Vanpool Ridership Report

Prepared By: ______________________

Month / Year: ______________________

Vanpool #	Group #
	Office Use Only:

community transit
2300 Kasch Park Road
Everett, WA 98204-2137

Instructions for use:

All fields *must* be completed each month or your report will be considered late and subject to a $10.00 late fee.

- Complete the **Status** and **Name** fields for each vanpool member.
- **Status** is each members role in the vanpool. Use the following abbreviations.
  PD=Primary Driver, **BU**=Back-Up Driver, **BK**=Bookkeeper, **R**=Rider Only.
- Fill out the grid corresponding to the day of the month with each vanpool members daily vanpool activity.
- Complete the **One Way Passenger Miles** for each person. (Each persons starting point to their final destination).
- Record monthly fare activity in the **Fare Per Rider** column.

Status	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	One Way Passenger Miles (Bookkeeper Use Only)	Fare Per Rider (Bookkeeper Use Only)	Total Trips (Office Use Only)	Total Passenger Miles (Office Use Only)
PD																																				
																														Totals							

Bookkeeper Use Only | Office Use Only

Key

-	=	One Way Driver	**+**	=	Round Trip Driver
/	=	One Way Rider	**x**	=	Round Trip Rider
0	=	No Show	**H**	=	Holiday

White Copy - Vanpool Fleet Coordinator
Yellow Copy - Vanpool Group

11/99