



California Vanpool Authority

Steps in Starting and Operating a Vanpool

1. Find enough fellow workers traveling to your worksite willing to share a ride. Depending on the number you find you can get a 7, 8, 12 or 15 passenger van.
2. Review the costs with everyone involved and decide who will be the main driver and those that are willing to be back-up drivers.
3. Once you have agreement to move forward, fax a copy of driver's license of all those that may be driving the van to the CalVans office at (559) 587-0714, you may contact the office at 1-866-655-5444. We will be pulling your California DMV record. **NOTE:** If you have more than 2 points, a DUI or a reckless driving in the past 5 years you will not be approved as a driver.
4. Each driver will also need to get a Class B physical exam "**Medical Examiner's Certificate**", Available online at the following link [http://www.calvans.org/drive-one/download-forms\(required for 12 and 15 passenger vans only\)](http://www.calvans.org/drive-one/download-forms(required%20for%2012%20and%2015%20passenger%20vans%20only)). Let us know if you don't have one, and we will help arrange for the physical.
5. Once you have been added to the insurance and have your "Medical Examiner's Certificate", you are ready to get your van and start driving.
6. A CalVans staff member will then meet with you, going over daily operating issues, how to submit payments and explain how to develop a Driver/Rider agreement.
7. Once you receive your van you will be expected to make a payment by the 15th. The payment will simply be the individual cash, checks or money orders from you and your riders amounting to the total monthly cost for that month.
8. You will then receive a monthly memo, invoice and Quick Books statement. This will come on about the 25th with payment again being due on the 15th.
9. Your monthly bill will include all costs related to your vanpool, including fuel. There will be a fuel card provided with the van which you will use with your assigned PIN.
10. The van lease is month to month. There is no requirement for a 30 day notice before turning in or stopping your vanpool. Once you notify us that your vanpool is no longer operating we will stop charging you for the van. If you stop in the middle of the month we will prorate the bill for the days you used the van.
11. We will deliver a spare van to you if your van breaks down or needs to be worked on for some reason.
12. We will normally perform routine maintenance on your van at the location the van is parked. This is done every 6,000 miles and is tracked by us. You will not need to take your van in for service.
13. We have 24/7 response if you need it. There is someone who stands by on the weekends and evenings in case someone has a problem.