



### **How do I participate in a UTA Vanpool?**

1. At a minimum, get a group of seven people together who commute from a similar origin to the same destination.
2. Identify a minimum of two drivers or more. Have them submit their driving record to UTA to be approved for coverage by our insurance carrier.
3. Identify a bookkeeper who will carefully track and report ridership and mileage to UTA, as well as, collect the fares from riders.
4. Get ready to have fun and save money!

### **What is included?**

1. The van
2. Maintenance
3. Insurance
4. Back up van and support
5. Fuel
6. Up to 50 personal miles

### **What does it cost?**

It depends on your average miles per month. Calculate your round trip miles per work day and your average work days per month. If you generally commute five days per week use 22 days per month. Next find your monthly miles on the attached sheet. Your personal cost will depend on the number of riders in your van. The more riders, the less cost to you.

Excess miles over and above your commuting, personal and maintenance miles will be charged at your mileage rate plus \$.505 per mile.

**All vanpools should have their own rules, it makes it easier.** Deciding the rules ahead of time reduces frustration. Some rules you may want to include:

- What times to you meet where and how long do you wait?
- Who sits where in the van?
- Is the radio on/off, what is its volume and what station?
- What are acceptable topics of conversation?
- Who pays for additional trips for overtime?

Some dos and don'ts:

- Do give UTA and your vanpool members 15 days notice of termination.
- If you are a new van driver, do take the driving class.
- Do service your van on time.
- Do return calls quickly from the UTA staff.
- Do send in your monthly report and money by the 5th of each month.
- Do take advantage of \$115 per month pre-tax transit benefits. Ask us how.
  
- Don't drive until UTA says you are insured.
- Don't transport other groups (scouts or church for example) with the van.
- Don't go out of state unless you live there.
- All riders must be 18 years of age or older.

For more information call Jan Maynard at 801-287-2065 or [jmaynard@rideuta.com](mailto:jmaynard@rideuta.com)