



METRO

Capital Metropolitan Transportation Authority
RideShare Program

Returning Your Vehicle to Capital Metro

Vehicles are returned to Capital Metro when:

- The pool changes Primary Drivers
- The pool changes vehicles
- The pool ends

At the time of return, please be sure:

1. The vehicle is washed and vacuumed
 - A \$15.00 cleaning fee will be charged if necessary
2. Two keys are available
 - A \$10.00 re-keying fee is charged for each key not available at time of return. Please note this is even if the second key is sent by mail at a later date.
 - Capital Metro does not reimburse for extra keys.
3. The Green Folder and its contents are available
 - Gas Card
 - Proof of Insurance
 - Registration Receipt
 - Maintenance Coupon Book
4. Bring these forms to turn in
 - Completed Mileage Log
 - Pass Sales Receipt & unsold passes
 - Outstanding payments (if any)

Notes

Responsibility for cleaning the vehicle and returning the keys rests solely with the Primary Driver; therefore, only the Primary Driver is billed for these services.

At the time your vehicle is brought to Capital Metro, both Primary Driver and Capital Metro staff sign for the final odometer reading. This reading is used to calculate the final mileage costs, for which the Primary Driver is responsible. Please be sure all information is correct before signing.

If you have a bike rack, please be sure to bring it back with you (if you are moving to a different van, please be sure to move it to the new van).

Capital Metro offices are located at 2910 East Fifth St., at the corner of Pleasant Valley & East Fifth Street.