Phone	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							