

**PACE VANPOOL PROGRAM  
ALTERNATE VAN USE REQUEST**

Approval of this request establishes the rights and responsibilities of alternate vanpool participants traveling in a Pace Vanpool van. An Alternate Participant, as used in this Request, means a person riding in or driving a Pace Vanpool (other than their regular assigned Vanpool) for a specific predetermined date. Vanpool Staff will review the request and inform the rider/driver whether or not the alternate van use is granted. If granted, Vanpool Staff will notify the alternate van driver when a rider is approved to ride in the van.

Alternate van use is restricted to special circumstances (e.g. occasional overtime, working over holiday, driver unavailability, etc.) and is evaluated on a case by case basis by the Vanpool Office. Approval is given by the Vanpool Office on a first-come, first served basis after seating availability is confirmed. Prior approval from the Vanpool Office is also required for back-up drivers who drive another Pace VIP van for any reason.

The undersigned Alternate Participant agrees to the following:

1. The Alternate Participant shall not ride in or drive the alternate vanpool beyond the specified term set forth below.
2. No additional fare shall be charged or credited to the Alternate Participant's account relating to the use of an alternate van.
3. The Alternate Participant must receive prior written approval/notification from Pace Vanpool Staff to ride in or drive the alternate van, as shown below. The Alternate Participant will only be allowed to ride/drive if there is seat availability on the alternate van.
4. The Alternate Participant must abide by all applicable rules and guidelines as established by the Pace Vanpool and the participants of the alternate vanpool. (Vanpool drivers are required to provide any approved rider/driver with written or verbal vanpool's rules before he/she rides to prevent any potential problems.)

I am requesting to be an alternate:       Driver       Rider

Print Alternate Participant Name	Alternate Participant Signature & Date
Employer	(_____) _____ Work Phone
Requested Date(s) on Alternate Van	(_____) _____ Fax Number
Assigned Vanpool # _____	Alternate Vanpool # _____

Reason for Request \_\_\_\_\_

**TO BE COMPLETED BY VANPOOL OFFICE:**

Approval given to Alternate Participant on _____		By _____
Driver of Alternate Van Notified on _____		By _____