VanPool Daily Log for FTA

FY10

Month	Van #

Date	Type of Day (Weekday, Saturday, Sunday)	Start of DayOdometer Reading	Total Commuting Passengers (include Operator)	Total Commute Miles	Total Passenger Miles	Total Deadhead Miles (See definition)	Total Personal Miles	Total Administration Miles	Total Commute Hours (Round to 1/4 hour)	Total Passenger Hours	End of DayOdometer Reading	Total Miles	Average Commute Speed

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Days with Multiple Vehicles Due to Loaner Vehicles													
Total													
Weekday Total													
Saturday Total													
Sunday Total													

Operator Name

Signature Date

For HRT Use Only:

Date Received HRT Approval Signature

Fax or email to HRT no later than the 5th of the following month to Traffix at: Fax: 757-222-6054 Email: traffixreporting@hrtransit.org