



## Pre-Application for BTMO New Vanpool Rider Subsidy

Employee Name (please print)	
Home Address	
City	Zip
Mailing Address (if different than above)	
City	Zip
Company Name (must be BTMO member)	
Work Address	
City	Zip
Phone Number	
Email Address	
How Did You Travel to Work Prior to Riding on This Vanpool? (please check one)	
<input type="checkbox"/> Drive Alone <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Metrolink <input type="checkbox"/> Public Transit <input type="checkbox"/> Other _____	
Number of One-Way Miles Traveled From Home to Work	
Vanpool Driver's Name	
Vanpool Driver's Phone Number	
Third Party Vanpool Service Provider (check one) <input type="checkbox"/> vRide <input type="checkbox"/> Enterprise <input type="checkbox"/> Other _____	
Vanpool ID Number/License Plate	
Estimated Cost of Rider's Monthly Vanpool Fare (not including fuel, tolls, parking, etc)    \$	

**Vanpool Rider Subsidy Policies:**

- Monthly vanpool subsidies will ONLY be available to employees (riders) who were driving alone to work prior to joining the vanpool
- The vanpool, that the rider is planning to join, must be leased from a third-party vanpool service provider (re: Enterprise, vRide, etc). No owner-operator vanpools are allowed

- Riders must work at a company that is a member of the Burbank Transportation Management Organization (BTMO)
- Rider must be a working adult over 18 years old
- Riders cannot receive the Vanpool Rider Subsidy if their vanpool group is already receiving the BTMO New Vanpool Group Subsidy
- The rider is responsible for reporting all income received to appropriate taxing entities
- Up to \$40 per month will be paid directly to the rider for the first six consecutive months of vanpooling
- This subsidy program can only be utilized once per employee
- The vanpool rider must be current on their monthly fare paid to the vanpool driver or payroll deduction
- The BTMO reserves the right to alter or change the policies or procedures in the future and will notify riders with at least two weeks written notice

**Vanpool Rider Subsidy Procedures:**

- This BTMO Vanpool Rider Pre-Application Form must be completed and submitted to BTMO office for approval prior to any payment. Submission of a Pre-Application Form does not guarantee subsidy will be granted
- Upon approval, additional information will be required to process payment (re: vanpool fare receipt (from the vanpool driver, copy of the paycheck stub with payroll deduction, etc
- If qualified, the rider will be issued a check (made payable to rider) for up to \$40. The subsidy amount is based upon the amount the rider actually paid to the vanpool group/driver or amount deducted from their paycheck. The subsidy amount cannot be higher than the amount the rider actually paid to ride on the vanpool. For example, if the vanpool rider only paid a fare of \$30 – the subsidy check will be for \$30
- After approval, the rider must register on [www.ridematch.info](http://www.ridematch.info) and begin tracking their daily vanpool trips using the Commute Calendar
- At the end of each month, BTMO staff will verify ridership on the Commute Calendar and with the vanpool driver and issue a check for up to \$40 to the rider
- Rider is responsible for paying the remainder of their monthly vanpool fare/cost in the manner prescribed by the riders agreement with the vanpool driver

I have read and agree with the above policies and procedures governing the BTMO Vanpool Rider Subsidy program.

\_\_\_\_\_  
Employee/Rider's Signature

\_\_\_\_\_  
Today's Date

Return the completed Pre-Application for BTMO New Vanpool Rider Subsidy form to:

Burbank Transportation Management Organization (BTMO)  
 121 S Glenoaks Blvd, Suite 3  
 Burbank, CA91502  
 Attn: Vanpool Rider Subsidy  
 818.853.7788  
 FAX 818.859.7265  
[btmo@polarisnet.net](mailto:btmo@polarisnet.net)