



Vanpool Solutions from King County Metro

# Nuts-and-Bolts

## Your Vanpool Formation Worksheet

This worksheet will help you organize your vanpool and provide information for your Vanpool Formation Representative. **Please include a copy of this form when submitting applications.**

Whom should we contact regarding your vanpool formation?

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Who are the drivers? (Note: We require two drivers but encourage you to recruit as many as possible.)

\_\_\_\_\_

Who is the bookkeeper? \_\_\_\_\_

Who are the riders? (If necessary, use the back of this form to list additional individuals.)

\_\_\_\_\_

\_\_\_\_\_

Where will the van be kept during non-commute hours? (List address.)

\_\_\_\_\_

\_\_\_\_\_

At what workplace will the van be kept during the workday?

\_\_\_\_\_

What workplaces will the van serve?

\_\_\_\_\_

In order, list where riders will be picked up on the way to the workplace. (List cross streets or park-and-ride lot if applicable.)

\_\_\_\_\_

What are the group's regular workdays and schedule?

\_\_\_\_\_

What is the group's estimated round-trip mileage per day? (Round-trip mileage is calculated from where the van starts each day to the workplace destination and back again.)

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

### IMPORTANT

In order to assist you, the following forms must be submitted to Metro's Vanpool program:

- **Participant Agreements**  
Everyone in your vanpool must submit a Participant Agreement, including all drivers and the bookkeeper.
- **Driver and Bookkeeper Applications**  
A minimum of two driver applications and at least one bookkeeper application must be submitted per vanpool group.
- **Vanpool Formation Worksheet**  
Please include a copy of this worksheet when submitting your application.

**Questions?** Please contact your Vanpool Formation Representative at (206) 684-2043.