

**RIDESMART VAN START PROGRAM &
EMERGENCY ASSISTANCE PROGRAM FOR EXISTING
VANPOOLS**

ELIGIBILITY AND APPLICATION FORM

RideSmart Van Start Program for New Vanpools (“Van Start”) is designed to provide vanpool owners and/or operators (“Operator”) with temporary financial assistance during the startup phase of a new vanpool.

FINANCIAL ASSISTANCE IS NOT GUARANTEED.

Financial assistance is based on funding availability, eligibility of the applicant and the Operator’s demonstrated aggressiveness in recruiting new passenger participation.

Program Eligibility Requirements

1. Assistance may only be awarded once per new vanpool according to the passenger list and the vanpool information (i.e. origin and destination).
2. The vanpool must have been operating for less than ninety days and may not have received any financial assistance, directly or indirectly, from the Commonwealth of Virginia in the prior 12 months (including Van Start or a previous Van Save award).
3. All vans must be properly registered with their respective local jurisdictions and all taxes, fees and related assessments must be current.
4. The Operator must certify that the van is appropriately insured under a Commercial Auto Policy or a Vanpool Policy (this is an insurance category different from a personal or family auto policy).
5. The vanpool must be a non-profit operation.
6. All vanpools must be registered with the RideSmart Program for ridematching purpose. The vanpool must demonstrate continuous aggressive recruiting for new passengers and submit proof of recruitment efforts through the monthly invoice, in the form of copies of posters at work places, newspaper advertisements, classified advertising, e-mail, etc.
7. Additional eligibility, monitoring, or administrative guidelines may be set by RideSmart based on:
 - a. Knowledge of the operator’s history as a vanpool operator or passenger
 - b. Market factors
 - c. Funding limitations
 - d. Collective experience of the vanpools in the region
 - e. Origin and destination of the vanpool

8. The operator must demonstrate that at least 55% of the passenger capacity is full by supplying the Rideshare manager with names and telephone numbers (both work and home numbers) of existing passengers for verification.
9. A vanpool operator may not apply for assistance if 50% or more of the total ridership has been in another vanpool that received State financial vanpool assistance in the past 12 months. For example, on a 15 passenger van, no more than 7 of the passengers may have been in another vanpool which received State financial vanpool assistance in the past 12 months.

Seat Assistance for New Vanpools

1. Eligible vanpools may receive financial assistance up to \$180 per empty seat, for the following maximums:

Total Passenger Seats	Seat Assistance Month #1	Seat Assistance Month #2	Seat Assistance Month #3	Seat Assistance Month #4
15	4	3	2	1
12	3	2	1	0
9	2	1	1	0
7	2	1	1	0

2. On or before the tenth (10th) day of each eligible month, the Operator will submit to RideSmart the attached Vanpool Passenger List to verify the number of seats for which the Operator Requests Seat Assistance. RideSmart will award Seat Assistance, if any, by the tenth (10th) day of the following month based on an accurate and properly submitted Vanpool Passenger List. If the Vanpool Passenger List is received after the tenth (10th) day of an eligible month, RideSmart will review and award Seat Assistance, if any, within forty-five (45) days of receipt of the delinquent Vanpool Passenger List.
3. RideSmart reserves the right to verify all information submitted through this application and any false, misleading or otherwise erroneous statements made by or on behalf of the Operator may result in the immediate expulsion of all of the Operator’s vanpools from the RideSmart program including, but not limited to, all Van Start, Van Save, and/or any related assistance program.
4. In the event of expulsion, the Operator will return within five (5) days of written demand all funds received from RideSmart related to the New Vanpool. If the Operator fails to return such funds within five (5) days of written demand, then the Operator will be liable to RideSmart for all collection expenses including, but not limited to, all court costs and attorney’s fees.

5. All notices and other communications required by the Van Start program between RideSmart and Operator will be in writing and may be effectively delivered personally, by facsimile, or by regular, certified, or registered mail. Notices and communications will be sent:

Operator Contact Information:

Name: _____

Title: _____

Address: _____

Telephone: (____) _____

Email: _____

Facsimile: (____) _____

Send this form to RideSmart:

Vanpool Program Coordinator
400 East Kendrick Lane
Front Royal, VA 22630
Phone: 540. 635. 4146
Email: ridesmart@nsvregion.org

Vanpool Information:

Vanpool Operator Name: _____

Work Phone: _____

Home Phone: _____

Van License plate #: _____

Van VIN #: _____

Vanpool Destination Address: _____

Vanpool Start-up Date: _____

Number of Seats in Van (including driver): _____

Number of seats the vanpool anticipates operating filled: _____

Cost of each seat: _____

Number of seat assistance requested: _____

Please describe the reason for Van Start application (include the number of passengers needed to fill van to capacity)

Have you received a subsidy in the last twelve months? (YES/NO)

If yes, please explain: _____

Please describe any recruiting efforts for filling empty seats (attach proof):

**CERTIFICATION FOR RIDESMART
VAN START PROGRAM FOR NEW VANPOOLS**

I certify that:

- The New Vanpool is intended to be a non-profit ridesharing arrangement as defined by Section 46.2-1400 of the Code of Virginia.
- I will immediately notify RideSmart in the event I no longer qualify for the RideSmart Van Start Program for New Vanpools;
- I am aware that the information I have provided to obtain financial assistance is subject to review and verification;
- I am familiar with and will comply with the eligibility requirements and responsibilities of the RideSmart Van Start Program for New Vanpools;
- That I have not received financial assistance, directly or indirectly, from the Commonwealth of Virginia for the Existing Vanpool in the last 12 months;
- That no more than 50% of the total riders in the New Vanpool have participated in a vanpool that received financial assistance from the Commonwealth of Virginia, directly or indirectly, in the previous 12 months;
- That this New Vanpool has been operating for less than 90 days.
- I understand that financial assistance is not guaranteed and is based on, among other things, eligibility, compliance with the requirements of the RideSmart Van Start Program for New Vanpools, and funding availability.

I HAVE READ THE FOREGOING INFORMATION AND I AGREE TO THE TERMS OF THE VAN START PROGRAM AND WISH TO BE CONSIDERED FOR ELIGIBILITY. I UNDERSTAND THAT THE VAN START PROGRAM IS A DISCRETIONARY SUBSIDY ADMINISTERED BY RIDESMART AND FINANCIAL ASSISTANCE IS NOT GUARANTEED.

VANPOOL OPERATOR'S SIGNATURE: _____

VANPOOL OPERATOR'S NAME (Print): _____

DATE: _____

**VANPOOL PASSENGER LIST
AND SEAT ASSISTANCE REQUEST**

	Name	Home Phone	Work Phone
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

I HEREBY AFFIRM THAT THE FOREGOING INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THE STATEMENTS BEING MADE ARE NOT BEING MADE FOR ANY IMPROPER PURPOSE.

Signature: _____ Date: _____

Name (Printed): _____

Title _____ and Authorized Agent

For RideSmart office use only:

Application Approval (please circle):

Approved

Not Approved

Signature (Approved by): _____

Approved by (Print name): _____

Approval date: _____