

**PACE VANPOOL INCENTIVE PROGRAM (VIP)  
ALTERNATE VAN USE REQUEST**

Approval of this request establishes the rights and responsibilities of alternate vanpool participants traveling in a Pace VIP van. An Alternate Participant, as used in this Request, means a person riding in or driving a Pace VIP van (other than their regular assigned VIP van) for a predetermined period of time.

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 VIP 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 VIP and the participants of the alternate vanpool.

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 Van # \_\_\_\_\_

Alternate Van # \_\_\_\_\_

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

<b>TO BE COMPLETED BY VANPOOL OFFICE:</b>	
Approval given to Alternate Participant on _____	By _____
Driver of Alternate Van Notified on _____	By _____