

Every Commute Counts Monthly Vanpool Rider Driver Log

Vanpool Name: _____

Month/Year: _____



WEEK 1

DAYS of the MONTH

	1	2	3	4	5	6	7
Driver Initials INBOUND -- Going to Work							
Driver Initials OUTBOUND -- Returning Home							

VANPOOL MEMBERS

	FIRST NAME	LAST NAME						
POC								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

This form is to be used to record daily ridership and driving in order to assign driver credit. Print the form, and complete the member information as required on the left. Place a check mark in the box if that member is riding that day. Place the initials for the driver for that day in the corresponding day of the month box at the top. If there are new members to be added to the roster, place their start date in the corresponding box on the last page. Do the same for existing vanpool members who are leaving the vanpool, but place their end date as opposed to their start date in the corresponding box on the last page. **By the 5th of each month, log on to the Every Commute Counts website to complete the ridership and driving log. If we do not receive the monthly ridership roster and driving log by the 5th of the month, driver credit will not be provided.**

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WEEK 2

DAYS of the MONTH

	8	9	10	11	12	13	14
Driver Initials INBOUND -- Going to Work							
Driver Initials OUTBOUND -- Returning Home							

VANPOOL MEMBERS

FIRST NAME LAST NAME

POC	FIRST NAME	LAST NAME	8	9	10	11	12	13	14
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

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WEEK 3

DAYS of the MONTH

	15	16	17	18	19	20	21
Driver Initials INBOUND -- Going to Work							
Driver Initials OUTBOUND -- Returning Home							

VANPOOL MEMBERS

	FIRST NAME	LAST NAME						
POC								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

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WEEK 4

DAYS of the MONTH

	22	23	24	25	26	27	28
Driver Initials INBOUND -- Going to Work							
Driver Initials OUTBOUND -- Returning Home							

VANPOOL MEMBERS

FIRST NAME LAST NAME

POC	FIRST NAME	LAST NAME	22	23	24	25	26	27	28
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

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WEEK 5

DAYS of the MONTH

29	30	31
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Driver Initials INBOUND -- Going to Work

Driver Initials OUTBOUND -- Returning Home

If a new member, enter their join date (MM/DD/YY)

If cancelling membership, please enter the end date (MM/DD/YY)

VANPOOL MEMBERS

FIRST NAME LAST NAME

POC	FIRST NAME	LAST NAME	29	30	31		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

I, _____, for the information provided in this Monthly Ridership & Driver Log, warrant the truthfulness of the data herein.

Date: _____

Sign the line above prior to faxing or mailing the form to Every Commute Counts.