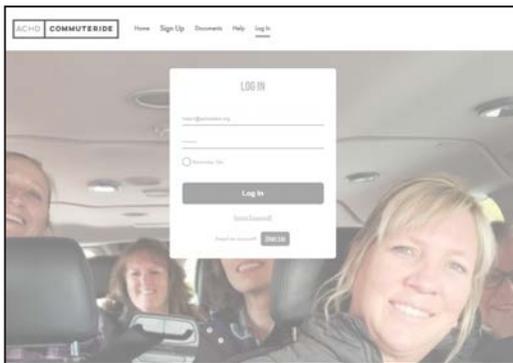
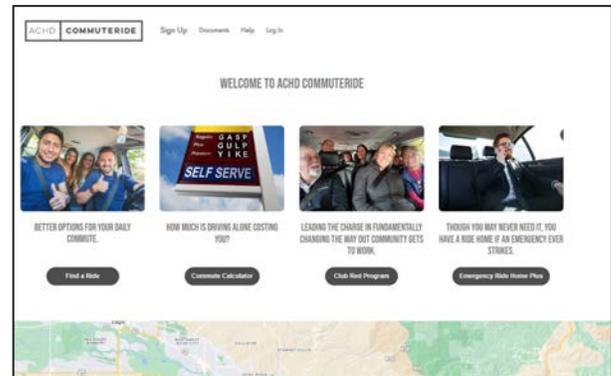


STEPS TO VANPOOL REPORTING ON DESKTOP

1. ACCESS REPORTING THROUGH WEBSITE <https://commuteride.rideproweb.com>

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



2. LOG IN

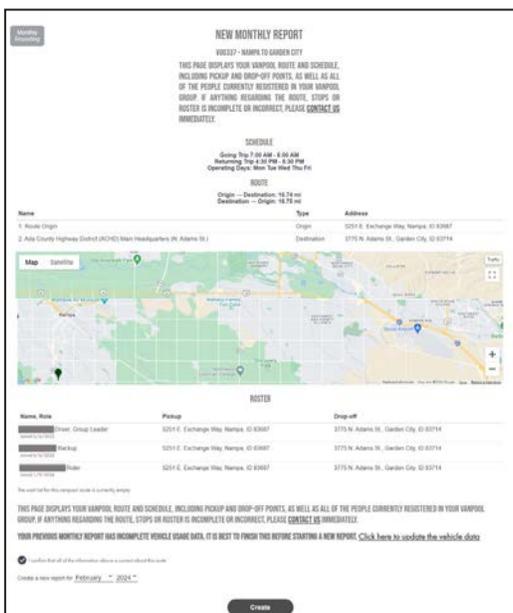
You will be redirected to a screen prompting you to review the route, schedule, and roster information on file for your group.

If any changes 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 the Commuteride Staff.

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."**



3. LOGGING RIDERSHIP

Monthly Reporting

RIDERSHIP FOR TUESDAY 1/9/2024
VANPOOL: V00337 - NAMPA TO GARDEN CITY

Travel Time to Work (minutes): 60
Distance to Work (miles): 16.74

Travel Time from Work (minutes): 60
Distance from Work (miles): 16.75

(Toggle All)

Name	Rode In / Out	Drove In / Out
Driver	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Backup	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Backup leaving after 1/10/2024	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Rider	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Save and Go Back Save Ridership Save and Continue Cancel

You will be directed to fill out ridership for the current date.

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."**

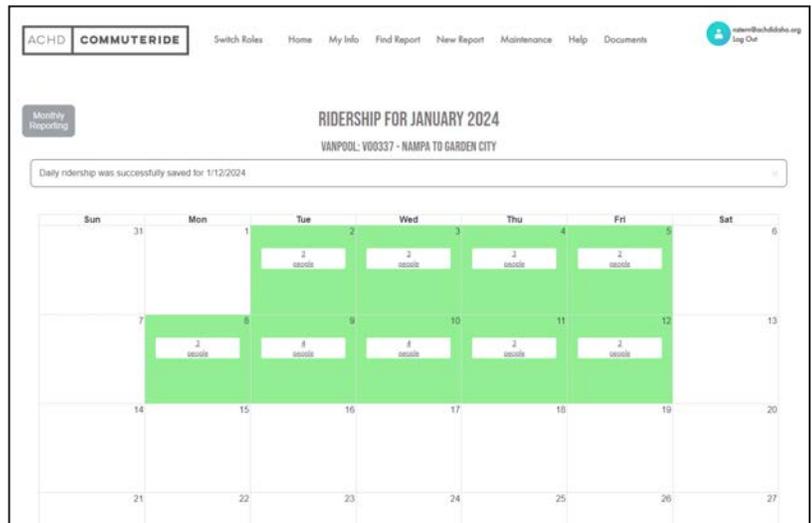
*Additionally, you will need to **indicate which person(s) were driving on that date. If more than one person drove one any given trip, you should check each one that did drive.**

Push "Save Ridership" to save the information. You will be redirected to the monthly calendar.

4. LOGGING MONTHLY RIDERSHIP

Select a day to enter/edit ridership information, and you will be directed to a screen prompting you continue to log the ridership for the day.

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

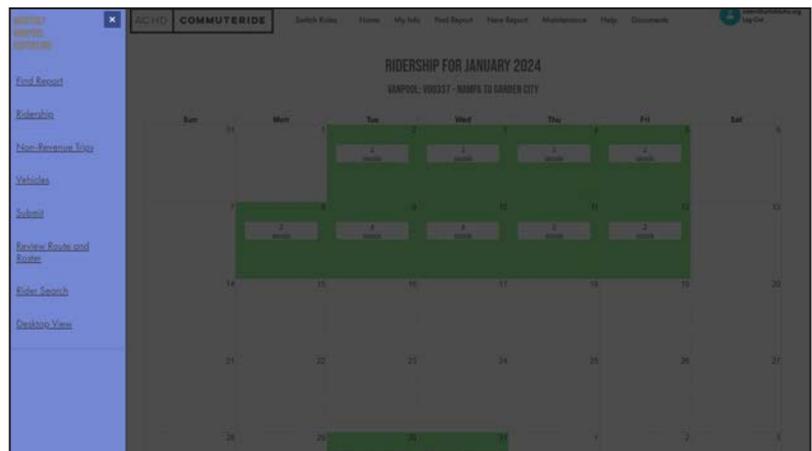


5. MONTHLY REPORTING BUTTON

On top left of the screen is the “Monthly Reporting” Button.

You can access:

- Find Report
- Ridership
- Non-Revenue Trips
- Vehicles
- Submit
- Review Route and Roster
- Ridership Search



6. LOGGING ADDITIONAL TRIPS

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.**

To add an additional trip, click on the “Add Trip” button

ACHD COMMUTERIDE Switch Roles Home My Info Find Report New Report Maintenance Help Documents nstem@achdidaho.org Log Out

Monthly Reporting

NON-REVENUE TRIPS FOR JANUARY 2024

VANPOOL: V00337 - NAMPA TO GARDEN CITY
This should NOT include mileage for trips to and from work!

Add Trip

	Vehicle	Trip Purpose	Start / End Date	Start / End Odometer	Miles	
Edit Trip	ACHD 344 2021 Ford T150	Purchase Fuel	1/16/2024 1/16/2024	18566 18567	1	Remove Trip

ACHD COMMUTERIDE Switch Roles Help Documents nstem@achdidaho.org Log Out

ADD A TRIP

Vehicle: 2021 T150 ID: 344

Trip Purpose: Purchase Fuel

Start Date: _____

End Date: _____

Start Odometer: _____

End Odometer: _____

Save Close

7. VEHICLE USAGE OR SPARE VAN

The screenshot shows the 'VEHICLE SEARCH' modal in the Commuteride application. The modal has the following fields: Vehicle Id (344), License, Start Year, End Year, Make (Ford), and Model. Below these fields is a search results table with the following data:

Vehicle *	License
2021 Ford T150 ACHD 344	1ABZ17U

The modal also includes a 'Select' button and pagination controls showing 'Showing 1 to 1 of 1 entries'.

Go to the Vehicle, under the Monthly Reporting Button.

Look for your vehicle to enter in your vehicle odometer.

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.

Additional Vans: 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.

7. VEHICLE USAGE OR SPARE VAN (CONT.)

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.

8. SUBMIT MONTHLY REPORT

The screenshot shows the 'SUBMIT JANUARY 2024' report form for VANPOOL: V00337 - NAMPA TO GARDEN CITY. The form includes a 'Comments' section with a text area for adding comments to Commuteride Staff. Below the text area are three radio button options for vehicle usage: 'The same vehicle was used for this entire reporting period.', 'Multiple vehicles were used during the course of this reporting period.', and 'I confirm that my vanpool roster is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.' A 'Submit' button is located at the bottom right of the form. The user is logged in as 'nsterm@achdidaho.org'.

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 Commuteride Team to have the report reopened.**

9. FINDING A MONTHLY REPORT

Monthly Reporting

FIND A MONTHLY REPORT

Vanpool Code:

Start Month: Start Year:

End Month: End Year:

Results					
	Vanpool Code/Name	Month/Year	Group Leader	Opened	Closed
Edit	V00337 - Nampa to Garden City	Jan 2024	[REDACTED]	RideProServer 1/9/2024 2:09 PM	

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.