

Daily Mileage Log

Van Group # _____

Van Number: _____

Month of: _____

Year: _____

[illegible]

*First 50 personal miles are free (100 if your van is full). Additional miles calculated at 40¢ a mile. per mile. Maximum personal miles per month: 250 miles per van.

**Only necessary for first entry and whenever changing vehicles.

Submit to Intercity Transit on the first workday of each month

Preparer's Signature

Intercity Transit Vanpool Program

Ridership Report

Prepared by: _____

Month of: _____

Year: _____

Vanpool Group Number: _____

Instructions for Use: Using the key below, list each rider and date and fill out the grid corresponding to the day of the month and each rider's activity. At the end of the month, total each rider's activity and report any fare adjustments.

	Last Name, Init.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		C		
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		Total for all Riders																																		

Key

/ = One way ride

X = Round trip ride

- = One way drive

+ = Round trip drive

= Drive one way, ride the other way

A = Absent

H = Holiday

T = Travel

C = Authorized carpool (driver)

N = New rider, first day

L = Terminating rider, last day

O = Van not available

Have you remembered to:

~Attach Rider agreements for all new riders?

~Attach written notices from all terminating riders?