



METRO

RideShare Program

VANPOOL/CARPOOL ROUTE DESCRIPTION

ALL CHANGES TO THE ROUTE MUST BE APPROVED IN ADVANCE

Driver Name & Vehicle Number:	
Total Daily Vehicle Commute Mileage (Workbound & Homebound Combined): _____ Miles	Approval & Date
Group's Work Schedule: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM TO _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	

Date Submitted						
Circle Days Worked:						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
_____	_____	_____	_____	_____	_____	_____
Driver Begins Route			Driver Ends Route			
_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM	_____	<input type="checkbox"/> AM	<input type="checkbox"/> PM	

Please include street names and left or right turn directions.

Street/Road/Hwy	L = Left R=Right	Street/Road/Hwy	L = Left R=Right	Street/Road/Hwy	L = Left R=Right	Street/Road/Hwy	L = Left R=Right
	___ →		___ →		___ →		___ →
	___ →		___ →		___ →		___ →
	___ →		___ →		___ →		___ →
	___ →		___ →		___ →		___ →
	___ →		___ →		___ →		___ →
	___ →		___ →		___ →		___ →

List each pick-up and drop off location and time.

	Physical Address PICK-UP Locations:	Time
1.		
3.		

	Physical Address PICK-UP Locations:	Time
2.		
4.		

	Physical Address DROP-OFF Locations	Time
1.		
3.		
5.		

	Physical Address DROP-OFF Locations	Time
2.		
4.		
6.		

Please describe the location at which the RideShare Vehicle will usually be parked during work hours. Provide any information that will help us locate the van/car (parking garage number, etc.).

Physical Parking Address:	Nearest street intersection:
---------------------------	------------------------------

Other helpful information:

NOTICE: All information submitted to CAPITAL METRO constitutes and is presumed to be public record and as such, may be subject to disclosure under the Texas Public Information Act, unless an exception under such Act is applicable.

The information provided here will help determine the amount of commute mileage approved for my RideShare group.

- Each group gets 75-admin miles/month for minor changes (different drivers, detours, different homebound routes, traffic accidents, etc.) and administration (fueling the vehicle, maintenance trips, etc.).
- Charges for any non-commute mileage (above 75-admin miles) are invoiced to the primary driver.
- Non-commute charges will stand when a driver has not received advance approval for a route change.
- Determinations of the RideShare office staff are final.

I understand that I must submit a route change to the RideShare office and it must be approved by the staff **before** I drive a different route on a regular basis.

Primary Driver's Signature