



Transportation & Parking Services

Princeton University's
VAN POOL POLICY
REVISED 6/2016

I. Introduction

The Princeton University Vanpool Program provides University employees with safe, efficient, and reliable transportation to and from work. The program has been developed by Princeton University's Transportation & Parking Services and will be administered by the Transportation Demand Management (TDM) Manager.

Transportation & Parking Services organizes a vanpool when five or more interested employees, who reside in the same general area and have similar work schedules, are identified. Vans are supplied to each group, and fuel costs are shared among each member of the group, excluding the driver. Each vanpool must identify a principal driver and an alternate driver. Vans will be provided by a third-party vendor, Enterprise Ride Share. The vanpool program enrollment is voluntary.

The vanpool program is one component of the University's TDM strategies to increase the availability of parking on campus, reduce greenhouse emissions by limiting single occupancy vehicles coming to and parking on campus, and reduce energy consumption.

II. Eligibility

The vanpool program is open to all benefits-eligible employees of Princeton University.

III. Responsibility

A. Principal Driver and Alternate Driver

1. The principal driver is an individual who operates the van for commuting service on a full-time basis.
2. The alternate driver is an individual who acts as a temporary replacement when the principal driver is unable to drive. Each vanpool is required to have an alternate driver.
3. All principal drivers and alternate drivers must agree to abide by all the rules set forth in Enterprise Ride Share contract and the Vanpool Driver Approval Criteria Agreement.
4. All drivers must complete a defensive driving course, as required by Princeton University's Office of Risk Management.

5. Drivers must stay within the maximum allowable mileage provided by Enterprise Ride Share and the TDM Manager at the time of contract. If the van does not operate for given period of time (i.e., between holidays in December), the TDM Manager must be notified. The TDM Manager will pro-rate the mileage based on expected usage of that particular month and will share the information with the participants.
 6. Drivers must not use any mobile devices while driving the van. Use of mobile devices while operating the van will result in immediate removal as driver and participant of the vanpool program.
 7. Drivers are required to wear seatbelts and are responsible to ensure that all passengers wear seatbelts. Lack of effort to ensure that all passengers are wearing their seatbelts will result in immediate removal as a driver and from the vanpool program.
 8. Principal drivers are responsible for fueling the van and collecting the fuel costs from each passenger.
 9. Principal drivers are responsible for maintaining the cleanliness of the van (interior and exterior).
 10. Drivers are required to document the receipt of funds and the expenditures incurred for both fuel and cleaning maintenance. Receipts supporting expenditures should be maintained with the documentation.
 11. All drivers are responsible for reporting any maintenance issues and malfunctions to the TDM Manager immediately. If the TDM Manager is not available at the time of an emergency, the driver must contact Enterprise Ride Share directly. Directions for contacting Enterprise Ride Share are available in each van. Enterprise Ride Share will provide a loaner vehicle, with fuel, to the group in the event a van is unavailable due to maintenance.
- B. All Participants (including Principal and Alternates Drivers)
1. All vanpool program participants are responsible for arriving at work on time. If a vanpool arrives late to campus, vanpool participants are expected to determine how to best make up for lost time with their supervisor. Enterprise Ride Share and the University are not responsible for any loss of income, inconvenience, or other damages.
 2. All participants in the vanpool are responsible for their personal property. Enterprise Ride Share and the University will not be responsible for any personal property that is lost, stolen, or damaged in or from the vehicle.
 3. If both the principal and alternate driver are unable to operate the vanpool, all participants are responsible for making their own transportation arrangements.
 4. All participants must wear seatbelts.
 5. When participating in the vanpool, employees are required to adhere to the general standards of conduct for the University community as articulated in the *Rights, Rules and Responsibilities* document published by Princeton University (<http://www.princeton.edu/pub/rrr/part1>)

IV. Costs

The University will subsidize the cost of the vans by paying the monthly fees charged by Enterprise Ride Share.

A. Fuel

1. All participants, excluding the principal driver, are required to share the cost of fuel. Vanpool passengers who do not participate in sharing fuel costs must be reported to the TDM Manager and may not be able to participate in the vanpool program.
2. Each vanpool may establish a process of procedure for sharing the costs of fuel. Examples include:
 - a. The driver may ask each passenger for a fixed amount at the beginning of each month based on monthly fuel estimates.
 - b. The driver may ask each passenger to pay for fuel in full when the tank is empty, alternating payments with each passenger.
3. The driver is responsible for maintaining a log to document the receipt and expenditure of funds.

B. Vehicle Maintenance

1. Vans are expected to be cleaned (interior and exterior) on a monthly basis. Costs to clean the van will be shared among all vanpool participants.
2. In the event a van needs vehicle maintenance, the principal or alternate driver must drop off the van at Transportation & Parking Services at the beginning of the work day. The van will be returned to the driver at the end of the work day at no cost to the participants of the vanpool program.

V. Vanpool Vehicle Usage

Vans must not be operated for personal use at any time. Vans must only be used for commuting to and from the University. Transporting a non-Princeton University employee is also not permitted.

VI. State Law

- A. Princeton University recognizes the liability associated with the New Jersey State Law Ridesharing Act.

“Employment shall also be deemed to commence when an employee is traveling in a ridesharing arrangement between his or her place of residence or terminal near such a place and his or her place of employment, if one of the following conditions is satisfied: the vehicle used in the ridesharing arrangement is owned, leased or contracted for the employer, or the employee is required by the employer to travel in a ridesharing arrangement as a condition of employment.”

- B. Under the New Jersey State Law Ridesharing Act, Workers’ Compensation begins with entry and exit into the van. Princeton University employees’ work day for compensation purposes, on the other hand, begins and ends with employment hours.

VII. Accidents and Injury

- A. Drivers involved in vehicle accidents and/or injuries while driving a vanpool are required to immediately notify the TDM Manager by calling 609/258-1656 or 609/258-3157. An accident report must be completed by the driver, in conjunction with any injured riders, within 24 hours of the accident or injury. A police report must be provided to the TDM Manager and Enterprise Ride Share, when required by law.

VIII. Parking Regulations

Vans may park in a University lot most convenient to the principal/alternate drivers' campus location, based on space availability.

IX. Cancellation

All drivers and passengers may discontinue their vanpool ridership at any time.

A. Passengers may cancel their vanpool ridership by notifying the TDM Manager by the end of each month. Both drivers and passengers are responsible for finding another participant within **90** days. Failure to do so may result in discontinuation of the vanpool.

B. As required in Enterprise Ride Share's Three-Party volunteer Driver Agreement and the Alternate Driver Agreement, principal and alternate drivers must provide **30** days' notice of cancellation, in writing, to Enterprise Ride Share. Principal and alternate drivers must also provide notification of cancellation, in writing, to the TDM Manager.

X. Review and Receipt of Policy

All drivers and riders will be given a copy of this policy and a signed receipt that they have read and understood this policy and its requirements.

I, _____, have read, understood, and communicated with
(Print name)

the TDM Manager the expectations, rules, regulations, and guidelines set forth in the Princeton University Vanpool Policy.

_____ Signature _____ Date