



**EVERY
COMMUTE
COUNTS**

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. 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.com, or fax it to 502-266-6032, or print it out & put in the mail: Every Commute Counts, 11520 Commonwealth Drive, Louisville, Kentucky, 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 ONLY

Incident Intake Completed by: _____

Submitted via: Email Fax Phone 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 the reported incident: _____

Date Driver Contacted: _____ Method of Contact: _____

Comments from the Driver (attach any correspondence and/or notes):

Warning Number (Within the last 365 days): 1 2 3

www.EveryCommuteCounts.org



A KIPDA Program
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