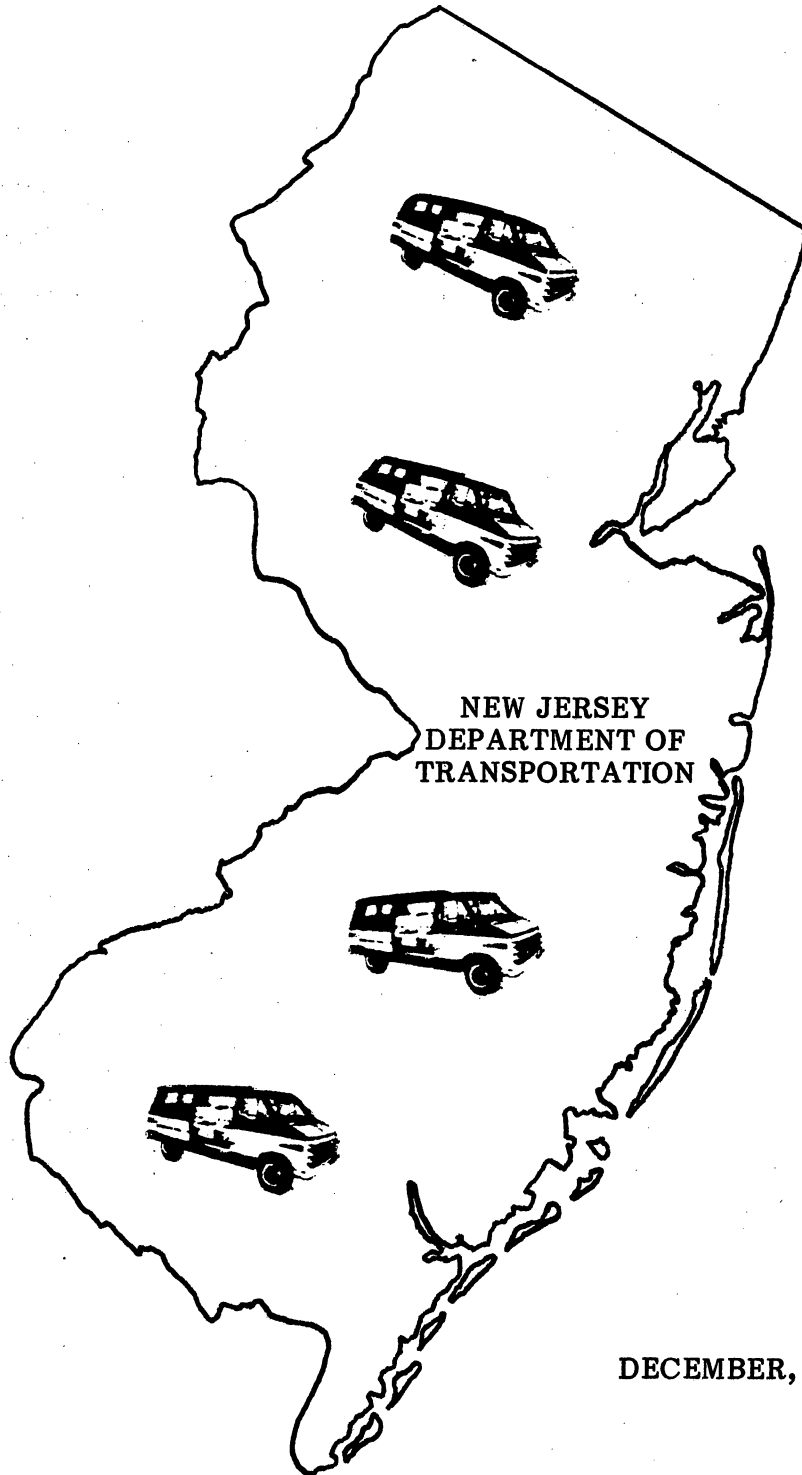


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VANPOOL HANDBOOK FOR STATE EMPLOYEES



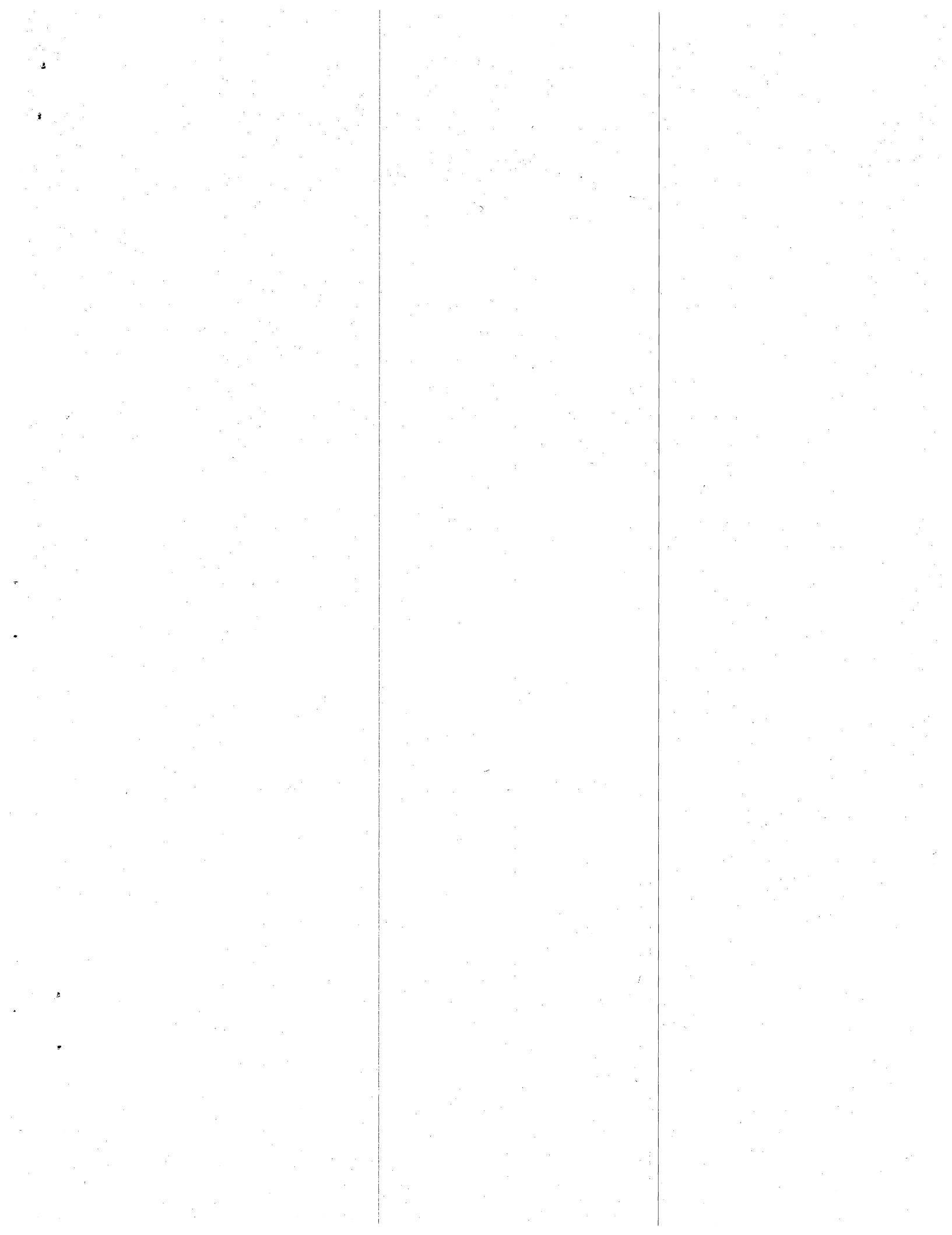
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VANPOOL HANDBOOK

1. Introduction

This handbook is designed to familiarize employees with a fairly new style of commuting called vanpooling. Vanpools serve as one of the most cost-effective and energy-efficient modes of transportation. A low monthly fare will guarantee you a reserved seat and an escape from the cost and commotion of the daily drive to work. For a vanpool driver, vanpooling provides a free commute and an opportunity to collect incentive fares.

Each vanpool saves over 5,000 gallons of gasoline and approximately 100,000 travel miles per year.

Your participation in vanpooling will result in substantial commute savings; in addition, you will be contributing to the national effort to conserve energy, reduce pollution, and reduce traffic congestion.

Chart A summarizes the operating guidelines for the State's vanpool plan. (See page 14.)

2. Identifying Potential Routes

Some commuter neighborhoods are more suitable than others for vanpooling such as:

- . a longer than average commute. Longer routes generally produce the most successful vanpool.
- . a sufficient number of employees in the same area or along a commuting route.

- . appropriately spaced pickup points. The time enroute should be greater than the time spent picking up and discharging passengers.
- . lack of transit service. Areas with poor transit services are more likely candidates.
- . the best potential vanpoolers are employees who have a long commute, that is, 15 miles or more (30 mile round trip). However, vanpools can be competitive on shorter routes if there is a high density of passengers and pickup time is minimal.

3. Selecting Vanpool Driver/Coordinators

To help the State choose qualified drivers, the following is a list of typical selection criteria:

- . Good driving record. Copies of driving records will be requested from otherwise qualified driver applicants.
- . Keen interest and attitude toward program.
- . Suitable geographical location in relation to potential passengers.
- . Good work attendance record. Low absenteeism and punctuality are vital.
- . Positive recommendation of supervisor. Determine if the added tasks will interfere with work and if the person is capable of handling the responsibility of managing the pool.
- . Low amount of overtime work commonly required. The van must depart on time.
- . Good mechanical aptitude.
- . Ability to provide a safe parking place at home for the van.

Driver responsibilities include the following:

- . Drive the van to and from the place of work, and pickup and discharge the passengers at the place of work and at their homes (or other designated pickup and dropoff points). Maintain daily, reliable, on-time passenger service.
- . Arrange for proper service, maintenance and cleaning of the van as needed.
- . Supply a safe place for overnight parking of the van. The State may want to specify that this be off-street or even in a garage, especially in winter.
- . Keep the pool at or above the minimum required number of paying passengers.
- . Keep a record of the vanpool's operations, such as mileage for commuting, business and personal use, and number of passengers each week.
- . Bill the passengers for their predetermined fares on a monthly basis, collect and deposit their fares in accordance with your cash receipt accounting system.

In addition to the Driver/Coordinator riding free, an additional incentive is that the driver can retain all fares collected above nine (9) paying passengers. This motivates the driver to maintain a full van of commuters.

4. Choosing the Vans

To dispel notions about driving such a "big" vehicle, a 12-seat van is the same width and over a foot shorter than a full-size wagon.

Most vanpool operators have found that a well-appointed van is important for attracting the ridership needed for a successful, growing vanpool program. In terms of safety and comfort, you can outfit your vans so that they are comparable to private cars.

The State's 12-seat passenger vans made by the major auto manufacturers will include all or most of the following:

- . V-8 engine
- . power front disc breaks
- . heavy duty or radial tires
- . shock & suspension matched to load
- . air conditioner & heater, with front & rear outlets
- . exterior rear view mirrors on both sides
- . fire extinguisher
- . custom or deluxe interior with carpeting
- . power steering
- . oversize fuel tank
- . instrument gauges
- . seat belts on all seats
- . AM or AM/FM stereo radio with rear speakers
- . push-out windows for ventilation
- . first aid kit

5. Calculating and Collecting Van Fares

Charts B, C, and D show the computations for developing fares (see pages 15, 16, and 17). The Driver/Coordinator is responsible for managing the financial affairs of his/her vanpool. Sample Forms T-VP; 2, 3, 4, 5, 6 will be available for the Driver/Coordinator.

Passenger fares are payable in advance to the Driver/Coordinator who will deposit the vanpool fares due to the State within five (5) days of collection, in accordance with your cash receipt accounting system.

NOTE: Sample forms for the operation of the Vanpool Program are shown on pages 22 -26.

Van Driver Application

Type of Application

Driver/Coordinator Backup Driver

Employee's Name Employee Number

Years with company Date of Application

Street Address

One way driving distance to work (miles)

City State ZIP

Work Schedule (reporting time/leaving time)

Home Phone (include area code)

Work Location (building, room, phone)

1 What is your driving record? List any accidents or moving violations during the past 3 years (you will be asked to provide copies of your driving records):

6 What type of space can you provide for overnight van parking? (on or off street, garage, etc.)

2 How much travel and overtime does your job require?

If you are applying as a Driver/Coordinator, answer questions 7 through 10 below.

7 What are your reasons for wanting to drive a van?

3 How many days of work did you miss due to sickness last year?

4 Are you experienced in automobile repair? If so, to what extent?

8 Would you be willing to be a backup driver?

Yes No

5 What experience have you had in car/van/bus-pooling?

9 Would you be willing to be a passenger?

Yes No

10 Supervisor's Name and Extension

**Interviewer's
Comments**

**VANPOOL DRIVER/COORDINATOR
COOPERATIVE AGREEMENT**

This Agreement between the Vanpool Driver/Coordinator whose signature appears below hereinafter called the DRIVER and the STATE OF NEW JERSEY hereinafter called the STATE shall become effective on the date it is accepted by the STATE, as evidenced by the signature in the space provided below for this purpose.

For the purpose of forming and operating a vanpool with a minimum of nine (9) passengers, the STATE agrees to furnish the use of a 12-passenger van, to assist in forming and maintaining the vanpool and to render such other reasonable assistance as may be required for the functioning of the vanpool. The DRIVER will be the primary driver of the van during the term of this Agreement.

The DRIVER agrees to be responsible for the following in connection with the operation of the van assigned to him or her:

1. Obtain and maintain a valid STATE driver's license as required for operating the van.
2. Drive the van to and from his/her STATE location and pick up and deliver the other STATE employees who pay to ride with him/her.
3. Keep the passenger pool for the van at or above the minimum of nine (9) paying passengers, but not to exceed a maximum of eleven such passengers.
4. Operate the van punctually on a schedule and according to a route approved by the STATE.
5. Arrange for service and maintenance in accordance with the schedule prescribed in the maintenance or instruction manual of the van. Obtain fuel for

the van at STATE gas facilities when possible and clean the van inside and out as needed.

6. Train sufficient Backup drivers to insure daily operation of the van.
7. Supply a secure place for "at home" parking of the van.
8. Arrange alternative transportation for passengers to and from the STATE in the event the van is not operable due to mechanical failures or other similar emergencies.
9. Keep a record, satisfactory to the STATE, of the operation, expense and income of the vanpool.
10. Maintain a list of all passengers and collect approved fares from passengers by the first day of each month; and deposit the monies as specified by the STATE.

The STATE agrees to reimburse the DRIVER for his or her out-of-pocket expenses in the operation of the van to and from work along the prescribed route; and provide to the DRIVER membership in AAA, and a credit card. The STATE also agrees that the DRIVER may ride free to and from work daily; and retain any funds received from passengers who are in excess of the required minimum of nine (9) passengers.

It is agreed that the following regulations apply to the operation of the van:

1. Operation of the van is permitted only by the DRIVER and Backup drivers. Only under emergency conditions will any other person be permitted to operate the van. In this connection, in the absence of both the DRIVER and the Backup Driver, any employee who is a member of the vanpool may operate the van for pickup and delivery of passengers to and from work if he or she is authorized to do so by the DRIVER and is properly licensed.
2. The van is to carry no passengers other than employees registered and approved by the STATE as authorized riders.

3. Personal use of the van is not authorized. Vans are to be used for vanpooling purposes only.
4. The van is not to be used either to carry passengers or freight for profit or for any other purpose involving pay for transportation, other than the specific purpose of the STATE vanpool program.
5. Repair work will be done at STATE equipment repair facilities except as otherwise directed and only by those persons approved by the STATE. All repair work, except in emergency situations, must have prior approval of the STATE.
6. Accessories, including appearance items, or additional equipment will neither be added nor removed from the van without prior approval of the STATE.
7. Use of the van to pull trailers is not allowed. No trailer hitches, either temporary or permanent, are to be attached to the van.
8. The van is not to be used for any purpose requiring the removal of any seats.
9. The van is to be driven only on hard surfaced public streets, highways, and other normal access roads and driveways; and is not to be driven off normal roads, or on beaches, or in fields, or on frozen lakes or rivers, or in any other manner that would expose the van to unsafe conditions.
10. The van is not to be driven over bridges posted to allow vehicles weighing only four (4) tons or less.
11. The DRIVER is responsible for promptly reporting any accident involving either bodily injury or property damage. Such reporting is to be in accordance with the procedures specified by the STATE.
 - a. Such reporting is also to include reporting an injury occurring to a passenger in the van even though no other party is involved. (This would include such cases as a person falling inside the van or suffering injury while entering or alighting from the van.

- b. The DRIVER will be responsible for completing and filing all appropriate motor vehicle accident reports as well as the STATE accident reports.
12. Safe courteous driving habits, consistent with complete observance of all traffic regulations are of the utmost importance. Any citation resulting from a moving traffic violation while driving the van is the responsibility of the DRIVER or the Backup Driver involved. The DRIVER and all Backup Drivers agree to report to the STATE any citation resulting from a moving traffic violation, whether committed while driving the van or any other vehicle.
 13. The STATE, at its sole option, may dissolve any vanpool which is operating uneconomically.
 14. The fares charged to passengers will be periodically reviewed by the STATE and increased or decreased consistent with the cost of operation.
 15. The DRIVER is responsible for reporting on his or her State and Federal Income Tax returns the extra income received from any passengers over the minimum of nine.
 16. All STATE vans for commuting will be available to the best of our ability. However, the STATE cannot guarantee that a van will be available at all times. It shall remain the employee's responsibility to get to work, even if STATE vans or STATE fuel are not available.

This Agreement may be terminated by either party on thirty (30) days written notice, delivered to the other party in person, by telegram or by mail. In addition, this Agreement will terminate automatically either on (a) termination of the DRIVER's employment with the STATE, or (b) loss by the DRIVER of the required State driver's license or (c) breach by the DRIVER of the terms of this Agreement.

DRIVER

Accepted: STATE OF NEW JERSEY

By _____

Date _____

Date _____

AGREEMENT TO SERVE

AS BACKUP DRIVER

I have received a copy of the above Vanpool Driver/Coordinator Cooperative Agreement, have read it and agree to be bound by its terms in serving as Backup Driver to the above DRIVER. I understand that breach of such terms will result in automatic termination of my right to serve as Backup Driver.

Signature

Accepted: STATE OF NEW JERSEY

1 _____

By _____

Date _____

2 _____

By _____

Date _____

3 _____

By _____

Date _____

4 _____

By _____

Date _____

VANPOOL SUBSCRIPTION AGREEMENT

This Agreement between the Rider/Passenger whose signature appears below hereinafter called the RIDER and the STATE OF NEW JERSEY hereinafter called the STATE shall become effective on the date it is accepted by the STATE, as evidenced by the signature of its authorized representative in the space provided below for this purpose.

For the purpose of forming and operating a vanpool with a minimum of nine (9) passengers, the STATE agrees to furnish the use of a twelve (12) passenger van, to assist in forming and maintaining the vanpool and to render such other reasonable assistance as may be required for the functioning of the vanpool. The STATE will attempt to provide a commuter van which will:

1. Pick you up every working day at your home or other mutually agreed location, and transport you to work, and after work deliver you to the pickup point on a regularly scheduled basis to be determined by the DRIVER.
2. Continue to operate every working day in the event the DRIVER is unable to drive. Backup Drivers will be provided for this purpose.
3. Continue to operate during a 60-day grace period if and when the number of passengers has fallen below the minimum load of nine (9) riders; in this event the STATE will assist in the investigation of routes and locations of prospective riders. During this time the STATE cannot force vanpool DRIVER to halt.

If you elect to participate you will be expected to:

1. Pay each month's commuter fare to the DRIVER in advance; for this you receive a guaranteed reserved seat on the commuter van. (Note: Prior to the

- ✓ first payment you will receive an invoice showing the amount you are to pay each month; estimated fares are available from the Vanpool Administrator.)
- 2. Notify the DRIVER one (1) day in advance or one (1) hour by telephone whenever you cannot meet the van's scheduled pick-up time; it is your responsibility to be on time for pick-up.
- 3. Arrange other means to get to and from work if you cannot meet the van schedule on a particular day.
- 4. Understand that the van must maintain a schedule and that it cannot wait more than three (3) minutes beyond scheduled pickup for a RIDER.
- 5. Notify the DRIVER in advance when you are on sick leave or vacation. (Note: You may arrange for a substitute RIDER to take your reserved seat, if he or she lives near or can meet the regular van route.)
- 6. Notify the STATE and the DRIVER at least 15 days in advance if you elect to withdraw from the commuter vanpool.

If you wish to subscribe to this program under the terms set forth above, please so indicate by signing and dating this Agreement and returning it to the Vanpool Administrator. A minimum of nine (9) passengers plus a Driver/Coordinator must be subscribed to a specified route before a van can be ordered. Service would begin upon receipt of the vehicle, which is estimated to require approximately 60 days once the order is placed.

Accepted:

Signature of Employee

Vanpool Administrator

Date

Date

Home Telephone:

Work Telephone:

Work Station:

CHART A
OPERATIONAL GUIDELINES FOR STATE VANPOOLING PROGRAM

Ownership/ Reimbursement	<ul style="list-style-type: none"> . State owns vehicle;
Permissible Use	<ul style="list-style-type: none"> . <u>No</u> personal use by Vanpooler * . <u>No</u> State Use . Vanpooling only
Gas, Tires, Oil, Maintenance	<ul style="list-style-type: none"> . Regular State maintenance . Gas available from State gas facilities . Vehicle subject to State Preventive Maintenance Program . Driver issued credit card and AAA membership
Charges to Riders	<ul style="list-style-type: none"> . Riders pay monthly flat fee based on round trip mileage multiplied by cost figure derived by employer. . Driver rides free.
Method of Reimbursement	<ul style="list-style-type: none"> . Driver submits "Ridesharing Log" and fees in accordance with the institution cash receipt accounting system.
Comments	<ul style="list-style-type: none"> . In the event of equipment failure or P.M., State will provide alternative vehicles (another Van or 2 cars for the pool) on temporary basis. In the event the pool disbands, State reassigns use of the Van for Pooling. . In the event the pool decreases in ridership, State can substitute car for van.

Analysis has indicated that existing NJDOT equipment and maintenance facilities can accommodate the initial twelve vans of the pilot program.

Any significant expansion in the vanpool program would require one of the following:

1. increase in staffing and related resources to service the van fleet in-house.
2. State contracted private equipment maintenance service centers.
3. Any combination of 1 and 2.

* Driver/coordinator has option for personal van use after hours if he/she obtains full coverage insurance on vehicle.

CHART B

Vanpool - Fixed and Variable Operating Costs

State-Owned/4 Year Period

Fixed Costs

Van Purchase	\$8600		
Less Est. Resale	<u>-2500</u>		
	\$6100		
Insurance	600		
AAA Road Service	<u>94</u>		
Total	\$6794	or	\$142/month

Operating Costs

Gas/Oil	\$.085/mile		
Maintenance	.025/mile		
Back-up			
Transportation	<u>.020/mile</u>		
Total	\$.130/mile		

NOTE: There are other vanpooling programs available such as third party ownership and/or van leasing, however the basic plan for the State vanpool program is as prescribed in this handbook. Fares may vary from program to program.

CHART C

VANPOOL COST AND FARE CALCULATIONS

MONTHLY COSTS/VANPOOL

RTM	Avg. No. of Work Days/Mo	Total Mi/Month	Oper Cost Per Mile	Total Oper Costs/Mo	Fixed Costs/Mo	Total Costs Per Mo	Rider Cost/Mo ÷ 9	Rider Cost/Day ÷ 21.5
30	21.5	645.0	\$.13	\$ 84.	\$142.	\$226.	\$25.11	\$1.16
40	21.5	860.0	.13	112.	142.	254.	28.22	1.31
50	21.5	1075.	.13	140.	142.	282.	31.33	1.45
60	21.5	1290.	.13	168.	142.	310.	34.44	1.60
70	21.5	1505.	.13	196.	142.	338.	37.55	1.74
80	21.5	1720.	.13	224.	142.	366.	40.66	1.89
90	21.5	1935.	.13	252.	142.	394.	43.77	2.03
100	21.5	2150.	.13	280.	142.	422.	46.88	2.18

CHART D
AVERAGE RIDERSHIP COSTS-VAN POOLING

Round Trip Mileage	Vanpool Cost/Mo.	Vanpool Cost/Day	Rider Cost/Mo.	Rider Cost/Day
30	226	10.51	25.11	1.16
40	254	11.81	28.22	1.31
50	282	13.11	31.33	1.45
60	310	14.41	34.44	1.60
70	338	15.72	37.55	1.74
80	366	17.02	40.66	1.89
90	394	18.32	43.77	2.03
100	422	19.62	46.88	2.18

Figures are based on:

- . 21.5 commuting days per month (260/yr.)
- . Average 10 riders per van (including driver)
- . Fixed costs of \$142.00 per month

NOTE: Minimum RTM for vanpooling authorization is 30 miles.

Vanpool Rider List

Driver/Coordinator

Vanpool Number

Vanpool Route

Date

Parking Space Number

Daily Commute Miles

Address

Home Phone

Work Phone

	Name	Home Phone	Work Phone	Pickup Time
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Backup Drivers

Homebound departure time (or when all riders are aboard)

Vanpool Revenue and Expense Report

Driver/Coordinator	Vanpool Number	Vanpool Route	Daily Commute Miles
(Date) From	To	Work Phone	Work Location
Name			Amount
1			\$
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total passenger revenue			\$
Less minimum monthly charge (9 fares) due company			-\$
Equals incentive fares over minimum due Driver/Coordinator			\$

Vanpool Invoice

The amount due is payable to the Driver/Coordinator by the first (1st) of the month. Checks should be made payable to (Company name).

Vanpool Number	Amount Due	(Date) From	To
Passenger's Name		Employee Number	
Address		Department	Phone
Driver/Coordinator (print clearly)		Signature	
Date			

STATE OF NEW JERSEY

SAMPLE ENTRY

Van Driver Application

1st 2nd
Type of Application
 Driver/Coordinator Backup Driver

JIM DRIVER 197-31-1599
Employee's Name Employee Number

22 GROVE ST.
Street Address

FARM VILLE N.J. 07530
City State ZIP

261-5542
Home Phone (include area code)

7 10/15/79
Years with company Date of Application

25
One way driving distance to work (miles)

Work Schedule (reporting time/leaving time)
9-5

Work Location (building, room, phone)

1. What is your driving record? List any accidents or moving violations during the past 3 years (you will be asked to provide copies of your driving records):
NONE

2. How much travel and overtime does your job require?
NONE

3. How many days of work did you miss due to sickness last year?
2

4. Are you experienced in automobile repair? If so, to what extent?
YES - TUNEUP

5. What experience have you had in car/van/bus-pooling?
2 YEARS - SERVICE

6. What type of space can you provide for overnight van parking? (on or off street, garage, etc.)
OFF STREET

If you are applying as a Driver/Coordinator, answer questions 7 through 10 below.

7. What are your reasons for wanting to drive a van?
TO SAVE MONEY

8. Would you be willing to be a backup driver?
Yes No

9. Would you be willing to be a passenger?
Yes No

10. Supervisor's Name and Extension
E. HELPER x3440

Interviewer's
Comments

STATE OF NEW JERSEY

SAMPLE ENTRY

Vanpool Rider List

<u>JIM DRIVER</u>	<u>02</u>	<u>SMITHTON</u>
Driver/Coordinator	Vanpool Number	Vanpool Route
<u>NOVEMBER 1, 1979</u>	<u>459</u>	<u>50</u>
Date	Parking Space Number	Daily Commute Miles
<u>22 GROVE ST, FARMVILLE</u>	<u>261-5542</u>	<u>4210</u>
Address	Home Phone	Work Phone

	Name	Pickup Location	Home Phone	Work Phone	Pickup Time
1	ERNEST HELPER	10 WALNUT, FARMVILLE	261-5697	3440	7:32
2	BETTY BROWN	33 HIGHLAND, FARMVILLE	261-0593	4557	7:36
3	WARREN QUICKLY	30 HIGHLAND, FARMVILLE	262-3040	4380	7:36
4	DONALD JONES	15 APPLETON, BILTMORE	732-4567	4575	7:50
5	JOAN WACHOWSKI	20 CENTRE ST, BILTMORE	732-8800	2211	7:55
6	BILL SLATER	660 OXFORD, MIDDLEVILLE	547-0515	5595	8:00
7	MARTIN SLEEPER	S. PLAZA, MIDDLEVILLE	547-0336	5445	8:05
8	WILLIAM REED	S. PLAZA, MIDDLEVILLE	547-8050	5757	8:05
9	GEORGE DOLITTLE	S. PLAZA, MIDDLEVILLE	939-0877	4488	8:05
10	MARY TILDEN	SHOPPER'S MALL, MILLTOWN	945-6708	4408	8:15
11	PETER FINN	SHOPPER'S MALL, MILLTOWN	945-8012	4959	8:15
12					
13					
14					
15					

ERNEST HELPER, BETTY BROWN

Backup Drivers

Homebound departure time (or when all riders are aboard) 5:00 p.m.

STATE OF NEW JERSEY

SAMPLE ENTRY

Vanpool Daily Signup

NOVEMBER 1, 1979 NOVEMBER 30, 1979
 (Date) From To

02 SMTHTON
 Vanpool Number Vanpool Route

JIM DRIVER
 Driver/Coordinator

Write AM and/or PM in box under your name to indicate when you will be unable to ride or contact Driver in advance. Casual riders should check when they will ride.

Date	Riders	1 HELPER	2 BROWN	3 QUICKLY	4 JONES	5 WACHOWSKI	6 SLATER	7 SLEEPER	8 REED	9 DOLLITTLE	10 TILDEN	11 FINN	
1	TH					AP							
2	F										PM		
3													
4													
5	M					AP							
6	TH												HOLIDAY
7	F									AP			
8	TH						AP		AP				
9	F								AP				
10													
11													
12	M			AP						AP			
13	T									AP			
14	W									AP			
15	TH									AP			
16	F									AP			
17													
18													
19	M									AP			
20	T			PM		AP				AP			
21	W									AP			
22	TH							AP					
23	F								AP				
24													
25													
26	M									AP			
27	T									AP			
28	W			PM						AP			
29	TH												HOLIDAY
30	F												HOLIDAY

STATE OF NEW JERSEY
SAMPLE ENTRY

Vanpool Revenue and Expense Report

JIM DRIVER	02	SMITHTON	50
Driver/Coordinator	Vanpool Number	Vanpool Route	Daily Commute Miles
NOVEMBER 1, 1979	NOVEMBER 30, 1979	x 5060	FWD/BLDG 35
(Date) From	To	Work Phone	Work Location

Name		Amount
1 ERNEST HELPER *	321-84-1372	\$ 25.11
2 BETTY BROWN *	122-69-1431	25.11
3 WARREN QUICKLY	319-54-3191	25.11
4 DONALD JONES	621-99-4491	25.11
5 JOAN WACHOWSKI	441-72-3496	25.11
6 BILL SLATER	147-88-1342	25.11
7 MARTIN SLEEPER	747-32-9421	25.11
8 WILLIAM REED	071-14-8847	25.11
9 GEORGE DOLITTLE	341-97-4192	25.11
10 MARY TILDEN	621-07-3976	25.11
11 PETER FINN	714-31-7219	25.11
12		
13		
14		
15		
Total passenger revenue		\$276.11
Less minimum monthly charge (9 fares) due company		\$225.99
Equals incentive fares over minimum due Driver/Coordinator		\$ 50.22

Vanpool Invoice

The amount due is payable to the Driver/
Coordinator by the first (1st) of the month. Checks
should be made payable to (Company name).

02	\$25.11	NOV 1, 1979	NOV 30, 1979
Vanpool Number	Amount Due	(Date) From	To
BETTY BROWN		5027	
Passenger's Name		Employee Number	
33 HIGHLAND ST. FARMVILLE		MARKETING x4557	
Address		Department	Phone
JIM DRIVER		Signature	
Driver/Coordinator (print clearly)			
10/8/79			
Date			

