



**SB Loop** is the San Bernardino County Transportation Authority's (SBCTA) ongoing vanpool subsidy program. SB Loop (the Loop) offers up to \$400 each month toward the lease of a van.

### **Eligibility**

A Loop vanpool is a group of five (5) to 15 passengers who share the ride on a regular basis to and from work and/or vocational/post-secondary school. To qualify for a Loop ongoing vanpool subsidy, the vanpool must meet **ALL** of the following requirements:

- 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 (workplace or vocational/post-secondary school) of the vanpool must be within the [SB Loop service area](#) (San Bernardino Valley, the San Bernardino Mountain Communities, the Colorado River Basin and the Morongo Valley of San Bernardino County);
- Mileage from where the van is parked at night to where the van is parked at the regular worksite must be at least 15 miles one-way, or 30 miles round trip;
- Minimum occupancy must be 70% or higher at startup and maintained at 50% or higher on a monthly basis;
- Van must be leased through a [Loop-approved vehicle leasing vendor](#), either California Vanpool Authority (CalVans) or Enterprise Rideshare;
- A CalVans applicant must be the Driver of the van and an Enterprise Rideshare applicant must be the vanpool's Leaseholder.

### **Who's-Who**

- **SB Loop (the Loop)** - means the vanpool subsidy program administered by SBCTA.
- **CalVans** - is the California Vanpool Authority and is a leasing vendor approved by SBCTA.
- **Enterprise Rideshare** - is a Leasing vendor approved by SBCTA.
- **Leaseholder** - is the Participant who has or will execute a lease agreement with Enterprise Rideshare, who applies for the Loop subsidy, is responsible for vanpool coordination and submitting monthly reports online at [ridetheloop.com](http://ridetheloop.com).
- **Driver** - is the vanpool passenger in a CalVans vanpool who has or will execute and agreement with CalVans, is approved by CalVans to drive the vanpool (visit [calvans.org](http://calvans.org) for full details).
- **Primary Driver** - is the Leaseholder or another vanpool passenger in an Enterprise Rideshare vanpool who has been approved by Enterprise Rideshare to provide the majority of the driving primarily for commuting purposes.
- **Back-up Driver** - is a vanpool passenger in an Enterprise Rideshare vanpool who has been approved by Enterprise Rideshare to share the driving for commuting purposes.

## **Loop Approved Leasing Vendors**

The vanpool vehicle must be leased from an approved Loop leasing vendor, by a vanpool participant or a vanpool participant's employer. Lease costs include the lease amount, maintenance, roadside assistance and insurance. CalVans lease costs also provide the driver a fuel debit card to fuel the vehicle. These vendors offer a month to month lease agreement; however, you may enter into a longer lease term at your discretion. Contact the vendors below to learn about their lease requirements and to see what vehicle options are available:

- **CalVans** – [calvans.org](http://calvans.org) or (866) 655-5444
  - **Enterprise** – [enterpriserideshare.com](http://enterpriserideshare.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 Rider Criteria**

Vanpools must meet a minimum 70% occupancy rate at enrollment for the program. Vanpools must maintain at least four (4) passengers or 50% or greater occupancy rate (whichever is greater) to continue to receive a Loop subsidy. View the [SB Loop Occupancy Chart](#) at [ridetheloop.com](http://ridetheloop.com) for further details.

## **Subsidy Amount**

The SB Loop subsidy per approved vanpool is up to 50% of total lease costs for the vanpool each month, not to exceed \$400 per month. Should your subsidy begin during the month, the Loop will prorate the subsidy based on your anticipated commute days during the month. SBCTA pays the subsidy directly to the Leasing vendors on a monthly basis. Payment is contingent on an approved application and regular submission of a Participant Monthly Report. For full program details and requirements, view the [Participation Agreement](#) at [ridetheloop.com](http://ridetheloop.com).

## **Accommodations for Riders with Disabilities**

The Loop must meet the Federal Americans with Disabilities Act (ADA) requirements. If there is a vacancy in a vanpool and a person with a disability applies for a seat, the vanpool and the leasing vendor must make accommodations for the individual to become a vanpool member.

## **How to Apply**

*Based on the leasing vendor you select*, follow the instructions below:

- **CalVans** - To apply, please visit their website at [calvans.org](http://calvans.org) or call (866) 655-5444.
- **Enterprise Rideshare** - Visit [ridetheloop.com](http://ridetheloop.com) and select "Pre-Qualification". If you meet the minimum qualifications, the system will advise you on how to proceed to apply. For detailed instructions on how to apply view the [SB Loop User Guide to Apply](#) on [ridetheloop.com](http://ridetheloop.com).

## **Reporting**

Vanpool and ridership reporting, regardless of the leasing vendor selected is required to be eligible to continue receiving the Loop subsidy.

- **CalVans** – The Driver is responsible for reporting daily vanpool ridership as directed by CalVans.
- **Enterprise Rideshare** – The Leaseholder and/or designated Reporter(s) are responsible for completing and submitting online monthly reports of the vanpools daily trips and passengers, ending odometer reading, as well as out of pocket expenses which may include fuel, cleaning, fluids, tolls, parking through [ridetheloop.com](http://ridetheloop.com). Reports are due by **5:00 p.m. on the 6<sup>th</sup> day of each month** for the previous months vanpool operation. For more detailed reporting instructions, view the [SB Loop Reporting Guide](#) on [ridetheloop.com](http://ridetheloop.com).

## **Questions?**

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