

VANPOOL MONTHLY RIDERSHIP REPORT

Of days van in service:

Totals

Prepared by:

Month/Year

Van #

Vanpool group #

Instructions for use: List each rider including the driver. Fill out the grid corresponding to the day of the month for each rider/driver activity according to the Trip Key below. For rider trips: Draw a diagonal slash for riding **one way**. Mark an "X" for riding **round trip**. For driver trips: **Shade half the box (at a diagonal)** when driving one way. **Shade the complete box** when driving route trip. If you are filling out electronically enter the number "2" if rider rode round trip; enter the number "1" if the rider rode one way.

Total # of Trips

Trips Driven

Riders/Drivers	Signature (if required)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
1																																							
2																																							
3																																							
4																																							
5																																							
6																																							
7																																							
8																																							
9																																							
10																																							
11																																							
12																																							
Total																																							



Trip Key	
<input type="checkbox"/>	Drove One-Way
<input type="checkbox"/>	Drove Round Trip
<input type="checkbox"/>	Rode One-Way
<input type="checkbox"/>	Rode Round Trip
L	Leave

Submit by 8th of month

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