

**VIRGINIA VAN SAVE PROGRAM  
EMERGENCY ASSISTANCE PROGRAM FOR EXISTING VANPOOLS**

The Virginia Van Save Program for existing vanpools is designed to assist established vanpools experiencing an emergency loss of passengers. An eligible vanpool owner/operator may apply for assistance a maximum of once every 12 months per van. The program is administered through local Rideshare Programs. Assistance is granted at the discretion of the local Rideshare Program based on knowledge of the vanpool operation, situation, and eligibility.

**Van Save Program Eligibility Requirements**

1. The vanpool must be registered in a State recognized Rideshare database for a minimum of 30 days prior to application for assistance.
2. The vanpool must have been operating for a minimum of six months and may not have received any state assistance funds for 12 months.
3. The van must be equipped with PV plates (a copy of the application must be attached) and must be properly registered with the local jurisdiction (i.e., vehicle must have a county sticker).
4. The owner/operator must certify that the van is appropriately insured under a Commercial Auto Policy or a member of the Advantage program-a self insurance pool for Virginia vans.
5. The vanpool must have lost at least 25% of its paid passengers for more than 30 days.
6. The vanpool must be a non-profit operation.
7. The vanpool must demonstrate continuous aggressive recruiting for new passengers (i.e. posters at workplaces, newspaper advertisements, etc.). Assistance will be provided by the local home based Rideshare Program where the vanpool is registered, by supplying updated passengers' lists.
8. Additional eligibility, monitoring, or administrative guidelines may be set by the local home based Rideshare organization based on:
  - a. Knowledge of the operator's history as a vanpool operator or passenger
  - b. Market factors
  - c. Funding limitations
  - d. Collective experience of the vanpools in the region
  - e. Origin and destination of the vanpool
9. A vanpool owner/operator may not apply for assistance if 50% or more of the total riders have been in another vanpool which received Van Start or Van Save money in the past 12 months.

## **GUIDELINES FOR VAN SAVE ASSISTANCE PROGRAM**

1. Eligible vanpools may receive cash subsidies up to the following maximums:

Total Pass. Seats	# of Seats Subsidized Month 1	#of Seats Subsidized Month 2	#of Seats Subsidized Month 3	#of Seats Subsidized Month 4
15	4	3	2	1
12	3	2	1	0
9	2	2	1	0
7	2	1	1	0

2. The owner/operator must certify that the application is for seats which have been vacant for one month or more.

3. The assistance amount per passenger seat will be determined by the Rideshare Manager in the jurisdiction from where the vanpool originates. The assistance will be based on the average cost per passenger seat, excluding the driver, for all vanpools registered in the database operating within comparable distance parameters and market factors.

4. The assistance will be granted only once per vehicle according to the passenger list and the vanpool information, i.e. origin and destination.

5. An owner/operator receiving funds from this program may not request assistance from the Van Save program for existing vanpools for at least 12 months after the last payment received by the vanpool from a previous program.

6. The vanpool owner/operator must submit a passenger list with an authorized signature for each eligible month to the Rideshare Office to attest to the number of vacant seats.

**VANPOOL PASSENGER LIST**

<b>Name</b>	<b>Home Phone</b>	<b>Work Phone</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Name of Vanpool Coordinator or Owner/Operator\_\_\_\_\_

Vanpool Destination\_\_\_\_\_

Work Phone\_\_\_\_\_ Home Phone\_\_\_\_\_

Vanpool Start Up Date\_\_\_\_\_ Date\_\_\_\_\_

Signature\_\_\_\_\_

## **VANPOOL ASSISTANCE COST BREAKOUT**

Please break out the costs of your vanpool operation below. For example, lease or monthly payment cost, parking expenses, gasoline, cleaning, etc.

**CERTIFICATION  
FOR VIRGINIA VANPOOL ASSISTANCE PROGRAM**

**I CERTIFY AND AFFIRM:**

1) That this is a non-profit Ridesharing arrangement to Section 46.2-1400 of the Code of Virginia that states:

“Ridesharing Arrangement” means the transportation of persons in a motor vehicle when such transportation is incidental to the principal purpose of the driver, which is to reach a destination and not to transport persons for profit. The term includes ridesharing arrangements known as carpools, vanpools, and bus pools.

2) That I will immediately notify the local jurisdiction when I no longer qualify for the Vanpool Assistance Program;

3) That I am aware that the information I have provided is subject to review and verification;

4) That I am familiar with and will comply with the eligibility requirements and responsibilities as stated on the reverse:

5) That I have not requested or received State financial assistance for this vanpool for the last 12 months;

6) That no more than 50% of the total riders in the vanpool have participated in the Van Start or Van Save program in the previous 12 months;

7.) That the matters and facts contained in the foregoing application are true and subject to verification.

DATE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

APPLICANT NAME (Please print) \_\_\_\_\_

### **Eligibility Requirements for Vanpool Assistance Program**

1. The vanpool must register with a State recognized Rideshare program.
2. The van must have PV plates (a copy of the application must be attached) and must be properly registered with the local jurisdiction (i.e. the vehicle must have a county sticker).
3. The vanpool must be a non-profit operation.
4. The owner/operator must certify that the van is appropriately insured under a Commercial Auto Policy or a Vanpool policy, an insurance category different from a personal or family auto policy.
5. The owner/operator must demonstrate continuous aggressive recruiting for new passengers.
6. Additional eligibility, monitoring, or administrative guidelines may be set by the funding Rideshare program based on:
  - a. Knowledge of the operator's history as a vanpool operator or passenger.
  - b. Market factors
  - c. Funding limitations
  - d. Collective experience of the vanpools in the region
  - e. Origin and destination of the vanpool

7. A van may not apply for assistance if 50% of the total riders have been in a vanpool which received State financial assistance in the past 12 months. For example, on a 15 passenger van no more than 7 of the passengers may have been in a vanpool which received State financial vanpool assistance in the past 12 months.

### **Additional Eligibility Requirements for Van Start Program**

1. The vanpool must be in its first three months of operation.

2. The owner /operator must demonstrate that at least 50% of the passenger capacity is full by supplying the Rideshare manager with the names and the telephone numbers of existing passengers for verification.

**Additional Eligibility Requirements for Van Save Program**

1. The van must be registered with a State recognized rideshare database for a minimum of 30 days prior to application for assistance.
2. The van must have been operating for a minimum of six months and may have received any state assistance funds for 12 months.
3. The van must have lost at least 25% of its paid passengers for more than 30 days.