



Steps in Starting and Operating a Vanpool

- 1) Find fellow coworkers traveling to the same worksite willing to share a ride.
- 2) Depending on the number of coworkers you find, you can get a 7, 8 or 15 passenger van.
- 3) Reviews the costs with everyone involved and decide who will be the main driver and those that are willing to be back-up drivers.
- 4) Once you have agreement to move forward, apply for all main and backup drivers on the CalVans website at this link: <https://calvans.org/driver-application> Potential drivers will upload a copy of their driver's licenses. CalVans will pull and then monitor a driver's driving record. If the driver does not follow through with the enrollment process, their record is deleted and they will have to reapply. **IMPORTANT NOTE:** If a driver has more than 2 points on their DMV driving record, if they have had a DUI, reckless driving or a hit and run in the past 5 years they WILL NOT be eligible to drive. They may continue as a rider.
- 5) There are special rules for the larger 15-passenger van. Each driver of a 15-passenger van will also need to PASS a Class B physical exam. The Medical Examiner's Certificate (MEC) must be on the person driving a CalVans vehicle. There is a fine with not having the MEC if Law Enforcement stops you. Maintaining the physical is the responsibility of the driver. If an MEC is renewed, please forward a copy to CalVans. Let us know if you do not have one, and we will help arrange for the physical, but you may also select a physician from this link: <https://www.fmcsa.dot.gov/national-registry-certified-medical-examiners-search> The cost of the physical can be applied to the vanpools account as long as the vanpool group is in agreeance. The standard length of the validity of the exam is 2 years and is uploaded onto the DMV website by the physician.
- 6) Once you have passed your exam and show proof, you will be added to the insurance and you will be ready for the driver orientation.
- 7) CalVans staff will meet with you, go over daily operating issues, payment submittal and complete all forms. Staff can also assist with the development of a Driver/Rider agreement.
- 8) Payments are due by the 15th of each month. The payment will be all contributions including; cash, checks or money orders from your riders amounting to the total monthly cost for that month.
- 9) You will receive a monthly memo, invoice and Quick Books statement. This will come on or about the 25th with payment due the 15th.
- 10) 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.
- 11) 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 the van was operated.
- 12) CalVans will deliver a spare van to you if your van breaks down or needs work done.
- 13) CalVans performs routine mobile maintenance on your van. This is done every 6-month or 6,000 miles and is tracked by CalVans. You will not need to take your van in for service.
- 14) We have 24/7/365 response when you need it. CalVans is standing by on weekends and evenings.