ACHD | COMMUTERIDE

VANPOOL REPORTING GUIDE

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Thank You Group Leaders

Your work is greatly appreciated! As the leader of your vanpool group, you primarily are responsible for submitting the monthly ridership report to Commuteride on or before the 5th of the month.*

*Please note that this date has changed from recent years to reflect the new system we will be using. This required data includes the online reporting for vehicle mileage, non-commute trips and ridership.

You may have one or more additional people in your group that have access to the monthly reporting. This is so that the monthly report can be submitted on time when you might be on vacation or otherwise unavailable. However, even though an alternate person might submit the report, **the group leader is always responsible for seeing that the submittal is done correctly and on-time.*

You will be able to log into online reporting anytime during the month to enter data. If your online report is not yet submitted and the deadline is approaching, you may receive a reminder email from the Commuteride Rideshare team.

Online Reporting for Mileage & Ridership

Access to reporting is through the website **https://commuteride.rideproweb.com**

*Please note that this date his a temporary website address, and it will be updated.

The website is also a ride matching service providing group leaders an easy way to search for new Vanpool members, or to add members if your van is in need of additional riders.

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Important Tips

Saving your Work
Entries are not saved when you type them. **They are saved when you "submit" or "save" the page or click the "next" button to move to the next page.** If you make a change, then navigate to another function without saving, the change will be lost.

Signing out
You are logged in the reporting site until you click on "Sign Out" or close ALL tabs in the web browser. If you close one tab while another is running, you are still logged in.

Logging In
Reporting is done via a password protected web page. **To access Group Leader reporting, the Rideshare team will need to activate it for you.** When you log in at https://commuteride.rideproweb.com/ you will automatically be taken to your home page for monthly reporting.

In a future revision, if you would like to make a fare payment or edit your profile, **select "Commuter" from the "Switch Roles" tab on the menu bar.**

Monthly Reporting

Once you've logged in, as you start your monthly report, you will be redirected to a screen prompting you to review the route, schedule, and roster information on file for your group. **If there are any changes that need to be made, please contact the Rideshare team at** commuteride@achdidaho.org.

Please do not proceed with your monthly report until the necessary changes have been made by Commuteride Rideshare staff.

Please note that a Participant Agreement must always be submitted to the Rideshare team when a rider joins the van prior to their first ride.

When a rider leaves the van, they must submit a Withdrawal Form or contact the Rideshare team at commuteride@achdidaho.org before the end of the month and make any outstanding payments in order to be removed from the roster.

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Please make sure the route and the stops are correct and assigned correctly to the riders listed.

Once you've reviewed all your vanpool information, at the bottom of the page **select "I confirm that all of the information above is correct about this route,"** then **click "Submit"**

From there, you will be directed to fill out ridership for the current date.

If you would like to submit ridership information daily, you can do so from here and is easy to access on your mobile device. If you are submitting ridership information at the end of the month, please **select "Ridership" from the "Monthly Reporting" menu button**. This will bring you to a calendar for the current month's reporting. **Select any date on the calendar** to go to the ridership for that date.

Once you enter the ridership for a particular date, you may **use the "save and go back" and "save and continue" to save your data** and move to either the previous or the next date.

At any time, it might be necessary to move from one monthly report to another. This will be most common at the beginning of a month when you might need to close out the previous month.

To select a particular month's report, **select "Find Report"** from the monthly reporting menu. *(On larger devices you'll see the menu at the top as well as with the "Monthly Reporting" button. On smaller devices you might just see a main menu icon plus the monthly reporting menu button.)*
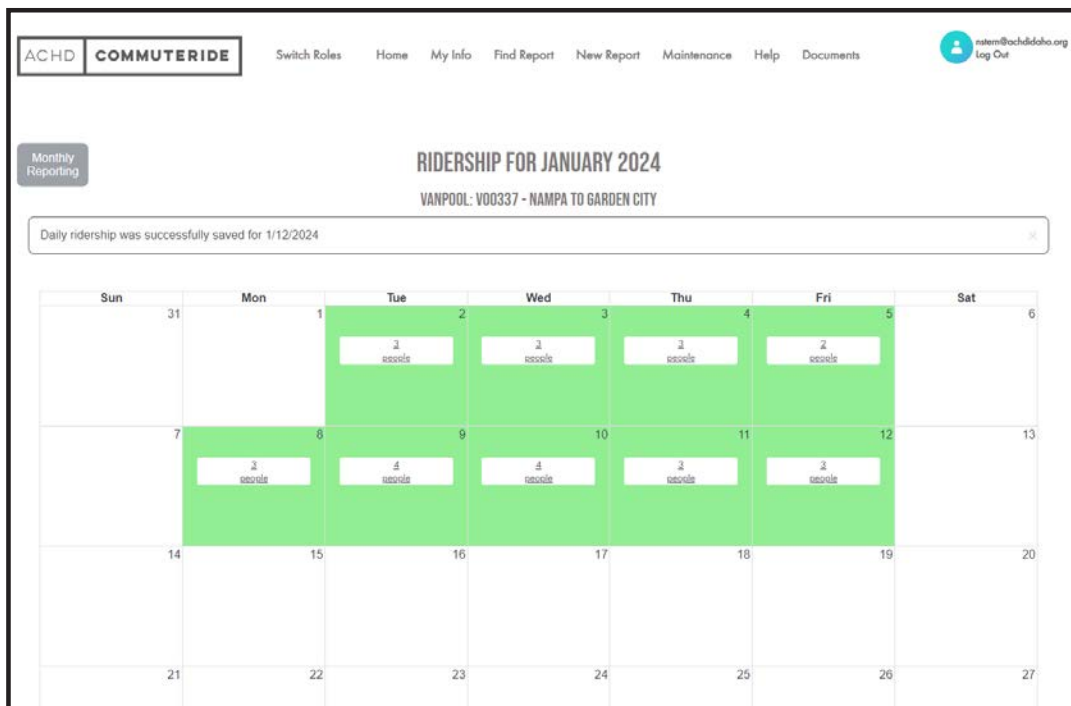
Monthly Reporting (cont.)

Once you select the year and month of the report you are looking for, **click search**. All of the reports that match your search criteria will be displayed. **Click the "Edit" link beside the report you want.***

Please note that if you see a "View" link instead of an "Edit" link, this means that this particular report is closed. You may view the data, but you may not make any changes.

Once you select the monthly report you want, you will start at the Ridership page that is laid out like a calendar. Any days where reporting has already been done are shaded green. **Click or touch the date where you would like to report ridership**.

From this screen, you can also navigate to different sections of the report by **selecting the gray "Monthly Reporting" icon on the top left of the screen**.

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Monthly Reporting Menu

Find Report: Use if you have already started a report for a month or start a new report. Ridership: Navigate to the monthly ridership entry screen.

Additional Trips: Navigate to enter any non-commute trips. This may include maintenance, fueling or incidental trips.

Vehicles: Navigate to vehicle entry and monthly mileages.

Submit: Final review and submission screen.

Review Route and Roster: Please review your vanpool route and roster frequently and notify the vanpool office of any changes.

Rider Search: Use to find riders to fill an empty seat in your van.

Filling Out Your Monthly Report

Ridership

Once you've selected the month you would like to edit, you will first see the "Ridership" screen, which will display a calendar.

Days where you have already reported ridership are shaded green. **Select a day to edit ridership information,** and you will be directed to a screen prompting you to check off the rides each person on the roster took for that single day, as seen in the image above.

The expected distance and time for the trips to work and from work are shown at the top. If this day's trips were longer or shorter, please **update the distance and/or time**.

There are two check marks by each person's name: one for a ride in to work, and one for a ride home. **You have the option to select or deselect all the checks by clicking "Toggle All."**

Additionally, you will need to **indicate which person(s) were driving on that date**. If more than one person drove one any given trip, you should **check each one that did drive**.

Trips taken by a driver for non-commuting purposes are called additional trips. These trips may include traveling to fuel the van, deliver the van to the maintenance shop, and travel to wash the van. Additional trips are also recorded for Incidental Use trips (see full Vanpool manual for details) and **should not exceed 10 miles per month without approval from the Commuteride Rideshare team.**

If you stop for fuel or to wash the van on your way to or from work, then this is part of your commute trip and should not be recorded here.

- Record additional trips as Maintenance when the van is driven by the vanpool driver to the Commuteride maintenance shop.

- Record additional trips as Incidental Miles when the van is driven by the vanpool driver during non-commuting times for errands and appointments as outlined in the Commuteride Vanpool Manual.

Common errors in non-commute trips include:

- Non-commute trips start and end on the same day. Please record that as such.

- An error will occur if the maintenance miles omitted in the "Vehicles" section are recorded as a non-commute trip. In the example below, the group leader has recorded that the van was taken in for maintenance at 52,103 miles and returned for commuting purposes at 52,115 miles.

This omits the 12 miles traveled for the purpose of maintenance and does NOT need to be recorded separately in the additional trips section.

To correct an error of this nature, remove the additional trip entirely.
If the van is brought into the shop and a spare vehicle is NOT used by the group while maintenance is done, then the trip will be recorded as a non-commute trip for maintenance.

The vehicle odometer at the end of the last month will be copied forward to this month as the beginning odometer reading. **If this is the only vehicle driven for the entire month, with no trips to the maintenance shop, simply select "Edit" and enter the ending odometer to complete the vehicle usage section.**

Add additional van(s) by entering the vehicle number(s) and clicking "Search" and "Select". You may search and select the same vehicle more than once. This will allow you to enter odometer readings for the same van for different date ranges.

If you were given a spare van to use while your assigned vehicle was in the maintenance shop, please **record the date range and miles of the spare van by selecting "Search for a Vehicle" and entering the ID number of the spare van used.**

A box will come up that will allow you to enter the date range during which you used the spare van, as well as the starting and ending odometers for that date range.

Enter the end odometer of your assigned van BEFORE driving to the maintenance shop and AFTER returning from the shop. This is true for both regular and spare vans. The miles between the shop and your location should not be recorded as commuter miles.

You will need to record two date ranges and odometer readings of the regular assigned van. In the example below, entries for the assigned are van are recorded for the dates of the 1st to the 9th and another range from the 10th – 31st because the spare van was used on the 9th and 10th.

The final step of the report is to submit all the information you've entered for the month. **Select "Submit" from the monthly reporting menu bar and you will go to a screen that has space for comments and a few final checks before you select "Submit."**

Once you hit submit, all your entries will be checked. If no errors are found, the month will be closed, and you will not be able to make further changes. You will receive an email confirming receipt of the data. You will not be able to edit the report once it is submitted, but **if you need to make a change, contact the Rideshare team to have the report reopened.**

All forms are located on our website: https://www.commuteride.com/clubred

Forms

- Participant Agreement
- Rider Recruitment
- Vanpool Courtesy
- Program Handbook
- 2022 Vanpool Fares
- Driver Application and Agreement
- Emergency / Accident Procedures
- Maintenance / Service Request Form
- Withdrawal Form

All forms should be submitted to commuteride@achdidaho.org.

We can be reached at **208-345-7665** or by **emailing** commuteride@achdidaho.org

Miscellaneous

1. **All new riders must fill out a Vanpool Participant Agreement and submit to Commuteride.** The vanpool staff will add the new rider to your roster before riding the van. Routes allowing riders without the approval of the Commuteride office may be immediately suspended. Group Leaders cannot

2. Please feel free to inquire on account balances.

3. Please let us know of roster, route and stop changes. These changes can only be made by the vanpool staff. Please keep your information updated and current.

4. Vans are serviced based on miles or by time. The Rideshare team will reach out and inform you that maintenance is due on your van. The date and time to bring the van to Commuteride Maintenance shop will be arranged and a spare van will be temporarily assigned for use.

5. All accidents or incidents need to be reported immediately by calling **208-345-76654** or **208-871-7665** and an Accident Report will need to be filled out.

Vanpool Group
A designated group of persons joined together to commute to and from worksite(s) in a single van. A group is assigned a vanpool group number and name
(e.g. V602 - Group 602).

*Please note that this is not your vehicle number, e.g. van 344, but your route number.

Roster
All the persons who are members of the group comprise the vanpool roster.
Only the Commuteride Rideshare staff can make changes to the roster.

Vanpool Vehicle
This is the vehicle assigned to a vanpool group. Vehicles can change for a group due to changes in roster, van availability or temporary assignments. Vans are assigned a number, and the numbers are not the same as the vanpool group number.

Spare Vehicle
A temporarily assigned vehicle to a group who will use it while the regularly assigned vehicle is being serviced.

Vanpool Route
The mapped route with all pickup and drop off stops of a vanpool group.

Group Leader
The person primarily responsible for monthly reporting for a vanpool group.

Reporter
A person in the vanpool group that has access to monthly reporting in addition to the Group Leader.

Commute Trip
Vanpool term for any trip on the van where riders are going to or from their work sites.

Additional Trips
Additional trips occur when the van is with the driver, but the vehicle is not going to or from work. Approved drivers must sign an agreement and the Group Leader logs each trip as a non-commute trip (see next entry).

Non-Commute Trip
A trip made for any purpose other than commuting to or from work. These can be trips to fuel or wash the vehicle, bring the vehicle in for maintenance, or other trips incidental to regular commuting.

Personal Miles
A trip that is not a commute trip and not for the purpose of fuel, washing, or maintenance. Personal miles are those not related to the vanpool route but occur during the regular commuting hours for personal errands such as doctors' appointments, going out to lunch, or errands on the commute. Family vacations, work transportation, or group outings are not considered personal miles.

- *Twenty-five personal miles per month are available to each vanpool route at no additional cost and must be shared with all the drivers.*
- *Drivers are required to report personal miles on the day they occur in the monthly report and to pay 68 cents per mile above the first twenty-five free personal miles.*

Inbound trip
Vanpool term for commuting to the work site.

Outbound trip
Vanpool term for commuting from the work site.

Responsive Site
Commuteride Vanpool takes advantage of responsive web design. This means you can access this website with your mobile device without losing functionality. In some cases, accessing the site on a mobile device may arrange the page differently and/or place menu items in an expandable button.