



**EVERY  
COMMUTE  
COUNTS**

## Driver Vacation/Leave Form

Per the Terms of Agreement, you are required to provide Every Commute Counts advance notice of vacation and/or a leave of absence if you are the primary driver and will not be driving 75% or more of the commuting days for the month. If we do not receive advance notice, and you do not drive 75% or more of the commuting days, you will be considered a passenger and will be billed for the days you did not drive, so please complete this form in full and submit it to Every Commute Counts in advance of your vacation or leave.

You may submit after completing the form by saving as a PDF, attaching it to an email, and emailing it to [missy.bennett@kipda.org](mailto:missy.bennett@kipda.org) or fax it to us at 502-266-6032. 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.

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



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