What’s next?

Contact Tina Johnessee, the Vanpool Coordinator at ridefinders@mct.org. She will provide the forms needed to get you on the road!

Here’s what to expect.

**New Vanpool Form:**
- The Primary Driver will complete the New Vanpool Form to provide the commuter route, place of origin where the van starts, drop off/pick up, destination where the van ends, the desired start date, and rider information.
- The Vanpool Coordinator will email the backup driver and riders to verify monthly fare amount, payment, and billing details. *Keep in mind, payment is due prior to riding.*

**Primary/Backup Driver Forms:**
Drivers are responsible for tracking monthly mileage sheets.
- Complete and return the Primary/Backup Driver Application, Background Check Authorization form and PIN form along with a legible copy of the front and back of driver’s license.
- Once approved, the RideFinders Assistant will email the Primary/Backup Driver Agreements, to be completed and returned.
- Accounting will email your first invoice, thereafter invoices will be mailed.
- Pay online at: [www.store.ridefinders@mct.org](http://www.store.ridefinders@mct.org) or call accounting at: 618-797-4600
- The Vanpool Coordinator receives notification of payment.
- Backup and Primary Driver will receive an email authorizing you to begin driving the vanpool along with the mileage sheets.

**Rider Forms:**
- Complete and return Rider Application
- When processed, the RideFinders Assistant will email the Rider Agreements to be completed and returned.
- Accounting will email your first invoice, thereafter invoices will be mailed.
- Pay online at: [www.store.ridefinders@mct.org](http://www.store.ridefinders@mct.org) or call accounting at: 618-797-4600
- Rider and Primary driver will receive an email authorizing you to begin riding the vanpool.

**Van Delivery:**
- Upon delivery, a Vanpool Handbook will be provided. We will go over accident and maintenance procedures, gas card/fueling and mileage sheets.

Safe Travels!