

# 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 the Vanpool Coordinator at **RideFinders@mct.org**. They will provide the forms needed to get you on the road!

### Here's what to expect.

#### **New Vanpool Form:**

- The Primary Driver and Vanpool Coordinator will complete the New Vanpool Form together for determining the best commute route, place of origin where the van starts, drop off and pick up points.
- The Primary Driver will work with Vanpool Coordinator to develop roster with rider information and desired start date.
- The Vanpool Coordinator will verify monthly fare amount, payment and billing details.

**Keep in mind, payment is due prior to riding.**

#### **Primary/Backup Driver Forms:**

- 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.
- The RideFinders' Assistant will email the 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.
- Primary /Back up Drivers will receive an email notifying them of authorization to start date.

#### **Rider Forms:**

- Complete and return Rider Application
- When processed, 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 rider to begin riding in 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!

