



### **SB Loop Subsidy Program Eligibility**

A vanpool is a group of five (5) to 15 passengers in a seven (7) to 15 passenger van, commuting to and from work and/or vocational/post-secondary school. To qualify for an SB Loop subsidy:

- The vanpool must be used for commuting purposes to and from a regular work and/or vocational/post-secondary education destination a minimum of 12 days during each calendar month;
- Destination of the vanpool must be within the [SB Loop service area](#) (San Bernardino Valley, San Bernardino Mountain Communities, Colorado River Basin and Morongo Valley of San Bernardino County);
- Mileage from where the van is parked at night to where the van is parked at the destination must be at least 15 miles one-way, or 30 miles round trip;
- Occupancy must be 70% or higher at startup and maintained at a daily ridership average of 50% or higher on a monthly basis;
- Vanpool vehicle must be coordinated through a [SB Loop-approved vanpool provider](#), Commute with Enterprise.

### **SB Loop Approved Vanpool Provider**

A vanpool participant or participant's employer must enter a month-to-month agreement with an approved SB Loop vanpool provider. Costs of the vanpool include the monthly vehicle rate, maintenance, roadside assistance and insurance. Contact the provider below to learn about their services and to see what vehicle options are available:

- **Commute with Enterprise** [commutewithenterprise.com](http://commutewithenterprise.com) or 800 VAN-4-WORK (800-826-4967).

Privately owned/leased vehicles (such as but not limited to, employer-owned vanpools and/or employee-owned and operated vanpools) or leases from any other 3<sup>rd</sup>-party vendor, are not eligible.

### **Minimum Riders/Subsidy Amount**

The SB Loop subsidy per approved vanpool is up to 50% of the vehicle monthly lease rate, not to exceed \$600 per month. The first month subsidy will be issued when the vanpool meets 70% average daily ridership. Should the subsidy begin after the first day of the month, SB Loop will prorate the subsidy based on the number of commute days during the month. Ongoing, the vanpool is required to maintain 50% or greater average daily ridership. If a vanpool doesn't maintain 50% or greater daily ridership for three consecutive months, SBCTA may reduce the third month's subsidy. If by the 4th consecutive month the average daily occupancy is not 50% or greater, SBCTA may terminate the vanpool's participation in the program. SBCTA pays the subsidy directly to the leasing vendor on a monthly basis. Payment is contingent on an approved application, regular submission of a Participant Monthly Report, and fulfillment of occupancy requirements. For full program details and requirements, view the [Participation Agreement](#) and the [SB Loop Occupancy Chart](#) at [ridetheloop.com](http://ridetheloop.com).

### **Accommodations for Riders**

SB Loop vanpools are actively advertised to the public on [ridetheloop.com](http://ridetheloop.com) and other SBCTA ridematching sites. SB Loop vanpools shall be open to the public, including making accommodations for individuals with a disability in coordination with the vanpool provider.

## **How to Apply**

Visit [ridetheloop.com](http://ridetheloop.com) and select “Apply Today”. The system will direct you to create your log-in account before the application. For detailed instructions on how to apply view the [SB Loop User Guide to Apply](#) on ridetheloop.com.

## **Reporting**

Vanpool and ridership reporting, regardless of the vanpool provider is required to be eligible to continue receiving an SB Loop subsidy.

- The Vanpool Coordinator and/or designated Reporter(s) are responsible for completing and submitting online through ridetheloop.com monthly reports of the vanpool’s daily trips and passengers, ending odometer reading, as well as out of pocket expenses which may include fuel, cleaning, fluids, tolls and parking. Reports are due by **5:00 p.m. on the 5<sup>th</sup> day of each month** for the previous month’s vanpool operation. For more detailed reporting instructions, view the [SB Loop Reporting Guide](#) on ridetheloop.com.

## **Termination**

The vanpool subsidy may be terminated by the following, for full details and policy, view the [Participation Agreement](#) on ridetheloop.com:

- **Coordinator** – The vanpool’s Coordinator may withdraw from SB Loop at any time. The Coordinator must email SBCTA at least five (5) business days prior to withdrawing from SB Loop. SBCTA will prorate the subsidy during the last month of participation based on the number of days the vanpool was in operation that month, provided the minimum requirements are met.
- **SBCTA** – SBCTA may terminate for reasons including, but not limited to: Misreporting or misuse of vanpool operation; Repeated failure to submit scheduled reports online to SBCTA; Failure to meet the SB Loop eligibility requirements; and Failure to comply with the most current version of the SB Loop [Participation Agreement](#).

## **Questions?**

Please contact SB Loop at [ridetheloop@gosbcta.com](mailto:ridetheloop@gosbcta.com) or 833-RIDETHELOOP (833-743-3843).