

# **Vanpool Reporting Web Site User's Guide**

**Utah Transit Authority**  
PO Box 30810, Salt Lake City, UT 84130-0810

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## Introduction

Rideshare uses an on-line data collection program for use by leaders of vanpools. This series of web pages provides a web-based set of forms that allow a vanpool group leader to maintain their vanpool roster and to report operating data such as mileages and passenger counts. As a vanpool group leader, you are obligated to report the data outlined here on an ongoing basis.

In general, the items you will update and report are:

- § Vanpool Roster (membership)
- § Vehicle Assignments
- § Daily passenger counts
- § Non-commute trips
- § Overall mileage

### ***How often should I log in?***

At a minimum, you need to complete your reports every month. However, you will find it much easier to report your data at least once a week, or even once a day. This will make the task of closing out a month much quicker and easier.

### ***Requirements***

You should be able to have access to a personal computer with a current web browser program (Internet Explorer or FireFox), and a dependable broadband Internet connection. (Slower speed connections such as dial-up are possible, although the web site will not be as responsive.)

### ***Keeping a Paper Log***

Even though you will report your data on line, you should keep a written log of trip-by-trip odometer readings and passenger counts in the vehicle. This will make it much more practical to record your information as you go, and then enter it on line at the end of the day or the end of the week.

The information you need to record on your log includes:

- § Vehicle identifier, Beginning and Ending odometer reading for EACH vehicle you are assigned during the month. This includes **loaner vehicles**.
- § Start Time, End Time, and number of riders plus the driver for each **commute** trip.
- § Start Time, End Time, Beginning and Ending odometer reading for each **non-commute** trip.

## Accessing the System

Access to the vanpool reporting system is granted by administrators at UTA. When an administrator grants you a password, it will be sent to your email address.

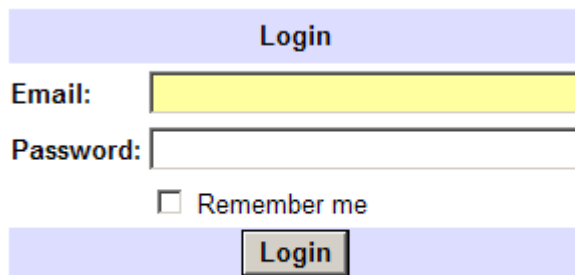
To access the vanpool reporting system, point your web browser to:

[www.utacommuter.com/rideprovan](http://www.utacommuter.com/rideprovan)

## Logging In

Upon accessing the vanpool reporting system, you will see the following log in form. The email address to use is the one your password was sent to.

Passwords are case sensitive – you **MUST** type your password in exactly as it appears in the email you received.

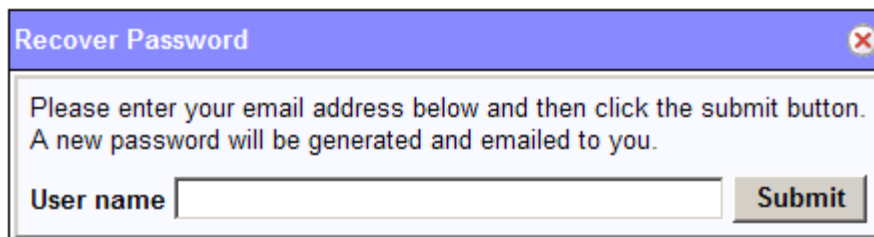


The screenshot shows a login form with a light blue header containing the word "Login". Below the header are two input fields: "Email:" with a yellow background and "Password:" with a white background. Under the password field is a checkbox labeled "Remember me". At the bottom of the form is a button labeled "Login".

[I forgot my password](#)

## Forgot your Password?

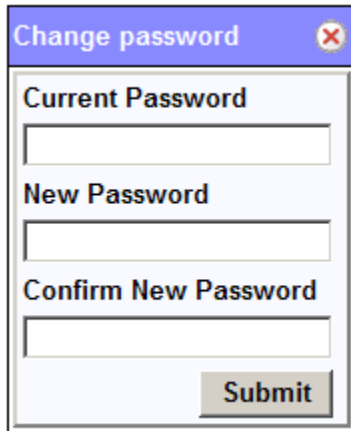
If you forget your password, you may securely recover it. Just click on the “I forgot my password” link. You will be asked to enter your registered email address in the form below. When you click “Submit” – your password will be emailed to you.



The screenshot shows a window titled "Recover Password" with a close button in the top right corner. The window contains the following text: "Please enter your email address below and then click the submit button. A new password will be generated and emailed to you." Below this text is a text input field labeled "User name" and a button labeled "Submit".

## ***Changing your Password***

You may change your password at any time, by selecting “change password” under “User Information. As you do so, you will see the following form:



The image shows a web form titled "Change password" with a close button (X) in the top right corner. The form contains three text input fields labeled "Current Password", "New Password", and "Confirm New Password". At the bottom right of the form is a "Submit" button.

For security, you must enter your current password first. Also as a security measure, passwords are never displayed as you type them.


Passwords have to be at least 5 characters long – longer passwords are permitted (and encouraged).

Passwords ARE case sensitive – that is, upper and lower case letters are treated differently.

Passwords are required to be secure. A password must contain a combination of uppercase letters, lower case letters, and digits. Punctuation marks are also permitted to be included in your password.

## Getting Started

Once you have logged into the system, the first thing you should do is to check the status of your vanpool's registration. You can do this quickly and easily from the "Vanpool Reporting" menu – use the Vanpool Information report.



Web site administration | Vanpool Management | Vanpool Reporting | User Information

Vanpool > [Home](#) > Vanpool Information

## Vanpool Information

Vanpool: V00001 - UTA Central Station Van 1 [Select a Vanpool](#)

Van:	V00001 - UTA Central Station Van 1		
Sponsor:	UTA		
Origin:	600 W 200 S Salt Lake City, UT 84101		
Destination:	4384 S 50 W Murray, UT 84107		
Contact:	Scholer, Emily		
Phone 1:	( 801) 999-9999		
Phone 2:	( 801) 287-2075		
Cell:			
Fax:			
<b>Roster</b>			
Name	Joined	Company	Role
Dierks, Pat	08/18/2008	UTA Mobility Center	Part-Time Rider
Karsch, Wendy J.	04/08/2009	UTA Mobility Center	Rider
Maynard, Jan	05/15/2009	UTA Mobility Center	Rider
Scholer, Emily	04/08/2009	UTA Mobility Center	Driver
<b>Stops</b>			
Name	Sequence	Type	Geocoded
UTA Meadowbrook 7:20A - 3:55 P	1	Dropoff	<input checked="" type="checkbox"/>

## ***Review your Information***

The Vanpool Information screen will show you the general registration information about your vanpool group. It will also show the roster (membership) and any additional pick up or drop off stops.

At the top is your vanpool group identifier (V00001 in this case) and the vanpool group name. Sponsor (if present) is the name of an organization recognized as having an assisting role in managing your vanpool group.

Origin and Destination are the locations where your vanpool route starts and ends on an “inbound” trip. Contact info is how a person in the public gets in touch with the vanpool group. This might be the contact information for the vanpool service, or the vanpool group leader.

Roster is the current membership in the vanpool group. *Be careful to make sure that the “Roles” are correct, i.e. Rider or Driver.*

Finally, the stops are the list of any additional pickup and drop off locations on your vanpool route.

If the roster information is not correct, you may make many of the adjustments yourself from the Vanpool Roster function, described below. If any of the other information displayed here is not complete or correct, please notify your vanpool point of contact immediately.

## **Manage your Vanpool Roster**

It is very important to always make sure that your vanpool roster is complete and up-to-date. Any time the membership list changes for your vanpool group you should log in and update your roster.

You may access the Vanpool Roster function from the Vanpool Management menu.

## Vanpool Roster

Please choose a van to modify the roster for. A list of commuters currently assigned to the Vanpool will appear below. You may use the list to remove commuters from the roster, or change their current Vanpool role and join date. Click the save button to save any changes that were made to the roster entry being edited. Note: if you change information on a row and don't save, changes will be lost.

Van: (No vanpool selected) [Select a Vanpool](#)

Total Seats: 12

Seats Open: 5

	<a href="#">Name</a>	<a href="#">Id</a>	<a href="#">Role</a>	<a href="#">Joined</a>	<a href="#">Company</a>	
<a href="#">Edit</a>	Karsch, Wendy J.	35499	Rider	04/08/2009	UTA Mobility Center	<a href="#">Remove</a>
<a href="#">Edit</a>	Maynard, Jan	100003	Rider	05/15/2009	UTA Mobility Center	<a href="#">Remove</a>
<a href="#">Edit</a>	Scholer, Emily	100002	Driver	04/08/2009	UTA Mobility Center	<a href="#">Remove</a>



To Remove a member, just click on the “Remove” link beside their name. You will be asked to confirm on a form similar to the one at the left.

To change a member’s role or join date, click on the “Edit” link beside their name. You must click “Save” (to the left of their name) to save any changes. “Cancel” to the right will restore the data to the way it was before you started editing.

	<a href="#">Name</a>	<a href="#">Id</a>	<a href="#">Role</a>	<a href="#">Joined</a>	<a href="#">Company</a>	
<a href="#">Save</a>	Karsch, Wendy J.	35499	<input type="text" value="Rider"/>	<input type="text" value="04/08/2009"/>	UTA Mobility Center	<a href="#">Cancel</a>

To add a person to your vanpool roster, that person must have already registered with the rideshare service database. You may search for existing registrations, using the search feature just below the roster display.

First, enter some or all of the person’s last name. (Upper and lower case does not matter here.) When you click “Search,” all of the records in the database that match what you

typed will be displayed. If the correct person is found, and they are NOT presently registered in another pool, you may add them by clicking on the “Add to Roster” link.

To add a new commuter to the currently selected Vanpool please enter the last few characters of a last name and then click the search button. Choose a commuter from the list that will appear. Some commuters may not be available to add to the roster because they are already on other Vanpools.

Last Name:

Name	Address	Company	Id	Current Pool
Herold, David	3784 ABC Dr Salt Lake City, UT 84105	POST OFFICE	102088	<a href="#">Add To Roster</a>
Herold, Tim	4994 44th St Salt Lake City, UT 84103	ZIONS BANK	102089	<a href="#">Add To Roster</a>
Herold, Wilma	1774 N Buffalo St Riverdale, UT 84405	UTA Riverside	102091	V00402

In the example above, the third entry is registered on a different vanpool. A leader for one vanpool group may not add a person from another vanpool group directly. Instead, a rideshare service administrator – OR the leader of the other group – must remove that person from the roster of the other vanpool. Once this is done, the “Add to Roster” link will appear beside the person’s name.

If the person who is joining your vanpool does NOT appear on the list, then you must ask that person to register with the rideshare service. Please ask them to go to:

[www.utacommuter.com](http://www.utacommuter.com)

Then go to:

[www.utarideshare.com](http://www.utarideshare.com)

Click on Programs at the top of the page, then Vanpool on the left hand column of the page.

At this web page, they can learn about the complete rideshare program, including details about vanpool membership. They also need to download and complete a participant agreement and send it to UTA.

## Reporting your Operating Data

All operating data is reported through the **Manage Vanpool Ridership** function, on the Vanpool Management Menu.

Operating data reporting is organized into a month-by-month system. The basic steps are:

- § Open a month
- § Check your vehicle assignment
- § Report your commute and non-commute trips as they happen.
- § Indicate vehicle assignment changes as they happen.
- § Check your daily data at the end of the month.
- § Report your vehicle odometer readings at the end of the month.
- § Close the month.

- § *Always make sure your roster is up to date **BEFORE** opening a new month. Please see the preceding section on vanpool rosters.*
- § *You do not need to enter all of the data for a month in one session. You may enter some – save your work – and return later to enter more data.*

## Things to remember:

- § Entry of Riders and the Driver must be on a day-by-day basis. The FTA requires UTA to report trips by weekdays, Saturdays and Sundays. The miles for each commute trip will be provided by the start and stop locations you have supplied UTA on your database sheet.
- § When you are in a screen that has a “done” to the right of the entry, do not hit enter. Hitting enter will cause the system to lose the data you have already entered.
- § On the Vehicle Usage tab the “submit” button is directly below the input area for start and end odometer readings. After entering the odometer readings for the vans you used for the current month, **do not** hit “**submit**”. It will lock the data and UTA will have to reopen the report for you. Hit “save”. Only after all the entry is to your satisfaction, hit “submit”.

## ***Opening a Month***

When the Vanpool Ridership function is initiated, no months will have been opened for your vanpool group, and you will see the notice below. Also, when you start a new year, no months will have been opened for that year and you will also see the notice.

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<a href="#">Web site administration</a>	<a href="#">Vanpool Management</a>	<a href="#">Vanpool Reporting</a>	<a href="#">User Information</a>
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Vanpool > [Home](#) > [Manage Vanpool Ridership](#)

## Vanpool Ridership

To edit an exiting ridership log choose a van and year for which to edit or view ridership information. You may then choose a month to edit from the list of ridership months that appear. If a month has already been submitted you will only be able to view, not edit the data.

Vanpool: V00001 - UTA Central Station Van 1 [Select a Vanpool](#)

Year:

**No ridership information has been entered for selected van/year.**

To create a new ridership log please select a month and year below, then click the create button.

Month	Year	
<input type="text" value="October"/>	<input type="text" value="2008"/>	<input type="button" value="Create"/>

To create, or “open” a month, select the correct month and year in the drop-down boxes above, then click “Create.”

Once a month has been created, you will see the form below. Initially, an inbound and outbound commute trip is created for every “routine” service day for your vanpool group operates. The registered start and end times are copied from the vanpool registration. If the workdays, start and end times are not your standard schedule, please contact your UTA point of contact. If you don’t know who that is, e-mail us at [rideshare@uta.com](mailto:rideshare@uta.com). Please **do not** proceed until we have updated your schedule.

In the example below, the vanpool group is registered as operating Monday through Friday. If your group works a schedule with every other Friday off, you can always delete the second Friday.



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[Vanpool](#) > 
 [Home](#) > 
 [Manage Vanpool Ridership](#) > 
 Ridership Trip Entry

Ridership Entry V00001 - UTA Central Station Van 1 October 2008

Trip Entry							
Trip Type	Vehicle	Start Time	End Time	Riders And Driver	Start Odom	End Odom	
<b>1 Wed</b>							
<a href="#">Edit</a>	I	(Unassigned)	7:00 AM	8:00 AM	0		
<a href="#">Edit</a>	O	(Unassigned)	5:00 PM	6:00 PM	0		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
<b>2 Thu</b>							
<a href="#">Edit</a>	I	(Unassigned)	7:00 AM	8:00 AM	0		
<a href="#">Edit</a>	O	(Unassigned)	5:00 PM	6:00 PM	0		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
<b>3 Fri</b>							
<a href="#">Edit</a>	I	(Unassigned)	7:00 AM	8:00 AM	0		
<a href="#">Edit</a>	O	(Unassigned)	5:00 PM	6:00 PM	0		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							

### Checking and Making your Vehicle Selection

To select your currently assigned vehicle, do the following:

1. On the first operating day of the month, click the “Edit” link for the Inbound Trip. As you do so, a “Select” link will appear beside the vehicle column, as seen below:

Trip Type	Vehicle	Start Time	End Time	Riders And Driver	Start Odom	End Odom
<b>1 Wed</b>						
<a href="#">Cancel</a>	(Unassigned) <a href="#">Select</a>	<input type="text" value="07:00 AM"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="0"/>	<a href="#">Done</a>	

- Click the “Select” link to see the following Find Vehicle form. This form allows you to search the list of registered vehicles to find the one that is currently assigned to your group. You may search by ANY one of the items in the list – you do NOT need to fill out all of the items on the Find Vehicle Form.

**Find Vehicle** ✖

Vehicle Type: <input type="text" value="(Any Type)"/>	Provider: <input type="text" value="(Any Provider)"/>
Year: <input type="text" value="(Any Year)"/>	Provider ID: <input type="text" value="8590"/>
Make: <input type="text" value="(Any Make)"/>	Lift: <input type="text" value="N/A"/>
Model: <input type="text" value="(Any Model)"/>	Ramp: <input type="text" value="N/A"/>
License: <input type="text"/>	Retired: <input type="text" value="N/A"/>

Type	Year	Make	Model	License	Provider	ProviderUnitID	Lift	Ramp	Retired
<a href="#">Select</a>	VN - Van	1999	FRD - Ford Motor Corporation	Van	73989EX UTA	8590	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this case, we are looking by the Provider ID “8590.” (This is the van number.) Note: some van numbers require a zero (0) first. When we click on the “Search” button, this vehicle appears on the list. If we entered less definitive information (Year and Make, for example), then we might have seen a few vehicles to choose from. To select the correct vehicle, click on the “Select” link beside the correct entry on the list.

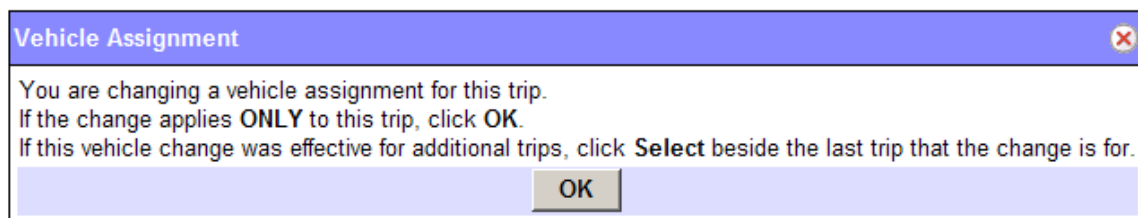
Trip Type	Vehicle	Start Time	End Time	Riders And Driver	Start Odom	End Odom
<b>1 Wed</b>						
<a href="#">Cancel</a>	8590 <a href="#">Select</a>	<input type="text" value="07:00 AM"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="0"/>	<a href="#">Done</a>	

Next, confirm the ACTUAL start and end times for the trip, and the total number of persons that rode during the trip.

	Trip Type	Vehicle	Start Time	End Time	Riders And Driver	Start Odom	End Odom
<b>1 Wed</b>							
<a href="#">Cancel</a>	I	8590 <a href="#">Select</a>	07:00 AM	08:00 AM	7		<a href="#">Done</a>

Once you do this, click on the “Done” link to indicate that the entries for this one-way trip are complete.

Since you have just changed the vehicle assignment, you will be asked to indicate whether the assignment applies ONLY to this trip, or succeeding trips during the month.



If this vehicle was used ONLY for this trip, just click “OK.” If it is to be used on trips after this one, scroll down on the screen and click the “Select” link for the last trip when it was assigned. (If it is to be used for the entire month, click the “Select” on the outbound trip on the last operating day of the month.)

In this example for October 2008, click the “Select” link beside the outbound trip for October 31.

<a href="#">Select</a>	O	(Unassigned)	5:00 PM	6:00 PM	0		
<hr/>							
<b>30 Thu</b>							
<a href="#">Select</a>	I	(Unassigned)	7:00 AM	8:00 AM	0		
<a href="#">Select</a>	O	(Unassigned)	5:00 PM	6:00 PM	0		
<hr/>							
<b>31 Fri</b>							
<a href="#">Select</a>	I	(Unassigned)	7:00 AM	8:00 AM	0		
<a href="#">Select</a>	O	(Unassigned)	5:00 PM	6:00 PM	0		
<hr/>							

Once you do so, you will see the vehicle assignment you made for the entire range of trips that you selected.

<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	0
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>					
<hr/>					
<b>30 Thu</b>					
<a href="#">Edit</a>	I	8590	7:00 AM	8:00 AM	0
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	0
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>					
<hr/>					
<b>31 Fri</b>					
<a href="#">Edit</a>	I	8590	7:00 AM	8:00 AM	0
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	0
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>					
<hr/>					
<input type="button" value="Save"/>					

Once you have done so – **be sure to click the “Save” button** at the bottom of the form. The change is not recorded until you do so.

## **Entering your Daily Commute Trip Information.**

For every inbound and outbound commute trip, you need to confirm the start and end times and enter the number of persons on board. **THIS INCLUDES THE DRIVER.**

To do this, just click on the “Edit” link beside the trip in question and enter the data. Once complete, click on the “Done” link at the right.

	Trip Type	Vehicle	Start Time	End Time	Riders And Driver	Start Odom	End Odom
<b>1 Wed</b>							
<a href="#">Edit</a>	I	8590	7:00 AM	8:00 AM	7		
<a href="#">Cancel</a>	O	8590 <a href="#">Select</a>	<input type="text" value="05:00 PM"/>	<input type="text" value="06:00 PM"/>	<input type="text" value="0"/>		<a href="#">Done</a>

## **What if your van did not operate on a scheduled operating day?**

If your vanpool group was scheduled to operate, but did not for any reason, you should delete the Inbound and Outbound trips for that date.

In this example, we will indicate that there was not a commute trip on Friday the 3<sup>rd</sup>. Simply click on the “Delete Inbound/Outbound” link for that date. Once you do so, Friday the 3<sup>rd</sup> will look as follows:

<b>2 Thu</b>							
<a href="#">Edit</a>	I	8590	7:00 AM	8:00 AM	7		
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	7		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
<hr/>							
<b>3 Fri</b>							
(No Trips Defined)							
<a href="#">Add Inbound/Outbound</a> <a href="#">Add Non-Commute</a>							

## **What if your van did operate on a non-scheduled day?**

You may add in a commute round trip for any date that does not presently have it by clicking on the “Add Inbound/Outbound” link for that date. Once you do so, the scheduled times will be copied in for that date. You may then check the vehicle assignments for that date, and enter the actual times and vehicle occupants as you would normally do.

## Recording non-commute Trips

It is important to make a record of every non-commute trip that your vehicle takes. This is necessary to account for the vehicle travel. Non-commute trips are ANY trips where the vehicle is operating, but NOT operating on the regular registered commute run.

You may record multiple non-commute trips in a single day – for example, a trip for fuel at lunch time, then a trip for an oil change after the outbound commute trip.

To record a non-commute trip, click on the “Add Non-Commute” link for the appropriate date. In this example, we’ll add one for Thursday the 2<sup>nd</sup>. As you do so, you’ll see the non-commute trip appear for that date. See the first trip below.

2 Thu							
<a href="#">Edit</a>	<a href="#">Delete</a>	X	8590	12:00 AM	12:00 AM	0.0	0.0
<a href="#">Edit</a>		I	8590	7:00 AM	8:00 AM	7	
<a href="#">Edit</a>		O	8590	5:00 PM	6:00 PM	7	
<a href="#">Add Non-Commute</a> <a href="#">Delete</a> <a href="#">Inbound/Outbound</a>							

Next, click “Edit” beside the non-commute trip, and enter the times and odometer readings.

2 Thu							
<a href="#">Cancel</a>	X	8590 <a href="#">Select</a>	<input type="text" value="11:45 AM"/>	<input type="text" value="12:10 PM"/>	<input type="text" value="12985"/>	<input type="text" value="12990"/>	<a href="#">Done</a>
<a href="#">Edit</a>		I	8590	7:00 AM	8:00 AM	7	
<a href="#">Edit</a>		O	8590	5:00 PM	6:00 PM	7	
<a href="#">Add Non-Commute</a> <a href="#">Delete</a> <a href="#">Inbound/Outbound</a>							

As you click “Done,” the non-commute trip will appear in order by time of day.

2 Thu							
<a href="#">Edit</a>		I	8590	7:00 AM	8:00 AM	7	
<a href="#">Edit</a>	<a href="#">Delete</a>	X	8590	11:45 AM	12:10 PM	12985.0	12990.0
<a href="#">Edit</a>		O	8590	5:00 PM	6:00 PM	7	
<a href="#">Add Non-Commute</a> <a href="#">Delete</a> <a href="#">Inbound/Outbound</a>							

If a second non-commute trip was made on the same date, repeat the above process and enter the correct times and odometer readings for the second trip.

## Recording Vehicle Changes

Accurate recording of the use of each vehicle you are assigned is essential to the correct outcome of the reporting process. Recording vehicle changes, and non-commute trips associated with the vehicle changes, is done using the same features of the Vanpool Ridership Reporting seen above.

In the following example, on the 14<sup>th</sup> we will switch for a loaner vehicle in the middle of the day, and then get the regular vehicle back on the 17<sup>th</sup> in the middle of the day.

First, if it is 8 miles to the garage where the vehicle change will take place, we need to add a non-commute trip with the regular vehicle:

14 Tue							
<a href="#">Cancel</a>	X	8590 <a href="#">Select</a>	11:50 AM	12:05 PM		13962	13970 <a href="#">Done</a>
<a href="#">Edit</a>	I	8590	7:00 AM	8:00 AM	7		
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	7		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							

Next, we'll add a non-commute trip with the Loaner vehicle. Select the loaner van number from the list. (In the example below, the loaner van number is 03409.)

Find Vehicle
✕

Vehicle Type: <input type="text" value="(Any Type)"/>	Provider: <input type="text" value="(Any Provider)"/>
Year: <input type="text" value="(Any Year)"/>	Provider ID: <input type="text" value="03409"/>
Make: <input type="text" value="(Any Make)"/>	Lift: <input type="text" value="N/A"/>
Model: <input type="text" value="(Any Model)"/>	Ramp: <input type="text" value="N/A"/>
License: <input type="text"/>	Retired: <input type="text" value="N/A"/>

	Type	Year	Make	Model	License	Provider	ProviderUnitID	Lift	Ramp	Retired
<a href="#">Select</a>	VN - Van	2003	CMD - Chevrolet Motor Division - GMC	Van	88703EX	UTA	03409	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the times for the non-commute trip and the odometer readings for the loaner vehicle – NOT the regular vehicle.

14 Tue								
<a href="#">Cancel</a>	X	03409 <a href="#">Select</a>	12:15 PM	12:30 PM		44802	44810	<a href="#">Done</a>
<a href="#">Edit</a>	I	8590	7:00 AM	8:00 AM	7			
<a href="#">Edit</a> <a href="#">Delete</a>	X	8590	11:50 AM	12:05 PM		13962.0	13970.0	
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	7			
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>								

As we click “Done” for the trip to bring back the loaner vehicle, we are asked to click “Select” beside the last commute trip that the loaner was used for. In this case, it was the inbound trip on Friday the 17<sup>th</sup>.

17 Fri					
<a href="#">Select</a>	I	8590	7:00 AM	8:00 AM	0
<a href="#">Select</a>	O	8590	5:00 PM	6:00 PM	0

**Vehicle Assignment** ✕

You are changing a vehicle assignment for this trip.  
 If the change applies **ONLY** to this trip, click **OK**.  
 If this vehicle change was effective for additional trips, click **Select** beside the last trip that the change is for.

At this point, from the 14<sup>th</sup> to the 17<sup>th</sup>, our data is as follows:

14 Tue							
<a href="#">Edit</a>	I	8590	7:00 AM	8:00 AM	7		
<a href="#">Edit</a>	<a href="#">Delete</a>	X	8590	11:50 AM	12:05 PM	13962.0	13970.0
<a href="#">Edit</a>	<a href="#">Delete</a>	X	03409	12:15 PM	12:30 PM	44802.0	44810.0
<a href="#">Edit</a>	O	03409	5:00 PM	6:00 PM	7		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
15 Wed							
<a href="#">Edit</a>	I	03409	7:00 AM	8:00 AM	0		
<a href="#">Edit</a>	O	03409	5:00 PM	6:00 PM	0		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
16 Thu							
<a href="#">Edit</a>	I	03409	7:00 AM	8:00 AM	0		
<a href="#">Edit</a>	O	03409	5:00 PM	6:00 PM	0		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
17 Fri							
<a href="#">Edit</a>	I	03409	7:00 AM	8:00 AM	0		
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	0		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							

Next, we'll enter the ridership and the times on the 15<sup>th</sup>, 16<sup>th</sup>, and the inbound trip on the 17<sup>th</sup>.

14 Tue							
<a href="#">Edit</a>	I	8590	7:00 AM	8:00 AM	7		
<a href="#">Edit</a>	X	8590	11:50 AM	12:05 PM		13962.0	13970.0
<a href="#">Delete</a>	X	03409	12:15 PM	12:30 PM		44802.0	44810.0
<a href="#">Edit</a>	O	03409	5:00 PM	6:00 PM	7		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
15 Wed							
<a href="#">Edit</a>	I	03409	7:05 AM	8:05 AM	7		
<a href="#">Edit</a>	O	03409	5:00 PM	6:00 PM	6		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
16 Thu							
<a href="#">Edit</a>	I	03409	6:55 AM	7:50 AM	6		
<a href="#">Edit</a>	O	03409	5:15 PM	6:15 PM	6		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							
17 Fri							
<a href="#">Cancel</a>	I	03409	<a href="#">Select</a>	<input type="text" value="07:05 AM"/>	<input type="text" value="07:55 AM"/>	<input type="text" value="7"/>	<a href="#">Done</a>
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	0		
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>							

We will then add a non-commute trip for the loaner van to take it back to the garage, and a non-commute trip for the regular vehicle to get it back to the normal location for the middle of the day.

17 Fri								
<a href="#">Cancel</a>	X	8590	<a href="#">Select</a>	<input type="text" value="12:00 AM"/>	<input type="text" value="12:00 AM"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<a href="#">Done</a>
<a href="#">Edit</a>	I	03409	7:05 AM	7:55 AM	7			
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	0			
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>								

We need to select the loaner vehicle for the non-commute trip. As seen above, the regular vehicle was initially selected. We need to change that – just for that trip – to the loaner vehicle.

**Find Vehicle**

Vehicle Type: (Any Type) Provider: (Any Provider)  
 Year: (Any Year) Provider ID: 03409  
 Make: (Any Make) Lift: N/A  
 Model: (Any Model) Ramp: N/A  
 License: Retired: N/A

Type	Year	Make	Model	License	Provider	ProviderUnitID	Lift	Ramp	Retired
<a href="#">Select</a>	VN - Van	2003	CMD - Chevrolet Motor Division - GMC	Van	88703EX UTA	03409	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next, enter the non-commute trip times and odometer readings for the loaner van.

**17 Fri**

<a href="#">Cancel</a>	X	03409 <a href="#">Select</a>	12:05 PM	12:20 PM		45170	45178	<a href="#">Done</a>
<a href="#">Edit</a>	I	03409	7:05 AM	7:55 AM	7			
<a href="#">Edit</a>	O	8590	5:00 PM	6:00 PM	0			

[Add Non-Commute](#) [Delete Inbound/Outbound](#)

Finally, we'll add the non-commute trip to bring the regular vehicle back, and then continue with the times and riders for the outbound commute trip with the regular vehicle.

<b>17 Fri</b>						
<a href="#">Edit</a>	I	03409	7:05 AM	7:55 AM	7	
<a href="#">Edit</a> <a href="#">Delete</a>	X	03409	12:05 PM	12:20 PM		45170.0 45178.0
<a href="#">Edit</a> <a href="#">Delete</a>	X	8590	12:25 PM	12:40 PM		13970.0 13978.0
<a href="#">Cancel</a>	O	8590	<a href="#">Select</a>	<input type="text" value="05:05 PM"/>	<input type="text" value="06:10 PM"/>	<input type="text" value="7"/> <a href="#">Done</a>
<a href="#">Add Non-Commute</a> <a href="#">Delete Inbound/Outbound</a>						

**Remember – any time you make changes or additions, click the Save button at the bottom of the form!**

### ***Recording the Vehicle Usage for a Month***

Once you have recorded all of the trips (including non-commute trips, with vehicle changes if they apply), you are ready to record the beginning and ending odometer readings for the month. You'll do this through the "Vehicle Usage" tab on the form:

If it so happens that you had the same vehicle with no changes for the entire month, then you will only have one pair of odometer readings to enter:

Ridership Entry V00001 - UTA Central Station Van 1 October 2008

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If you have changed trip information, and all of the vehicles that were entered are not shown below, click the **Generate** button below to regenerate vehicle usage information.

	Provider Unit ID	Start Date	End Date	Start Odometer	End Odometer
<a href="#">Edit</a>	8590	10/01/2008	10/31/2008	0.0	0.0

If you wish to submit all of your ridership information for the month please click the submit button below. If you submit your ridership information you will **NOT** be able to edit the ridership information for the month any further.

If it was the case that you had any vehicle changes, then you will have two or more sets of readings to enter. In the example below, we had a loaner vehicle from October 14 through October 17.

Ridership Entry V00001 - UTA Central Station Van 1 October 2008

<b>Trip Entry</b>	<b>Vehicle Usage</b>
-------------------	----------------------

If you have changed trip information, and all of the vehicles that were entered are not shown below, click the **Generate** button below to regenerate vehicle usage information.

**Generate**

	Provider Unit ID	Start Date	End Date	Start Odometer	End Odometer
<a href="#">Edit</a>	8590	10/01/2008	10/14/2008	0.0	0.0
<a href="#">Edit</a>	03409	10/14/2008	10/17/2008	0.0	0.0
<a href="#">Edit</a>	8590	10/17/2008	10/31/2008	0.0	0.0

If you wish to submit all of your ridership information for the month please click the submit button below. If you submit your ridership information you will **NOT** be able to edit the ridership information for the month any further.

**Submit**

For each vehicle and each range of dates, enter the starting and ending odometer readings:

Ridership Entry V00001 - UTA Central Station Van 1 October 2008

<b>Trip Entry</b>	<b>Vehicle Usage</b>
-------------------	----------------------

If you have changed trip information, and all of the vehicles that were entered are not shown below, click the **Generate** button below to regenerate vehicle usage information.

**Generate**

	Provider Unit ID	Start Date	End Date	Start Odometer	End Odometer
<a href="#">Edit</a>	8590	10/01/2008	10/14/2008	12805.0	13970.0
<a href="#">Edit</a>	03409	10/14/2008	10/17/2008	44802.0	45178.0
<a href="#">Cancel</a>	8590	10/17/2008	10/31/2008	<input type="text" value="13970"/>	<input type="text" value="15283"/>

[Save](#)

If you wish to submit all of your ridership information for the month please click the submit button below. If you submit your ridership information you will **NOT** be able to edit the ridership information for the month any further.

**Submit**

Note – if you have your regular vehicle, then a loaner, then get your regular vehicle back, the end odometer on your regular vehicle when you turned it in might not be the same as the start when you get it back. This just indicates that the vehicle was used (perhaps for testing by the garage) while it was not assigned to your vanpool group.

It is important that you enter the odometer readings as you see them, and only for the times when the vehicle is actually assigned to your vanpool group.

### ***Vehicle changes after initial odometer entries.***

In the event that you enter odometer readings, then return to the day-by-day trip entries and change information about the dates and times that vehicles were assigned, you will need to regenerate the date ranges for vehicles, and then re-enter the start and end odometer readings.

If you have changed trip information, and all of the vehicles that were entered are not shown below, click the **Generate** button below to regenerate vehicle usage information.

**Generate**

You should have a date range for each vehicle your vanpool group was assigned during the month. If you have a vehicle, switch to a loaner, then switch back to your regular vehicle, you should have three sets of entries as seen in our example.

If you do not have the correct number of vehicle entries for the correct dates, then use the “Generate” button to correct this.

### ***Closing the Month***

Once you have entered all of your data for a month, click the “Submit” button on the vehicle usage section of the form.

If you wish to submit all of your ridership information for the month please click the submit button below. If you submit your ridership information you will **NOT** be able to edit the ridership information for the month any further.

**Submit**

Once you do so, you may not make any further changes UNLESS a rideshare service administrator re-opens the month for you. Submitting your data indicates that it is complete and ready for end of month reporting.

## Starting the Next Month

When you are ready to start entries for a new month, return to the Vanpool Ridership form.

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To create a new ridership log please select a month and year below, then click the create button.

Month	Year	
November ▼	2008 ▼	Create

Make sure you select the correct month and year, and then click the Create button.

## Questions?

Please contact your UTA point of contact with any questions you may have.