



VanPool Daily Log for FTA FY11

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