



# Van Start/Save Program

Fiscal Year 2014

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## Overview

The Van Start/Van Save programs subsidize empty seats over a defined period of time. Both programs are open to all vanpools that have trips that terminate in the City of Alexandria.

The **Van Start program** for vanpools is designed to provide incentive for new vanpool formations that have the City of Alexandria as their destination.

The **Van Save program** is designed to assist existing established vanpools with commutes that end in the City of Alexandria, that are experiencing an emergency loss of passengers.

Van Start / Save assistance will be granted at the discretion of Local Motion based on the eligibility of the applicant and the demonstrated activity in recruiting passengers. The program provides up to \$200 flat rate per eligible empty seat, per number of eligible months. See program details for eligibility requirements and financial assistance terms and conditions. Funding for this program is limited and is available only between October 1, 2013 – June 30, 2014, or until the funds are spent.

For more information or to apply, contact the Local Motion Van Start/Save program manager, Gabriel Ortiz with Local Motion at [703-746-4083](tel:703-746-4083) or at [gabriel.ortiz@alexandriava.gov](mailto:gabriel.ortiz@alexandriava.gov).

## Eligibility Requirements

1. The vanpool final destination must be within the City of Alexandria
2. The vanpool must meet the federal guidelines for a “commuter highway vehicle” under 26 U.S.C §132 (f) as shown below.
  - a. the seating capacity of vehicle is at least 6 adults (not including the driver), and
  - b. at least 80 percent of the mileage use of which can reasonably be expected to be for the purposes of transporting employees in connection with travel between their residences (Commuter Lot) and their place of employment, and on trips during which the number of employees transported for such purposes is at least half of the adult seating capacity of such vehicle (not including the driver).
3. A private vanpool owner/operator must certify that the van is appropriately insured under a Commercial Auto Policy or is covered by the AdVANtage program, a self-insurance pool for Virginia vanpools.
4. The vanpool owner/operator or coordinator must demonstrate continuous aggressive recruiting for new passengers (i.e. posters at workplaces, newspaper advertisements, etc.). Additional assistance to recruit passengers will be provided by Local Motion and/or by one of Virginia’s commuter assistance/TDM programs at both the origin and destination areas.
5. A vanpool owner/operator or coordinator may not apply for or receive financial assistance from this program if 50 percent or more of the total riders have been in another vanpool which received other financial assistance for vanpool start up or empty seats in the past 12 months.
6. Vanpool owner/operators or coordinators must submit a passenger roster with an authorized signature for each eligible month that subsidy is needed and qualifies.

### **Van Start Only**

7. Van Start vanpools must be new and not have operated for more than three months.
8. Van Start owner/operators or coordinators must demonstrate that at least 50 percent of the passenger capacity is full by supplying the names and telephone numbers of existing passengers for verification.
9. Van Start owner/operators or coordinators that receive Van Start funds may not apply for or receive Van Save funds for at least 12 months after the last Van Start payment is received.

### **Van Save Only**

10. Van Save Vanpools must have been in operation for a minimum of 6 months and may not have received any financial assistance for empty seats or vanpool operation for the past 12 months.
11. To be eligible for Van Save the vanpool must have lost at least 25 percent of its paid passengers for more than 30 days.

## Financial Assistance Terms

Eligible and approved vanpools may receive financial assistance of up to \$200, or the actual monthly rider fare, whichever is less, per monthly vacant passenger seat, up to the following maximums:

Passenger Van Description	Eligibility Chart (maximums indicated)					
	Month 1	Month 2	Month 3	Month 4	Total	
	# Seats	# Seats	# Seats	# Seats	# Seats	Subsidy
15 Passenger	4	3	2	1	10	\$2,000
12 Passenger	3	2	2	0	7	\$1,400
9 Passenger	2	2	1	0	5	\$1,000
7 Passenger	2	1	1	2	6	\$1,200

Subsidy is based on fulfilling all Eligibility Requirements. Number of seats subsidized is contingent upon size of vehicle and the number of seats eligible decreases each month.

Further, in order to be eligible for empty seat subsidy, vanpool owner/operator or coordinator must provide in writing that they are demonstrating continuing aggressive recruiting for new passengers, i.e., posters at workplaces, newspaper advertisements, etc.

**This information must be provided to the City by the 18th of each month subsidy is being requested.**

## Application

This applications is for: a New Vanpool (Van Start)  an Existing Vanpool ( Van Save)

### Vanpool Provider Information

Provider Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

### Vanpool Information

Vehicle Make/Model/Type: \_\_\_\_\_

Vehicle Seating Capacity (including driver): \_\_\_\_\_

Vanpool Start Date: \_\_\_\_\_

Commercial Vanpool Provider: \_\_\_\_\_

### A.M. Pick Up Points

Number One: \_\_\_\_\_ Time: \_\_\_\_\_

Number Two: \_\_\_\_\_ Time: \_\_\_\_\_

### A.M. Drop off Points

Number One: \_\_\_\_\_ Time: \_\_\_\_\_

Number Two: \_\_\_\_\_ Time: \_\_\_\_\_

Parking Address: *Street Address, Zip Code* \_\_\_\_\_

Monthly Rider Fare: \_\_\_\_\_

Number of passenger seats currently filled by monthly riders:

**For Van Save Only: When did the monthly passengers leave the vanpool?** \_\_\_\_\_

Passenger 1; Date: \_\_\_\_\_

Passenger 2; Date: \_\_\_\_\_

Passenger 3; Date: \_\_\_\_\_

Passenger 4; Date: \_\_\_\_\_

## Application Certification

### I CERTIFY AND AFFIRM:

1. That I will immediately notify the Local Motion Van Start/Save Program manager when I no longer qualify for this program;
2. That I am aware that the information I have provided is subject to review and verification;
3. That I am familiar with and will comply with all of the eligibility requirements and responsibilities stated in the program requirements;
4. That I have not requested or received financial assistance for this vanpool for the last 12 months;
5. That no more than 50 percent of the total riders in the vanpool have participated in the Van Start or Van Save program in the previous 12 months;
6. That the matters and facts contained in the foregoing application are true and subject to verification.
7. The City of Alexandria/Local Motion's assistance to any vanpool under the Van Start/Van Save program does not constitute ownership or operation of any vehicle or control of any entity involved in the operation of a vanpool. The City of Alexandria/Local Motion assumes no liability for any vanpool program operated by any entity assisted pursuant to this program.

DATE:

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APPLICANT SIGNATURE:

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APPLICANT NAME (Please print):

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APPLICANT PHONE:

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APPLICANT EMAIL:

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## Vanpool Driver and Passenger List

(Indicate Driver with a D or Driver, Before Name)

Name	Phone
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Name of Vanpool Coordinator or Owner/Operator: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Where to Get Additional Information**

If you are interested in learning more about vanpooling or how to organize or join a vanpool, the best source of information is your nearest rideshare agency. The areas served, names, and telephone numbers of the agencies are listed below

If there is no rideshare agency serving your locality, you can contact the nearest rideshare agency to you and they will be glad to help you. A rideshare agency is the best source of information about vanpooling, carpooling, and other transportation related programs of interest to commuters.

## **Residents of Culpeper, Fauquier, Madison, Orange, and Rappahannock Counties**

Commuter Services

Rappahannock-Rapidan Planning District Commission

211 Waters Place

Culpeper, Virginia 22701

Phone: (540) 829-7451

Fax: (540) 829-7452

email: rrpdc@crosslink.net

## **Residents of Fredericksburg City and, Spotsylvania, Stafford, King George and Caroline Counties**

RADCO Rideshare

RADCO Planning District Commission

512 Lafayette Boulevard

Fredericksburg, VA 22401

Phone: (540) 373-7665

Fax: (540) 899-4808

## **Residents of Prince William County**

OmniMatch Service of the

Potomac and Rappahannock Transportation Commission

1549 Old bridge Road, Suite 209

Woodbridge, VA 22192

Phone: (703) 580-6130

Fax: (703) 490-5254

Residents of Fairfax County:

Fairfax County RideSources

Department of Transportation

4050 Legate Road

Suite 400

Fairfax, VA 22033

Phone: (703) 877-5600

Fax: (703) 877-5723

## **Residents of Loudoun County**

Loudoun County Commuter Services

1 Harrison Street, SE

MSC 69

Leesburg, VA 20175

Phone: (703) 771-5665

Fax: (703) 737-8513

### **Residents of the Middle Peninsula area**

Middle Peninsula Rideshare

Middle Peninsula Planning District Commission

Woodleaf Commons

Rte 17-Business

Post Office Box 286

Saluda, VA 23149

Phone: (804) 758-4847

Fax: (804) 758-3221

### **Residents of Westmoreland, Richmond, Lancaster, and Northumberland Counties**

Northern Neck Rideshare

Northern Neck Planning District Commission

Corner of Rte 203/360-Old Bank Building

Post Office Drawer H

Callao, VA 22435

Phone: (804) 333-6683

Fax: (804) 529-5807

### **Residents of the City of Winchester and Clarke, Frederick, Page, Shenandoah and Warren Counties**

TRIP - The Ridesharing Program

Lord Fairfax Planning District Commission

103 East Sixth Street

Front Royal, VA 22630

Phone: (540) 635-4146

Fax: (540) 635-4147

### **Residents of Alexandria**

City of Alexandria's Local Motion Program

421 King Street, Suite 300

Alexandria, VA 22314

Phone: (703) 746-4686

### **Residents of Arlington**

Arlington County Commuter

Assistance Program c/o The Commuter Store at Crystal City Underground

1615-B Crystal Square Arcade

Arlington, VA 22202

Phone: (703) 413-4289

Fax: (703) 413-4291

*If you need to know who to call in the rest of Virginia call the Virginia Department of Rail and Public Transportation at (804) 786-7968.*

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