

Vanpool Complaint Form



Please complete and submit this form to inform us of a complaint about an *Every Commute Counts* vanpool. Safety is our top priority, and we appreciate your feedback.

Once you've completed the form, save it as a PDF, attach it to an email, and email it to info@everycommutecounts.org, fax it to (502) 266-6032, or print and mail it to us at:

**EVERY
COMMUTE
COUNTS**

Every Commute Counts
11520 Commonwealth Drive
Louisville, KY 40299

Today's Date:		License Plate #:		Van ID #:	
Date of Incident:		Time of Incident:			
Location (be as specific as possible):					
Description of incident (be as specific as possible):					

For Staff Use Only		
Incident Intake Completed by: _____		
Submitted via: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail		
Date provided to the Vanpool Maintenance & Safety Coordinator: _____		
Vanpool Name: _____	Vanpool POC: _____	
Date POC Contacted: _____	Method of Contact: _____	
Confirmed Driver for the date and time of reported incident:		
Date Driver Contacted: _____	Method of Contact: _____	
Comments from the Driver (attach any correspondence and/or notes):		
Warning Number (within last 365 days):	<input type="checkbox"/> 1	<input type="checkbox"/> 2 <input type="checkbox"/> 3

www.EveryCommuteCounts.org



A KIPDA Program
11520 Commonwealth Drive
Louisville KY 40299
502-267-5400
Fax 502.266-6032
Toll Free 866.822-POOL

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