



RideShare Program FTA Sampling Report

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.

WORKBOUND COMMUTE TRIP

HOMEBOUND COMMUTE TRIP

	Pick-Up OR Drop-Off Location	Time	Tripmeter Reading (To tenth of mile)	Riders Boarding (Getting On)	Riders Deboarding (Getting Off)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Van
Or
Car #

Driver Signature

Date

RideShare Staff Approval Signature _____

Effective Date 01/31/2006

Please complete this form in its entirety.



**RideShare Program
FTA Sampling Report**

Pick-Up & Drop-off Location:

List the address of each pick-up and drop-off location (Workbound & Homebound 1-15). Begin and end with the PRIMARY driver's home address or the origin of the Carpool/Vanpool trip.

Time:

List the time each member gets on (pick-up locations) and off (drop-off locations) the vehicle.

Tripmeter (Reading to tenth of mile):

Set your Tripmeter to "0"/ Zero by pushing in and holding the trip knob (on the dashboard near the speedometer). This will clear the Tripmeter. To begin the Workbound trip (leaving the driver's home), list "0" for the Tripmeter Reading (Workbound 1). List the mileage from the Tripmeter at each Pick-Up/Drop-Off Location (Workbound 2-15). **Clear the Tripmeter once you park the vehicle at the work site & begin using the Odometer again for any other trips.**

All COMMUTE & NON-COMMUTE travel during work hours should be listed on the "Monthly Mileage/Ridership Log".

Set your Tripmeter to "0"/ Zero by pushing in and holding the trip knob (on the dashboard near the speedometer). This will clear the Tripmeter. To begin the Homebound trip (leaving the driver's work site) list "0" for the Tripmeter Reading (Homebound 1) as driver begins pickups. List the mileage from the Tripmeter at each Pick-Up/Drop-Off Location (Homebound 2-15). At the driver's home, begin using the Odometer again for any other trips.

Riders Boarding (Getting On):

List the number of riders getting into the vehicle at each Pick-Up Location. Always begin with the driver on the Workbound & Homebound trips.

Riders Deboarding (Getting Off):

List the number of riders getting off of the vehicle at each Drop-Off Location. Always end with the driver on the Workbound & Homebound trips.