

Intercity Transit Vanpool Program

Ridership Report

Prepared by: _____ Month of: _____ Year: _____ Vanpool Group Number: _____

Instructions for Use: Using the key below, list each rider and date and fill out the grid corresponding to the day of the month and each rider's activity. At the end of the month, total each rider's activity and report any fare adjustments.

Totals

	Name	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	Round Trips	One Way Trips	Days Driven				
1																																							
2																																							
3																																							
4																																							
5																																							
6																																							
7																																							
8																																							
9																																							
10																																							
11																																							
12																																							
13																																							
14																																							
15																																							
Total for all Riders																																							

Key D = Driver
 X = Rider

Have you remembered to:
 ~Attach Rider agreements for all new riders?
 ~Attach written notices from all terminating riders?