



e-Newsletter

CalVans, California Vanpool Authority Newsletter

In This Issue:

- New Executive Director... 1
- Billing 1
- Winter Planning 1
- Employer Application .. 1
- Monitor Drivers 1
- Ron's Retirement 2
- Advance Notice 3

Who We Are

The California Vanpool Authority (CalVans) is a public transit agency providing public vanpools to those electing to commute to work in a non-profit manner; this includes agricultural workers and non-agricultural workers. The service provided by CalVans is recognized by local, state and federal agencies as a safe and cost effective method of getting to work in a shared ride vehicle.

How Can CalVans Help YOU?

If you would like to bring the benefits of CalVans to your operation, contact the California Vanpool Authority Toll-Free at **1-866-655-5444**.

CalVans operates Monday thru Friday from 8 a.m. to 5 p.m. and is closed on major holidays.

The CalVans main office is located at:

**1340 North Drive
Hanford, Ca 93230**

CalVans also has satellite offices in Imperial, Kern, Monterey, Ventura, and San Joaquin County.

Counties Served by CalVans

San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, Kern, Santa Cruz, San Benito, Monterey, San Luis Obispo, Santa Barbara, Ventura, San Bernardino, Riverside, and Imperial.

CalVans Has A New Executive Director

Ms. Georgina Cardenas has assumed the role of CalVans Executive Director. Mr. Ronald Hughes retired on June 14, 2019. Ron will remain a part of the CalVans organization for the next 4 to 6 months to provide for a seamless transition. Georgina has been part of CalVans since 2010.



As a Transit Coordinator, Georgina managed the Sacramento, Napa and Imperial regions and may be a familiar name as you navigated with the Federal Department of Labor. Georgina is excited to continue the CalVans mission, to provide safe, low-emission reliable vehicles to California commuters.

Driver Payment Sheets And Vouchers

We often get calls from employers asking why we have not submitted an invoice to them for their vanpools. The answer is: Our billing can't start until we receive the Passenger Form and Transit Voucher. When drivers go thru New Driver Orientation we explain that a weekly Passenger Form and Transit Voucher are due every Monday for the previous week. We offer several methods to submit them; mail, email and submitting directly to their employer. To date, the most successful method is an employer collecting the Passenger Form and Transit Voucher directly. This assures and employer can verify mileage and costs. An employer can opt to upload these documents into the Box (account set-up required) or forward, via scan and email to the Hanford office. We also use DocuSign to facilitate this process. This seems to work best for employers who have several sponsored vanpools. It's easy to get you set up. Give Gabriela Pacheco a call at **(559) 852-4727** or email at **gabriela.pacheco@co.kings.ca.us** to get more information and to register for DocuSign.

It Is Not Too Early For Winter Planning

As many of you may know, all CalVans vehicles were reserved 3 months before the arrival of summer. Many employers start the winter season in the Imperial/Yuma area in August. Employers, please plan ahead and reserve your vehicles now, for next summer. The last page of this newsletter can be used to plan your requests. Please complete and deliver back to **georgina.cardenas@co.kings.ca.us** no later than July 19, 2019. These reservations are on a first-come first-served basis. Submitting your request early increases the likelihood of having vehicles available when you need them.

New Employer Application Is Needed

CalVans would like all employers to update their Employer Applications on an annual basis. If your company operates in several regions it is important to communicate changes to your personnel in each region. This allows us to contact staff that can locate drivers and resolve voucher payment issues when vans move from one region to another. The Employer Application can be found on our website at **https://calvans.org/ag-notices-forms**. Please email the completed application to Diana Huerta at **diana.huerta@co.kings.ca.us**.

Take Advantage Of Silent Passenger To Monitor Employee Vanpools

Silent Passenger has excellent tracking functionality and allows employers to create comprehensive reports about vanpool locations, driver performance and provide other useful safety information like speeding reports. If you don't already have a password to log in, please call us to register you. We have created some "How To" tutorials about Silent Passenger and can be found on the CalVans website **https://calvans.org/wp-content/uploads/cv_pubpdfs/5231/Instructions**. Reports help you understand daily usage, vehicles miles traveled and tracks stops. Call the Hanford office at **(866) 655-5444** if you have questions about report set up. We are here to help!

Happy Retirement



Your vision and dedication to this agency has had an impact on the lives of so many over the last 41 years. Through your tireless efforts, you established the most unique public transit agency in the state of California. The model you established has served and will continue to serve the needs of those who need it most. Thank you for your service, from the staff at CalVans, and those whose lives you touched.





Having Access to Vehicles Requires Advance Notice

Please fill out the information regarding the number of vans you will need each month and for which location. An example is shown below. Please email this form to Georgina Cardenas at georgina.cardenas@co.kings.ca.us

Company: _____

Contact Person: _____

Phone Number: _____

Email: _____

2019

2020

COMPANY	H2A	LOCATION	August	September	October	November	December	January	February	March	April	May	June	July

EXAMPLE:

Company	H2A	Location	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Name	No	Imperial					6	6	6	6	6			
Name	Yes	Salinas	3	3	3	3						3	3	3