



FY11

## Vanpool Form Instructions

All Vanpool Operators are required to fill out and submit the following forms on a monthly basis. All forms must be received via fax and/or email by the 5th of the month with the original signed copies received by HRT no later than the 10th of the month. Failure to comply may result in penalties and/or lease termination. If you have any questions or need guidance, please call the Traffix office.

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For easy entry, use the tab key to move from field to field. The Blue headers indicate the entry fields and/or columns. All other fields are automatically calculated.

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### Ridership Form Tab

Field Label	Description
Month	Enter the 1st day of the month for which you are reporting, i.e., 7/1/2009, 8/1/2009....
Van #	Enter the Van # (not the license number) only numbers 1 through 200 are allowed.
Monthly Fare	Enter the monthly fare charged to each passenger
Total Fare	This field is automatically calculated - For the manual forms, this is the sum of all of the Monthly Fares
Status	From the drop down list, choose the code for the passengers status, of PD - Primary Driver, BD - Backup Driver, R - Regular Rider, or A - Alternate Rider
Commuter Passenger	All passengers signed up for the vanpool program. Enter the Last Name and First Initial for each passenger.
Date	This field is automatically calculated - For the manual forms, enter the date starting with the first of the month
Type of Day	This field is automatically calculated - For the manual forms, enter whether the date is a Weekday, Saturday or Sunday.
Daily Trips	Enter the number of commuting trips for each passenger each day. A trip is defined as any trips with commuting passengers from location A to final location B. On a typical day, each passenger will have 2 trips, 1 workbound trip and 1 homebound trip. Trips with commuting passengers to and from lunch will NOT count as additional trips for that passenger.
Daily Total	This field is automatically calculated - for the manual forms, this is the sum of the Daily Trips for that day.
Driver for Day	For each date, enter the last name of the driver. If drivers have the same last name, then use first name initials to distinguish.
Days with Multiple Vehicles Due to Loaner Vehicles	This area allows for the entry of information when both the regular vehicle and the loaner vehicle are used in the same day. Note that if both vans were used for commuting - then the trip information per vehicle will need to be entered. See the sample.
Total	This field is automatically calculated - for the manual forms, this is the sum of the Daily Trips columns
# of Weekdays Operated	This field is automatically calculated - For the manual forms, enter the total number of weekdays operated in the month.
# of Saturdays Operated	This field is automatically calculated - for the manual forms, enter the total number of Saturdays operated in the month.
# of Sundays Operated	This field is automatically calculated - for the manual forms, enter the total number of Sundays operated in the month.
Weekday Total	This field is automatically calculated - for the manual forms, add up the values associated with each weekday to derive the total.
Saturday Total	This field is automatically calculated - for the manual forms, add up the values associated with each Saturday to derive the total.
Sunday Total	This field is automatically calculated - for the manual forms, add up the values associated with each Sunday to derive the total.
Operator Name	Enter the name of the vanpool operator - and don't forget to sign it.

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### Log Form Tab

Field Label	Description
<b>Month</b>	This field is automatically calculated - for the manual forms, enter the 1st day of the month.
<b>Van #</b>	This field is automatically calculated - for the manual forms, enter the Van #
<b>Date</b>	This field is automatically calculated - for the manual forms, enter the date starting with the first of the month.
<b>Type of Day</b>	This field is automatically calculated - for the manual forms, enter whether the date is a Weekday, Saturday or Sunday.
<b>Start of Day Odometer Reading</b>	Enter the Odometer reading from the beginning of the day. This should equal the ending odometer reading from the previous day, unless a loaner van was used.
<b>Total Commuting Passengers</b>	This field is calculated and pulls from the Ridership form - for the manual forms, this number is the Daily Total from the Ridership form for that date.
<b>Total Commute Miles</b>	Commuting Miles: If the van is located at a central location where everyone meets, then the commuting miles will begin once it leaves the central spot. If the operator picks up the individual passengers, then the commuting miles begin when the operator leaves his/her home. Enter the total commuting miles for the day. This cell will highlight in red, if you enter commuting miles and the passenger count is zero, or if you have passengers and no commuting miles.
<b>Total Passenger Miles</b>	This field is automatically calculated - for the manual forms, this is the Total Commuting Passengers divided by 2 times the Total Commute Miles.
<b>Total Deadhead Miles</b>	Generally vanpool services rarely operate deadhead time and mileage because typically vanpool vehicles start and end at the homes of drivers which are the first passenger pick-up points and last passenger drop-off points. The determining factor is whether or not the driver is also a passenger. That is, that the driver is also traveling to and from work. The exception would be those vans operating as work shuttle making many trips during the day. Deadhead is the mileage and operating time needed to move your vanpool vehicle before revenue service begins and after revenue service ends. Deadheading can involve travel between: the garage and the dispatching point; the garage and the first passenger pick-up; the last passenger drop-off and the dispatching point; the last passenger drop-off and the garage; or the dispatching point and the garage. Deadhead does not include vehicle travel during other times when vehicles are not available to the general public, such as traveling to and from maintenance facilities, fueling the vans or personal travel. See the below categories for reporting those operations.
<b>Total Personal Miles</b>	Personal miles are miles used for personal reasons as governed by the contract. Example, using the van to pick up family members at the airport.
<b>Total Administration Miles</b>	Administration miles are miles accumulated for maintaining the van, such as taking it for fuel, oil changes, maintenance, etc.
<b>Total Commute Hours (Round to 1/4 hour)</b>	Enter the total hours used for the commute - this will vary from day to day depending on traffic patterns. This cell will highlight in red if the value is 0 and the passengers or commute miles are not 0 or if the value is greater than 0 and the passengers or the commute miles are
<b>Total Passenger Hours</b>	This field is automatically calculated - for the manual forms, this is the Total Commuting Passengers divided by 2 times the Total
<b>End of Day Odometer Reading</b>	At the end of the day, enter the odometer reading. This should be equal to the beginning reading for the next day.
<b>Days with Multiple Vehicles Due to Loaner Vehicles</b>	This area allows for the entry of information when both the regular vehicle and the loaner vehicle are used in the same day.
<b>Total Miles</b>	This field is automatically calculated. If the field highlights in red, then the difference between the ending and beginning odometer entries does not equal the sum of the total commute miles, the total personal miles and the total administration miles. Re-check numbers and correct the necessary entries. For the manual forms use the same process as the automatically calculated method.
<b>Average Commute Speed</b>	This field is automatically calculated - for the manual forms, the average speed is calculated by dividing the commuting miles by the commuting hours. Speeds over 65 mph are suspect and will be highlighted in red. Make sure that you enter the correct commuting miles and commuting hours.
<b>Total</b>	This field is automatically calculated - for the manual forms, this is the total for each individual column.
<b>Weekday Total</b>	This field is automatically calculated - for the manual forms, add up the values associated with each weekday to derive the total.
<b>Saturday Total</b>	This field is automatically calculated - for the manual forms, add up the values associated with each Saturday to derive the total.
<b>Sunday Total</b>	This field is automatically calculated - for the manual forms, add up the values associated with each Sunday to derive the total.

### Fuel, Oil and Loaner Tab



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<b>Fuel and Oil</b>	
<b>Date</b>	Enter the date that the service was performed.
<b>Odometer at Fill-up</b>	Enter the Odometer reading at the time of the service.
<b>Fuel Gallons Purchased (1/10)</b>	Enter the number of gallons of gas purchased to the tenth of a gallon (same as on the pump).
<b>\$ Spent on Fuel</b>	Enter the total dollars spent on fuel.
<b>Oil Quarts Added</b>	If Oil is added to the van or an oil change is performed, enter the number of quarts used.
<b>\$ Spent on Oil/Oil Change</b>	Enter the total dollars spent on the oil and/or the oil change.
<b>Other Reimbursable Maintenance Cost</b>	Enter other reimbursable expenses as defined by the contract.
<b>Miles Per Gallon</b>	This field is automatically calculated - for the manual forms, this is the difference between the current odometer reading and the prior odometer reading divided by the # of fuel gallons. On the Excel forms, if the resulting value is greater than 17 or less than 9 mpg, the cell will highlight in red to signal you to review your entries
<b>Average Fuel Cost Per Gallon</b>	This field is automatically calculated - for the manual forms, this is the total cost of the fuel divided by the # of fuel gallons.
<b>Total</b>	This field is automatically calculated - for the manual forms, this is the total per column.
<b>Loaner Vans</b>	
This records the loaner van total mileage and dates used, this does NOT replace the entries of the Log Form. The daily information on	
<b>Van #</b>	Enter the number of the loaner van you have been assigned.
<b>Dates Used</b>	Enter the dates that the loaner van was used.
<b>Beginning Odometer</b>	Enter the Beginning odometer reading when you pick up the van.
<b>Ending Odometer</b>	Enter the ending odometer reading when you drop off the van.
<b>Total</b>	This field is automatically calculated - for the manual forms, take the Ending Odometer and subtract the Beginning Odometer.
<b>Finish</b>	
<b>Save As</b>	Use the file save as to save the file to a different name. Use the following to save: YYYY-MM Van ##### Where Y = the year, MM = the month number and # = the van number. A sample file name will look like: "2009-08 Van 48".
<b>Print</b>	Print out both forms for signature and mail or fax to HRT.
<b>Email</b>	Email the completed form to HRT at <a href="mailto:traffixreporting@hrtransit.org">traffixreporting@hrtransit.org</a> . Please do this as well as mailing in the hard copy.