



## Vanpool Member Vacation/Leave Form

Per the Terms of Agreement, you are required to provide Every Commute Counts advance notice of extended vacation and/or a leave of absence if you do not want to be included in the monthly fare. If we do not receive advance notice, you will be considered a passenger and will be billed for the entire month.

Complete the form and submit via email to [nita.robinson@kipda.org](mailto:nita.robinson@kipda.org) or call us at 502-267-5400 ext. 100. Thank you.

Today's Date:	_____	Vanpool Name:	_____
Driver's Name:	_____	Van ID Number:	_____
Driver Email:	_____	Driver Telephone:	_____
Vacation/Leave Period: FROM _____ TO _____			
Total Number of Commute Days Absent: _____			

I, \_\_\_\_\_, for this Driver Vacation/Leave Form, warrant the truthfulness of the information provided in this form.

Electronic Signature (Type your full name on the line below, or if faxing or mailing, sign)

\_\_\_\_\_  
Date: \_\_\_\_\_  
TYPE IN FIRST & LAST NAME IF SUBMITTING BY EMAIL, OR SIGN, PRINT & SEND

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms as described in the Driver Vacation/Leave Form. Updated 5/23

[www.EveryCommuteCounts.org](http://www.EveryCommuteCounts.org)



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