

Forming a RideFinders Vanpool

Step -by-Step

Congratulations, you have at least 5 riders that have discussed the details, and everyone is on board!

What's next?

Contact Tina Johnessee, the Vanpool Coordinator at ridefinders@mct.org. She will provide the forms needed to get you on the road!

Here's what to expect.

New Vanpool Form:

- The Primary Driver will complete the New Vanpool Form to provide the commuter route, place of origin where the van starts, drop off/pick up, destination where the van ends, the desired start date, and rider information.
- The Vanpool Coordinator will email the backup driver and riders to verify monthly fare amount, payment, and billing details.

Keep in mind, payment is due prior to riding.

Primary/Backup Driver Forms:

Drivers are responsible for tracking monthly mileage sheets.

- Complete and return the Primary/Backup Driver Application, Background Check Authorization form and PIN form along with a legible copy of the front and back of driver's license.
- Once approved, the RideFinders Assistant will email the Primary/Backup Driver Agreements, to be completed and returned.
- Accounting will email your first invoice, thereafter invoices will be mailed.
- Van delivery will be scheduled, and mileage sheets emailed.
- Pay online at:
www.store.ridefinders@mct.org
or call accounting at:
618-797-4600
- The Vanpool Coordinator receives notification of payment.
- Backup and Primary Driver will receive an email authorizing you to begin driving the vanpool along with the mileage sheets.

Rider Forms:

- Complete and return Rider Application
- When processed, the RideFinders Assistant will email the Rider Agreements to be completed and returned.
- Accounting will email your first invoice, thereafter invoices will be mailed.
- Pay online at:
www.store.ridefinders@mct.org
or call accounting at:
618-797-4600
- The Vanpool Coordinator receives notification of payment.
- Rider and Primary driver will receive an email authorizing you to begin riding the vanpool.

Van Delivery:

- Upon delivery, a Vanpool Handbook will be provided. We will go over accident and maintenance procedures, gas card/fueling and mileage sheets.

Safe Travels!



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