Vanpool Report Guide for Vanpool Coordinators

You must log into your account on ivanpool.org to proceed.

https://iVanpool.org

Open the link to sign into your VVTA Vanpool account.

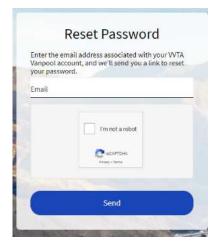You should use the same account you created in the application step.

Even though you may have an existing account at ivanpool.org, if this is your first time visiting or if you forgot the password to your ivanpool.org account, click **Forgot Password**, enter the email you have previously used to sign into ivanpool.org, check the "I'm not a robot" box, and click **Send**.

If you do not have an existing account at ivanpool.org, create a password for the new VVTA Vanpool reporting portal.

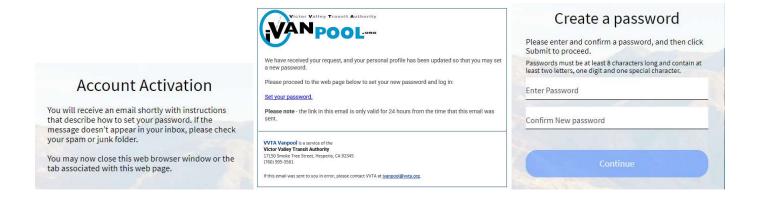Enter your email, click "I'm not a robot", and click **Send**.
You will receive an email to **set a password**. When creating a new password, it is acceptable to reuse the password you used previously.
Each time you sign in, you will enter your email and password.

The following images will reflect the confirmation of request, the email template, and the new password creation screen.
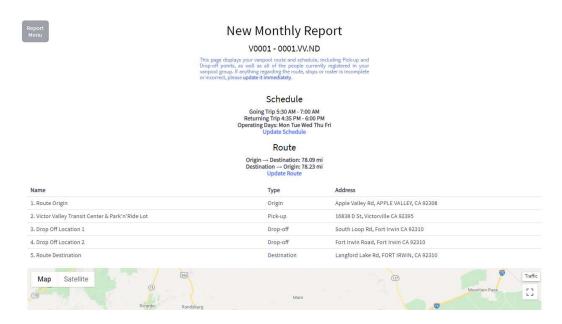

Account Activation

You will receive an email shortly with instructions that describe how to set your password. If the message doesn't appear in your inbox, please check your spam or junk folder.

You may now close this web browser window or the tab associated with this web page.

We have received your request, and your personal profile has been updated so that you may set a new password.

Please proceed to the web page below to set your new password and log in:

Set your password.

Please note - the link in this email is only valid for 24 hours from the time that this email was sent.

VVTA Vanpool is a service of the
Victor Valley Transit Authority
17150 Smoke Tree Street, Hesperia, CA 92345
(760) 995-3561

If this email was sent to you in error, please contact VVTA at ivanpool@vvta.org.

Create a password

Please enter and confirm a password, and then click Submit to proceed.

Passwords must be at least 8 characters long and contain at least two letters, one digit and one special character.

Enter Password

Confirm New password

Continue

Once you have logged in, you may proceed with entering vanpool reporting data.

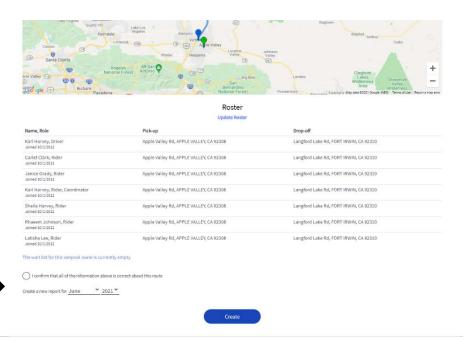*STEP ONE* — Confirm your schedule, route to work, and passenger list.

You should automatically be directed to this page for review however, if you do not see this review page, click on the **New Report** tab.

Review your passenger list. If a passenger is missing, or if there are people on your passenger list that are no longer part of your vanpool group, update your passenger list. New coordinators, alternate reporters, and vanpool drivers will be emailed a participant agreement and you will not be able to finish your report until it has been signed.

After reviewing the information and making any necessary corrections, click the checkmark box "I confirm that all of the information above is correct about this route."

Select the month and year from the drop-down menu to indicate the report you would like to start and click **Create**.
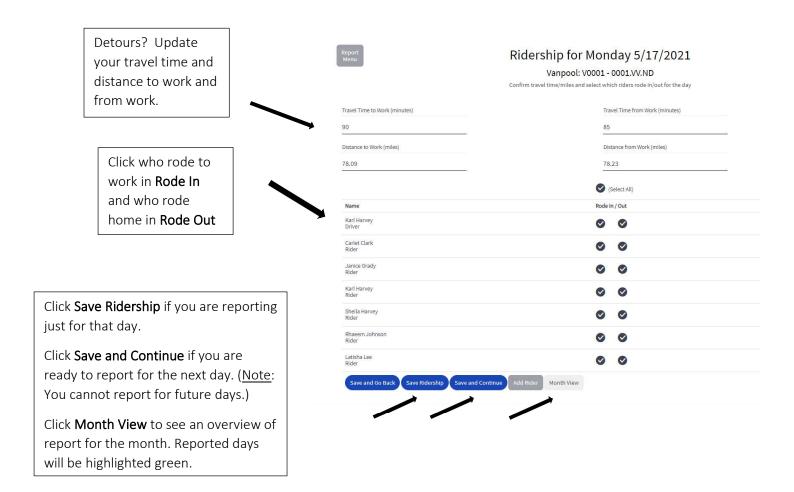
This will take you to the ridership calendar for the month selected.

STEP TWO – Select the first day your group started riding in the van for the month.

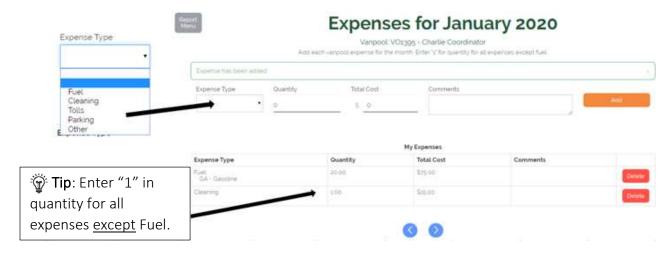*STEP THREE* —Complete the **Ridership** log for each day the van was in use.

Detours? Update your travel time and distance to work and from work.

Click who rode to work in **Rode In** and who rode home in **Rode Out**

Click **Save Ridership** if you are reporting just for that day.

Click **Save and Continue** if you are ready to report for the next day. (Note: You cannot report for future days.)

Click **Month View** to see an overview of report for the month. Reported days will be highlighted green.

Ridership for Monday 5/17/2021
Vanpool: V0001 - 0001.VV.ND
Confirm travel time/miles and select which riders rode in/out for the day

Report Menu

Travel Time to Work (minutes)
90

Travel Time from Work (minutes)
85

Distance to Work (miles)
78.09

Distance from Work (miles)
78.23

(Select All)

Name	Rode In / Out	
Karl Harvey Driver	✔	✔
Carlet Clark Rider	✔	✔
Janice Grady Rider	✔	✔
Karl Harvey Rider	✔	✔
Sheila Harvey Rider	✔	✔
Rhaeem Johnson Rider	✔	✔
Latisha Lee Rider	✔	✔

Save and Go Back Save Ridership Save and Continue Add Rider Month View

When you are on the **Month View** page, click the blue arrow ⊖ below the calendar to enter your van expenses (i.e. fuel, cleaning, tolls, or parking – all expenses must be entered regardless of who pays them).

STEP FOUR — Enter your **Expenses** for the month. For fuel, you will also enter the total gallons of fuel purchased.

💡 **Tip**: Enter "1" in quantity for all expenses <u>except</u> Fuel.

a. **Comments** –add any comments that may be of assistance to VVTA Vanpool regarding your expenses.
b. If you saved your entry and you made an entry error, click **Delete** to remove the entry and re-enter the expense (the system does not have the ability to edit an entry once it has been saved).
c. Once you have entered all your **Expenses** for the current reporting month, continue to the **Ending Odometer** page by clicking ⊙.

STEP FIVE — Enter any **non-commute trips**, such as personal, maintenance, etc.

Select "Add Trip" and complete all pertinent details, including purpose, data, and mileage.
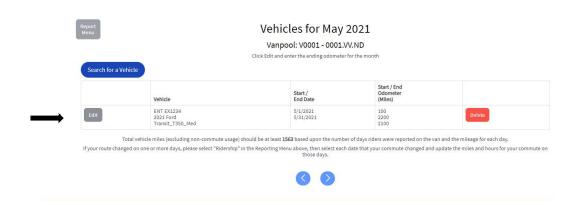
STEP SIX – Confirm details for **vehicles**, including all details for multiple vanpools if you used more than one vanpool.

Enter the **Ending Odometer** miles for the report month.

Click **Edit** to enter your ending odometer miles and confirm that your vehicle information is correct.

Enter the odometer miles taken when the vehicle is parked at the home end on the last commute day of the month.
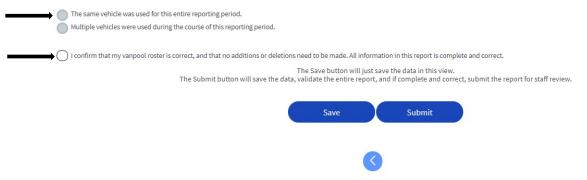

If more than one vehicle was assigned to you during a reporting month, complete the odometer information for the vehicle that was in your possession on the last day of the report month. If this report does NOT show the vehicle currently assigned to you, or if you were assigned a new or loaner vehicle on the last day of the reporting month, please email ivanpool@vvta.org.

Final Step – Submitting your monthly report.

When all Passenger Trips, Expenses, and Vehicle information have been reported and verified for the month, confirm the number of vehicles used during the reporting month, and confirm that the report information is complete and accurate.

    a.   Comments – Enter any comments about this reporting month, such as information regarding a vehicle change during the period.

Before you click submit, use ⮜ to review your entries carefully and edit if necessary.

Important – *Once submitted, your report will be locked, and you will not be able to make further changes.*

If you receive an error message and the System is unable to submit your report, please correct the errors noted. If you are having trouble correcting the errors, or if you submitted the report and then found that changes are required, contact VVTA Vanpool to re-open your report at ivanpool@vvta.org or 760-995-3561. After correcting any errors, click **Submit**.

Congratulations! You have submitted your VVTA Vanpool monthly vanpool report. You will receive an email from VVTA Vanpool confirming receipt of the report. VVTA Vanpool staff will review your report and may contact you with questions.