

Vanpool Reporting Instructions

1. Log in to the Metro Rides profile page using username and password.

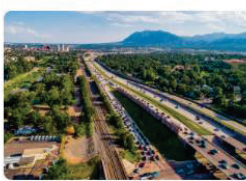
[Sign Up](#) [Documents](#) [Help](#) [Sign In](#)

Welcome to Mountain Metro Rides



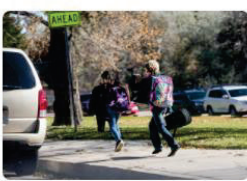
Thousands of ridesharers
We'll help you find someone close by your home who shares your workplace destination and hours.

[Find a Ride](#)



It's your commute, only better.
Carpooling has many benefits - learn more here.

[Carpools](#)



Schoolpool
Share the ride with other families at your child's school.

[Learn More](#)



Vanpools are a great way to save.
Reduce the cost, stress, and environmental impact of your commute with Mountain Metro Rides Vanpool.

[Metro Rides Vanpools](#)

2. After logging in, select “Switch Roles” and pick “Reporter”. (Is this obvious on the page? I don’t see it in you example picture.
3. When a new reporting month begins, the reporting page will request confirmation regarding the route, the participants assigned to the van, as well as the start and end times.

Confirm Route and Roster

4. If everything is correct, select the (“I confirm that all of the information is correct about this route”) button, and select “Submit” at the bottom of the page.

☐ I confirm that all of the information above is correct about this route

[Submit](#)

Reporting Ridership:

1. The reporting Calendar will appear. *Example Below.*
2. Select the date.

Monthly Reporting

Ridership for April 2021
Vanpool: V82 - VA Hospital-Aurora

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10 0 people
11 0 people	12 0 people	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

3. All participants' names will be listed.

Monthly Reporting

Ridership for Monday 4/12/2021
Vanpool: V82 - VA Hospital-Aurora

☐ (Toggle All)

Name	Rode In / Out	Drove In / Out
Pamela Thompson Driver	☐ ☐	☐ ☐
Ryan Pearson Backup	☐ ☐	☐ ☐
Jack Student Backup	☐ ☐	☐ ☐
Nicole Tamburelli Backup	☐ ☐	☐ ☐
Stephanie Zenon Backup	☐ ☐	☐ ☐

Save and Go Back

Save Ridership

Save and Continue

Cancel

A. Reporting passengers:

1. To report individual riders, select the button beside the name. (*"Rode in"* indicates the passenger rode the van into work. *"Rode Out"* indicates the passenger rode the van home.
 2. If all passengers were riding in the van, and the riders went to and from work, then select *"Toggle all"*. This will fill the ridership for all.
- B. Reporting Driver:
3. To Report the driver, select *"Drove in"* for the driver who drove to work and select *"Drove Out"* for the driver who drove home.
4. Select:
 1. *"Save and Go Back"* to save and go back to the previous date.
 2. *"Save and Continue"* to continue to the next date
 3. *"Save Ridership"* to save and continue to the Calendar
 4. *"Cancel"* does not save and continues to the Calendar
 5. Calendar will appear
 6. Click on the *"Purple Arrow"*

29	30	1	2	3	4	5
6	7	8	9	10	11	12

Incomplete Day

Complete Day

Incomplete Holiday

Complete Holiday



Reporting Non-Revenue Trips:

The Non-revenue Trips Screen will appear:

Monthly Reporting

Non-Revenue Trips for April 2021

Vanpool: V82 - VA Hospital-Aurora

[Add Trip](#)

Vehicle	Trip Purpose	Start / End Date	Start / End Odometer	Miles
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No non-revenue trips are currently defined.

Navigation: < >

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1. To add a non-revenue trip, select “*Add Trip*”
 - a. Select van listed that made the non-revenue trip. (If a van swap is the reason for the trip, 2 non-revenue trip entries are necessary)
 - b. Pick the purpose from the dropdown menu
 - c. Fill out the dates
 - d. Fill out the Odometer Readings. The start of the trip and the end of the trip.
 - e. Click “*Save*”

Colorado Springs OLYMPIC CITY USA

metro MOUNTAIN METROPOLITAN TRANSIT

Switch Roles

Add a Trip

Vehicle: 2018 Pacifica ID: Ride126

Trip Purpose: Getting Fuel - not on route-no passenger

Start Date: _____

End Date: _____

Start Odometer: _____

End Odometer: _____

[Save](#) [Close](#)

2. Non-Revenue Trip (Explained)

What is a revenue trip?

A revenue trip is essentially a commuting trip. Revenue service begins when the primary driver begins the trip from the van's origin or parking location and ends when the van is parked at its destination. Similarly, a revenue trip begins when the van leaves its destination and ends when it returns to its origin. Revenue trips do not include trips solely for maintenance, fueling, or washing the vehicle.

Scenario	Is this a Revenue Trip?
The parking location for Van 50 is the primary driver's home. The primary driver of Van 50 leaves his house at 6:00 and travels to a park-and-ride to pick up other members of his vanpool group. At 6:15, the van departs the park-and-ride and drives to its destination in Denver.	Yes - Because the purpose of the trip is commuting to Denver, this is a revenue trip.
The primary driver of Van 50 leaves his house at 5:30, stops on the way to get the van washed, and arrives at the park-and-ride to pick up the other members of his vanpool group. The van then travels to its destination in Denver.	Yes - Even though the driver stopped to wash the van on the way to pick up his passengers, the main purpose of the trip was to travel to work in Denver, so it counts as a revenue trip.
The primary driver of Van 50 decides to fuel the van on a Saturday when the vanpool group does not commute to Denver. He leaves his house, fuels the van, and returns to his house.	No - The main purpose of this trip was to fuel up the van; it is classified as a non-revenue trip.
The van is due for scheduled maintenance at the Transit campus. The primary driver drops his vanpool riders off at the park-and-ride and the primary driver goes home to drop off his work things. He gets back in the van and drives to the Transit campus.	There are two trips – one revenue trip (from work to home) and one non-revenue trip (from home to the Transit campus). - Since the van driver returned to the origin before dropping the van off for maintenance, the trip to the maintenance garage is non-revenue. - If the driver had dropped his passengers at the park-and-ride and then driven the van to the Transit campus, the whole trip would be a revenue trip.

3. To continue select the “*Purple Arrow*” at the bottom of the page.

Entering Vehicles:

Monthly Reporting

Vehicles for June 2025

Vanpool: - Colorado Springs TO

No vehicles have been assigned to this report

Search for a Vehicle

Total vehicle miles (excluding non-commute usage) should be based upon the number of days riders were reported on the van and the mileage for each day.

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1. Select the “*Search for Vehicle*” button.
2. Search by the Vehicle ID (***Ridexxx*** no spaces), or License Plate
3. Select “*Search*”

Vehicle Search x

Vehicle Id

License

Start Year

End Year

Make

Model

VIN

None

Search

Close

4. The following Screen will appear:

Vehicle Search

✕

Vehicle Id **Ride129**

License

Start Year

End Year

Make **None** ▼

Model

VIN

Search:

Vehicle ▲	License ▼	
2018 Chrysler Pacifica MR Ride129	CXT466	Select

Showing 1 to 1 of 1 entries
Previous
1
Next

Search

Close

5. Select “*Select*” on the vehicle in use.
6. The following screen will appear:

Add Vehicle:

✕

2018 CHR Pacifica - MR Ride129

Start Date

6/1/2025

End Date

6/30/2025

Start Odometer

End Odometer

Save

Close

7. Enter Start Date
8. Enter End Date
9. Enter Start Odometer
10. Enter End Odometer
11. Click “Save”

*(Note- This process needs to be completed for every vehicle in use for the reporting month.)

Monthly Reporting

Vehicles for April 2021
Vanpool: V82 - VA Hospital-Aurora

Search for a Vehicle

	Vehicle	Start / End Date	Start / End Odometer (Miles)	
Edit	MR Ride126 2018 Chrysler Pacifica License CO CXT482	4/1/2021 4/30/2021	26962 0 (no miles)	Delete

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12. To continue select the “*Purple Arrow*” at the bottom of the page.

Submitting the report

OLYMPIC CITY USA

SENIOR/STUDENT METROPOLITAN TRANSIT

Monthly
Reporting

Submit April 2021

Vanpool: V82 - VA Hospital-Aurora

Comments

- ☒ The same vehicle was used for this entire reporting period.
- ☐ Multiple vehicles were used during the course of this reporting period.
- ☐ 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.

Submit



1. Enter Comments as necessary. (This may include any Detours, or deviations on the route.)
2. Select the button next to the situation that applies:
 - a. *The same Vehicle was used for this entire reporting period.*
 - b. *Multiple vehicles were used during this reporting period.*
3. Select the “*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.*”
4. Click “Submit”

Note: Once the report is submitted, it is considered closed, and no changes can be made. If there is a problem, please reach out to Metro Rides. Make sure to submit the report by the 5th of the month.