

## Nuts & Bolts – Your Vanpool Formation Worksheet

This worksheet will help you organize your vanpool and provide information for rideshare staff to better serve your group. Please include a copy of this worksheet along with a Commuter Van Program Application and Agreements form for each participant who will be riding with you, including your drivers and bookkeeper.

**Who should we contact regarding your vanpool formation?**

Name:

---

Phone:

---

E-mail:

---

**Who are the drivers? *We require two drivers but encourage you to recruit as many as possible.***

---

---

**Who is the bookkeeper?**

---

**Who are the riders?**

---

---

---

---

---

---

---

**Where will the van be kept during non-commuter hours? *Please list the address.***

---

**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 & Ride lots if applicable.***

---

---

**What are the group's regular workdays & schedules?**

---

**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:**

---

---

---



kingcounty.gov/metrovans  
206-625-4500



King County  
**METRO**

