



Welcome to Community Transit Vanpool

- Sharing a Community Transit van is easy, fast, and cost-effective.
- You set the schedule, route, and meet-up locations.
- Travel faster in HOV lanes and get preferred parking at most work sites.
- We provide a comfortable van and cover gas, service, most highway tolls, and insurance.
- Never be stranded at work with our guaranteed ride home commitment.

Get connected and on the road!

- To form a vanpool, register at least 5 riders, including 2 drivers and a bookkeeper.
- Fares are based on your daily round trip miles and the size of your van, and split by the number of riders. Find [current fares](#) on the Community Transit website.
- Vanpool drivers must complete an online defensive driving course and satisfy a driving record check.
- Bookkeepers get online training to manage payments and monthly reports.
- Some employers will pay toward the cost of your fare.
- Email a completed roster to Vanpool@commtrans.org to start your application.
- We'll schedule an appointment to pick up your van at the Community Transit Kasch Park facility in Everett.
- We'll contact you to schedule routine maintenance every 6 months or 5,000 miles at our Kasch Park facility and provide you with a loaner van.

Vanpool setup checklist

Apply for vanpool

- Recruited 5 or more participants
- Selected 2 or more drivers
- Picked a bookkeeper
- Planned our route and round-trip mileage
- Found an overnight parking spot for the van
- Submitted our roster to Community Transit

Pick up your van

- Drivers completed training
- Bookkeeper completed training
- All riders submitted a signed Vanpool Agreement
- We agreed to our rules and schedule.
- Van pick up appointment is scheduled.



Community Transit Vanpool Roster

Please complete this roster for your vanpool group. A coordinator from the Community Transit vanpool team will contact you to start your application process and explain the next steps.

| Primary Contact Name: | | | | | | | |
|--------------------------------------|------------|-------------|--------------|-------|--------------|-----------------|--|
| Employer: | | | | | | | |
| Work hours (ex: 9 am – 5 pm): | | | | | | | |
| Daily round trip mileage: | | | | | | | |
| | Rider Name | Role in Van | Home Address | Email | Work Address | Preferred Phone | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |