

Steps for starting a Metro Vanpool Van

1. Learn more about your commute option using fixed route transit services between your home and work.

- The Metropolitan Council subsidizes Metro Vanpool vehicle lease costs; significantly reducing the out-of-pocket cost to commuters. Follow the steps below to determine if your group is eligible for the Metro Vanpool program.
- Use the Metro Transit trip planner at metrotransit.org to learn about the feasibility of commuting to work by bus, commuter rail or light rail.
- If fixed route bus and rail service is not available, you may be eligible to participate in the Metro Vanpool program. Please note that the Council does not subsidize vanpools when Council funded fixed route options are available to commuters.

2. Get enough people for a vanpool.

- A Metro Vanpool must include a minimum of FIVE PERSONS commuting together three or more days per week (four passengers and one driver).
- How do you get more riders? There are multiple ways:
- Talk to your co workers and neighbors about your interest in starting a vanpool.
- Use the Metro Transit trip planner at metrotransit.org to learn about others interested in commuting to work in the regional rideshare database. You do this by creating a commuter account in the rider services section of metrotransit.org and search for a ride match.
- Contact your transportation coordinator within your company to search for other interested employees who are seeking transit options to commute to work.

3. Identify your vanpool participants and plan your route so that the Metropolitan Council can determine if your group qualifies for the Metro Vanpool program.

- Fill out a "Vanpool Roster Registration" form and a "Vanpool Stops" tracking sheet and submit both forms to Randy Rosvold at Metro Vanpool randy.rosvold@metc.state.mn.us .
- The Council will determine if your vanpool group meets Metro Vanpool program guidelines and is eligible for Metro Vanpool van lease subsidies.
- Contact Randy Rosvold at Metro Vanpool randy.rosvold@metc.state.mn.us to determine if your commute will be eligible for Metro Vanpool program

4. Learn about van availability, sizes, lease costs and program guideline

Once your group has been approved for program eligibility, the primary driver will work with Kathryn Wegner at Rideshare by Enterprise kathryn.m.wegner@ehi.com to determine what size vans are available, how to lease a van, what the monthly lease cost will be and how to apply for a van lease and fill out a driver application.

Van leases are determined by: 1. Vehicle model year 2. Vehicle size and 3. Monthly commute miles

The out-of-pocket cost to vanpoolers varies based on:

- The number of vanpoolers sharing in the cost
- Percentage of lease subsidy provided by the Metropolitan Council (either 50% or 55%)
- Fuel costs
- Employer contribution

5. The Primary driver and alternate driver(s) complete a Driver Application form.

Rideshare by Enterprise is the Vanpool fleet administrative agency hired by Metropolitan Council that manages the van leasing details. Get Driver Application forms from Rideshare by Enterprise. Contact Kathryn Wegner at kathryn.m.wegner@ehi.com for assistance. Enterprise will conduct a credit and driving record check.

6. Plan your route and figure out the one way miles.

Use the Vanpool Stops Tracking Sheet to document your proposed vanpool route, stops and times along the route.

7. Find out how much the lease price will be.

Contact Katie Wegner at kathryn.m.wegner@ehi.com to learn more about van leasing information and van availability.

8. Figure out how much each person in the vanpool will pay per month.

Educate everyone who signed up to be in the vanpool on what the projected monthly van lease and fuel expenses will be per person. All vanpool expenses are paid “up front” at the beginning of each month for vanpool operations for the next month.

9. Arrange delivery of the van.

Once vanpool participants have finalized when the vanpool will begin operating, pick-up locations and times, and the monthly fare, the primary driver should contact Kathryn Wegner at kathryn.m.wegner@ehi.com at to coordinate vehicle delivery.

Contact information:

Metro Vanpool / Metropolitan Council

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