A BETTER WAY TO GET TO WORK
KEY ROLES IN SUPPORTING THE SUCCESS OF A VANPOOL

A few members of the group play a key role in supporting the success of the group — below are three roles every vanpool group needs — consider who within your organization or group will best fit into each role.

A vanpool participant can hold multiple different roles.

PARTICIPANT
- Active rider in vanpool
- Conduct monthly trip recording if given access by Coordinator
- Participants cannot drive the vanpool unless they have applied and are approved to drive with Commute with Enterprise.

DRIVER
- Safety Responsibilities Include:
  > Perform pre-trip inspections.
  > Take the vehicle in for regularly scheduled maintenance.
  > Put cellphones away while driving.
  > Know your vehicle height.
  > Allow for more space when turning.
  > Drive carefully and at a safe speed.
  > Set a schedule and communication plan with your co-commuters.
- Vanpool drivers must meet the following criteria:
  > Possess a valid driver's license.
  > Be 25 years of age or older.
  > Have no more than two moving violations and/or at-fault accidents in the previous three years and no more than four moving violations and/or at-fault accidents in the previous five years.
  > No major convictions in the past five years (including, but not limited to, driving under the influence of alcohol or drugs, driving while impaired, failure to stop and report an accident, driving while license is suspended or revoked, possession of drugs or open containers of alcoholic beverage, reckless driving and/or participating in a speed contest, drag or highway race, or attempting to elude authorities).
  > Be licensed a minimum of five years in the United States.
  > Meet and comply with any laws/criteria required by the state where the vanpool is operated (i.e. medical requirements, drug screen).
  > Report any damage or accidents while driving. This can be phone call or email. Please get a police report and take pictures of damage as well.
  > Bring in vehicle for maintenance instead of Coordinator.
  > Conduct monthly trip recording if given access by Coordinator.

COORDINATOR
- Main contact and acts as a liaison between Commute with Enterprise and the vanpool group.
- Ensure all participants are paying so they can continue to be in vanpool.
- Will have participant’s contact information and pick-up locations so they can be in communication for any changes or issues.
- Manage route, schedule, and roster of the vanpool using CommutewithEnterprise.com
- National Transit Database trip recording on CommutewithEnterprise.com. Your vanpool receives a subsidy from the state of Vermont which requires monthly ridership reporting to the National Transit Database. Each Coordinator is given access to document daily ridership by participant. Commute with Enterprise encourages Coordinators to report this weekly, but at minimum, on a monthly basis to continue receiving the subsidy.
- Designate other Drivers or Participants to log National Transit Database trip recording and have Bill Viewing capability.
- Report any damage or accidents to the branch. This can be phone call or email. Please get a police report and take pictures of damage as well.
- Coordinate vehicle maintenance. Commute with Enterprise provides a schedule and email reminders of required maintenance in advance. The Coordinator can delegate the maintenance task to drivers.