



Vanpool Monthly Report

Company _____	Month Ending _____
Group ID _____	Van Number _____

Number of Days the Van was Used to Commute to Work _____

Number of People Transported To & From Work _____
(Total Number of Trips from Daily Operating Log)

NOTE:

Calculate Number of people transported by adding the number of people who go to work to the number of people who make a return trip home each day - you may not have the same number going home. At the end of the month the sum will be the total of trips each day.

<u>ODOMETER MILEAGE</u>	
Ending Mileage _____	Work Miles _____
-	+
Beginning Mileage _____	Service Miles _____
=	+
Mileage Difference _____	Personal Miles _____
	=
Allowable Monthly Miles _____	Total Miles _____
	(should equal mileage difference)

Last Oil change Mileage _____	Next Oil Change Mileage _____
Last oil change Date _____	Next Oil Change date _____

Prepared by _____ Date _____

Work Number _____ Home Phone Number _____

Email address _____