



e-Newsletter

CalVans, California Vanpool Authority Newsletter

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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.

Cleaning Fee

CalVans understands that vehicles working in the fields sometimes get extremely dirty. We have brought this issue up multiple times in our previous newsletters but we're continuing to see vehicles piled with trash and items that don't include mud or dirt. Many employers have provided paid time to volunteer drivers to clean vehicles since keeping the van clean is a requirement of the CalVans program.

Volunteer drivers have also voiced their concerns regarding their inability to direct their riders to help with the upkeep of the vehicle. Please help reduce the stress of the CalVans volunteer driver by developing policies to encourage work crews to pick up their garbage at the end of the day and dump in the receptacles you already provide.

Vehicles must go through rigorous cleaning and detailing before being allowed back on roadways. Effective 02/03/2020, CalVans is imposing new fees. Vehicles not properly maintained will incur a cleaning charge of \$250 if a vehicle is not returned in like condition as when it was issued.



Before

After



Before

After

Reserving Vans

We appreciate everyone who took time to send in their request for van reservations. This helps staff forecast needs for the upcoming season and allows staff time to purchase vans based on demand.

We will be sending reminders via email. These communications directly impact drivers and employers and we'd like to be sure everyone is notified about upcoming changes. Please send us your most current email contacts to:

calvans@co.kings.ca.us

New Passenger and Transit Voucher Form

Starting in January 2020, CalVans has combined the current CalVans Transportation Fringe Benefit Voucher and the CalVans Weekly Payment Form into one single form.

The new form is the Passenger and Transit Voucher Form. *Image 1* in the next page, is an example of how the form should be completed. The new form will serve the same purpose as the previous two forms. The form is attached to the newsletter; but can also be accessed on our website, under the tab Agriculture > Ag Notices > Forms.

Forms must be submitted weekly; changes in employees, mileage and amounts will vary. Every authorized CalVans volunteer driver is trained to complete these forms during orientation.

The form is PDF fillable making it simpler for the employers to assist their volunteer drivers in completion. Forms can continue to be submitted to CalVans via e-mail, Box or DocuSign.

Please contact any Transit Coordinator at calvans.org/our-staff or Diana Huerta, in the CalVans Accounting department for any questions regarding vouchers at:

diana.huerta@co.kings.ca.us
559.852.4728

Passenger and Transit Voucher Form / Forma de Pasajero y Vale de Transito

last 4 of PIN # **0000**
(Ultimos 4 Numeros de PIN)

Van: **9999** Crew/Job: **1234** Authorized Driver / Conductor Autorizado: **Jose CalVans** Year/ Año: **2020**

For Week of: **1/6/2020** to / Hasta **1/12/2020** Total Weekly Miles/ Total de Millas: **400**

Start Mileage / Milaje Inicio: **10,000** Final Mileage / Milaje Final: **10400**

What van are you driving? / En que van anda? →→→		9999	9999	9999	9999	9999	9999
Please note van's odometer mileage daily/ Anote el millaje de su odometro diario →→→		10,000	10,132	10,198	10,264	10,330	10,400
Different Driver Today?	Back-up Driver Names / Conductores Alternos						
Driver 1							
Driver 2							
Day of the Week / Dia de la Semana		1/6/2020	1/7/2020	1/8/2020	1/9/2020	1/10/2020	1/11/2020
Number of Riders- Trip 1 / Cuantos Pasajeros- Primer Viaje		12	11	12	12	12	8
Number of Riders- Trip 2 / Cuantos Pasajeros- Segundo Viaje		12	11	12	12	12	8

Employer Voucher/Vale de Empleador? If so, please complete this section. NO [] YES / SI [X]

This voucher is being provided by the following company: **COMPANY ABC123**

Company Address: **123 COMPANY DRIVE., HANFORD, CA**

Signature of Individual Authorizing Payment: *Employer Signature*

The company providing this voucher has entered in to an agreement with CalVans to submit payment to CalVans for all vouchers submitted on behalf of their employees. This Transit Voucher is being offered to employees for ride-sharing purposes on a California Vanpool Authority vanpool operating under the provision of Internal Revenue Code (IRC), Section 132(f) that permits an employer to subsidize employees' cost of commuting to work by a public transit entity. The Transit Voucher must be completed in its entirety to be valid and is Non-transferable. CalVans assumes NO responsibility for lost Transit Vouchers. Questions? Contact the California Vanpool Authority, 1340 North Drive, Hanford, CA 93230 Call: (866) 655-5444 Email: calvans@co.kings.ca.us

List Passenger Names / Nombres de Pasajeros	Mon/ Lun	Tues/ Mart	Wed/ Mier	Thurs/ Juev	Fri/ Vier	Sat/ Sab	Sun/ Dom	Weekly Cost / Costo Semanal	Transit Voucher / Vale	Subsidy/ Cupon	OFFICE USE ONLY
Employee / Rider 1 PASAJERO	X	X	X	X	X		x	\$ 45.00	\$	\$	Cashing Date:
Employee / Rider 2 PASAJERO	X		X	X	X		x	\$ 45.00	\$	\$	By:
Employee / Rider 3 PASAJERO	X	X	X	X	X			\$ 45.00	\$	\$	QB Posting Date:
Employee / Rider 4 PASAJERO	X	X	X	X	X		x	\$ 45.00	\$	\$	By:
Employee / Rider 5 PASAJERO	X	X	X	X	X			\$ 45.00	\$	\$	Verification By:
Employee / Rider 6 PASAJERO	X	X	X	X	X		x	\$ 45.00	\$	\$	/
Employee / Rider 7 PASAJERO	X	X	X	X	X			\$ 45.00	\$	\$	Total Payment (s)
Employee / Rider 8 PASAJERO	X	X	X	X	X			\$ 45.00	\$	\$	Cash:
Employee / Rider 9 PASAJERO	X	X	X	X	X			\$ 45.00	\$	\$	Voucher Type-
Employee / Rider 10 PASAJERO	X	X	X	X	X			\$ 45.00	\$	\$	Transit:
Employee / Rider 11 PASAJERO	X	X	X	X	X		x	\$ 45.00	\$	\$	Employer:
Employee / Rider 12 PASAJERO	X	X	X	X	X		x	\$ 45.00	\$	\$	Other:
Employee / Rider 13								\$	\$	\$	Check #:
Employee / Rider 14								\$	\$	\$	Total:
Employee / Rider 15								\$	\$	\$	
Employee / Rider 16								\$	\$	\$	
Employee / Rider 17								\$	\$	\$	
Total Amount (Cantidad Total)								\$ 540.00	\$	\$	

For Help Completing This Form Please Call: 866-655-5444 / Para Asistencia Completando Esta Forma Favor de Llamar A: 866-655-5444

Image 1





CalVans Weekly Payment Form / Forma de Tarifa Semanal de CalVans

last 4 of PIN # _____
(Ultimos 4 Numeros de PIN)

Van: <input style="width: 100%;" type="text"/>	Crew/Job: <input style="width: 100%;" type="text"/>	Authorized Driver / Conductor Autorizado: <input style="width: 100%;" type="text"/>	Year/ Ano: <input style="width: 100%;" type="text"/>												
Starts Monday/ Comienza Lunes: 12:00am	Stops Sunday/ Para Domingo: 11:59pm	Total Weekly Miles/ Total de Millas Semanal	Employer Voucher/Vale de Empleador? If so, please complete this section. NO [] YES / SI []												
For Week of: (Semana de): <input style="width: 100%;" type="text"/>	to / Hasta <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	This voucher is being provided by the following company: <input style="width: 100%;" type="text"/>												
Start Mileage / Milaje Inicio: <input style="width: 100%;" type="text"/>	Final Mileage / Milaje Final: <input style="width: 100%;" type="text"/>	Company Address: <input style="width: 100%;" type="text"/>													
What van are you driving? / En que van anda? →→→			Signature of Individual Authorizing Payment: <input style="width: 100%;" type="text"/>												
Please note van's odometer mileage daily/ →→→ Anote el millaje de su odometro diario			The company providing this voucher has entered in to an agreement with CalVans to submit payment to CalVans for all vouchers submitted on behalf of their employees. This Transit Voucher is being offered to employees for ride-sharing purposes on a California Vanpool Authority vanpool operating under the provision of Internal Revenue Code (IRC), Section 132(f) that permits an employer to subsidize employees' cost of commuting to work by a public transit entity.												
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Driver 1	<input style="width: 100%;" type="text"/>														
Driver 2	<input style="width: 100%;" type="text"/>														
Day of the Week / Dia de la Semana															
Number of Riders- Trip 1 / Cuantos Pasajeros- Primer Viaje															
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Employee / Rider 1										\$	\$	\$	Cashing Date:		
Employee / Rider 2										\$	\$	\$	By: <input style="width: 100%;" type="text"/>		
Employee / Rider 3										\$	\$	\$	QB Posting Date:		
Employee / Rider 4										\$	\$	\$	By: <input style="width: 100%;" type="text"/>		
Employee / Rider 5										\$	\$	\$	Verification By:		
Employee / Rider 6										\$	\$	\$	/		
Employee / Rider 7										\$	\$	\$	Total Payment (s)		
Employee / Rider 8										\$	\$	\$	Cash: <input style="width: 100%;" type="text"/>		
Employee / Rider 9										\$	\$	\$	Voucher Type-		
Employee / Rider 10										\$	\$	\$	Transit: <input style="width: 100%;" type="text"/>		
Employee / Rider 11										\$	\$	\$	Employer: <input style="width: 100%;" type="text"/>		
Employee / Rider 12										\$	\$	\$	Other: <input style="width: 100%;" type="text"/>		
Employee / Rider 13										\$	\$	\$	Check #: <input style="width: 100%;" type="text"/>		
Employee / Rider 14										\$	\$	\$	Total: <input style="width: 100%;" type="text"/>		
Employee / Rider 15										\$	\$	\$			
Employee / Rider 16										\$	\$	\$			
Employee / Rider 17										\$	\$	\$			
Total Amount (Cantidad Total) »										\$	-	\$	-	\$	-