

# Best Practices for Vanpool Participants and Agency Program Coordinators

Provided by the U.S. Department of Transportation

# Introduction

This best practices guide will provide an overview of:

- How transit benefit vanpool participants and agency program coordinators should monitor their programs.
- How to accurately submit and review applications for vanpool participants.
- How to maintain their participation in the program.

# Outline

- Section 1: Pricing
- Section 2: Participation
- Section 3: Oversight

## Section 1: Pricing

- Federal employees should not be charged more than non-federal employees in the vanpool.
- The vanpool provider should provide a monthly invoice that reflects the total cost of the vanpool vehicle.
- Participants should adjust their monthly transit benefit amount as needed.



## Section 2: Participation

- The transit benefit cannot be used to hold a seat on the vanpool in the event of a participant being on extended leave or deployment. All participants must utilize the vanpool for commuting to and from work at least 50% of eligible workdays.
- The vanpool must seat a minimum of 6 passengers (not including the driver), and at least 50% of the adult seating capacity of the vehicle (not including the driver) must be used for the transportation of employees to and from work, and such transportation must represent 80% of the overall usage of the van.
- If a vanpool receives a rider subsidy from a transit authority, the participant receiving the subsidy must offset their monthly benefit amount.



## Section 2: Participation

- To prevent inadvertent payments to vanpool providers when the participant isn't riding, transit benefit participants should not enroll in automatic payments.
- Transit benefit participants must maintain ownership and control of their transit benefit credit card. Transit benefit participants cannot give their transit benefit credit card to the vanpool coordinator or owner to keep on a temporary or permanent basis.



## Section 3: Oversight

- Each Federal Agency should have an agency-specific transit benefit policy that addresses vanpools. The policy should encourage participants to adjust their monthly transit benefit amount as needed and require annual recertification by transit benefit participants.
- The recertification process should include training that reviews the policies and procedures of the transit benefit program.



## Section 3: Oversight

- To ensure consistency and accuracy with the agency vanpool participants receiving the transit benefit, the agency transit benefit program manager should maintain a list of vanpool vendors utilized by agency participants, to include the name of the driver or operator, vanpool business name, address, and phone number.
- If a vanpool operator or owner is also an approving official or agency coordinator, they cannot review and approve their own transit benefit application or that of any member of their vanpool. Due to a potential conflict of interest, all such applications must be reviewed by a separate trained approving official.





## Reminder:

- Agencies should create agency specific trainings for vanpool participants in addition to all other transit benefit participants.