

**University of Michigan Vanpool Program**  
**Rules and Regulations**

1. The vanpool vehicle is to be operated only by the primary driver and alternate drivers who are authorized by Commute with Enterprise.
  - a. An authorized primary driver is an approved participant in the program who has completed their [online volunteer driver](#) application and has been notified by Commute with Enterprise that they are approved to drive.
  - b. Any participant in the vanpool program who is not an authorized driver found to be operating the vanpool vehicle will immediately be removed from the U-M Vanpool Program.
  - c. Under no circumstances should the van be driven after the consumption of alcohol and/or drugs, nor may illegal substances be transported.
  
2. During daily vanpool service, the van is to carry only registered vanpool participants. A registered vanpool participant is defined as an individual who has been approved by Logistics, Transportation & Parking to ride in a specific vanpool.
  - a. Riders must be full-time, permanent U-M paid employees with an appointment of at least 32 hours/week. Their work location must be within a 2 mile radius of U-M's Central Campus or any LTP managed parking area.
  - b. Contract employees, students, and temporary staff members are not eligible to receive the U-M vanpool subsidy but are welcome to join through [Commute with Enterprise](#). Eligibility must be verified by Logistics, Transportation & Parking before any rider will be approved to participate in the subsidized vanpool program.
  
3. The vanpool will not operate if the primary or alternate driver determines that driving will be unsafe due to weather conditions. The primary or alternate driver reserves the right to alter the route to and from work dependent on weather conditions.
  
4. Use of any cell phone, smartphone, or similar device (including hands-free cell phones) while driving is prohibited.
  
5. It is the driver's responsibility to maintain an environment that is free from discrimination and harassment. Any reports of these actions would be subject to review by the Office of Institutional Equity (734-763-0235). Retaliation against individuals who bring complaints under these policies is prohibited.
  
6. All members of the vanpool must be in complete agreement to make changes to the route of the van, pick up and drop off locations, fuel collections, route times, etc.
  
7. The program and its participants must abide by the Federal Tax Guidelines to help maintain that the program qualifies under the definition of a commuter highway vehicle to receive favorable tax treatment of this fringe benefit.

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- a. A vanpool must seat a minimum of 6 passengers (not including the driver), and must have at least 50% of the adult seating capacity of the vehicle (not including the driver) used for the transportation of employees to and from work representing 80% of the usage of the van.
  - b. Those listed on the vanpool roster must utilize the vanpool and participate in commuting to/from work in the vehicle at least 50% of their scheduled shifts. If attendance appears to be a problem for any member of the vanpool, it will be addressed by Logistics, Transportation & Parking.
  - c. A route is in jeopardy of discontinuing if it falls to four (4) or fewer members on its roster. Some unplanned absences are allowed, but should be kept to a minimum. Planned absences, to the extent communicated and documented in advance, should not affect the van.
8. Vanpool members must agree to be courteous to other members. Anyone who cannot maintain a pleasant and professional attitude toward others in the van will be asked to contact U-M Mediation Services; if no resolution is achieved, the van will be terminated. The vanpool employs the rules of the workplace, and any rules you are expected to follow at work must be followed in the vanpool. Any behavior deemed threatening, intimidating, retaliator, or vindictive is inappropriate and shall result in removal from the vanpool program.
9. Vanpool members must maintain good personal hygiene and be respectful of other riders' allergies or sensitivities to perfume/cologne. Smoking is prohibited in the vanpool vehicle. Vanpool participants should refrain from smoking just prior to boarding the vanpool vehicle to reduce airborne allergens or irritants.
10. Drivers may not request, nor may riders offer to pay monies to the primary driver or alternate drivers of the vanpool other than the cost of fuel, car washes, window washer fluid, and window scrapers used for vanpool operation.
11. Primary drivers of the vanpool do not pay for fuel or the monthly deduction. In exchange, they complete all monthly reports, fill the vehicle with fuel, complete any maintenance needed, and drive the vanpool van.
12. Vanpool members are required to give thirty (30) days notice of their intent to leave the vanpool program. Members are required to pay for fuel for the 30 days after Logistics, Transportation & Parking receives their cancellation form. Furthermore, if a current vanpool member would like to join a vanpool that is just forming, they must give 30 days notice to their current van and fill their seat. Logistics, Transportation & Parking can help advertise the opening for a new rider.
13. A driver or rider on medical leave or a leave of absence can hold a spot in the van for up to three months. During this three-month period, the rider must continue payroll deduction and continue contributing to fuel expenses. Once the three-month period has expired, if the driver/rider has

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not come back from the leave of absence, we will cancel the deduction and advertise the opening.

14. The choice of radio station is at the discretion of whomever is driving the van and should be operated at a reasonable volume. Please bring your own headset if you do not agree with the selection.
15. Each vanpool member is required to notify the driver in advance if they do not intend to ride in the van. The driver will wait at each pick-up location for no less than three minutes past the scheduled time point for a passenger pickup.
16. U-M is not responsible for lost or stolen key FOBs. It is the responsibility of the vanpool participants to replace if lost or stolen. (New key FOBs can cost up to \$250.00).
17. Do not leave personal items or cash in the van. U-M is not responsible for any personal items or cash that are lost, stolen, or damaged.
18. Participation in the U-M vanpool program is a privilege and not a condition of employment at the University. U-M policies and standards of conduct apply at all times while driving or riding in the van. All drivers and participants are to practice caution, common sense, courtesy, and civility during their daily commute. Logistics, Transportation & Parking can terminate a van at any time if these conditions are not met.

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## Vanpool Parking Permit

Your Enterprise vehicle's license plate will serve as a virtual parking permit for your vanpool, and must be registered with Logistics, Transportation & Parking. Unregistered vehicles parked in university lots are subject to citations.

- To ensure the License Plate Recognition (LPR) system recognizes your license plate, **you must park so that your license plate faces the drive lane.**
- If service needs require you to obtain a loaner vehicle from Enterprise, the driver is responsible for notifying Logistics, Transportation & Parking of the change prior to parking in a university lot.
- You are not authorized to park in your designated parking place without first emailing the updated license plate information to [umpark@umich.edu](mailto:umpark@umich.edu).
- Your virtual parking permit is to be used exclusively for your Enterprise vehicle and may not be transferred to others. Anyone found to have been using, or to have participated in or facilitated improper or prohibited use of the permit will be removed from the vanpool program and will be prohibited from obtaining any parking permit. This penalty will be imposed in addition to any criminal charges or disciplinary actions from any other university department, school, or college.

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- Fees associated with the improper or prohibited use of the permit will be charged, when applicable, and must be paid in full before parking privileges will be restored (after the penalty period).
- Parking access can be ended at the discretion of Logistics, Transportation & Parking.

### Personal Mileage

Primary drivers are allowed two hundred (200) personal miles each month by Enterprise. They may choose to share those miles with other alternate drivers, but the total per vehicle cannot exceed 200 miles.

- Personal mileage includes if the primary or alternate driver uses the van to go to a class during business hours, meetings, uses the van for lunch, goes to a doctor’s appointment, driving the van to work by yourself or with less than 3 total people, anything that does not deal with the normal daily vanpool operation.
- Personal mileage is not part of taking the van to get fuel, have maintenance performed, or picking up passengers along the commute (driving to and from designated storage areas).
- Personal mileage must be recorded for federal tax purposes and for us to comply with government regulations.
- All personal miles must be recorded and are taxable. Tax on personal mileage for the year is for the time frame starting on November 1st and ending October 31st. Personal mileage is taxed as earned income, due to the program being subsidized by U-M and considered a benefit by the IRS. Vanpool vehicles are never claimed as personal property on your personal taxes.
- Fuel costs incurred during personal use of the van are the responsibility of the authorized driver.
- The driver should use reasonable discretion when using the van for personal use. For example, the van should not be parked adjacent to bars or at other locations that might subject the vanpool program to criticism, nor should it be seen speeding or violating other traffic laws.
- Personal items not related to vanpool operation are to be removed from the van during vanpool operation.

### Contact Information

Logistics, Transportation & Parking (LTP)	Commute with Enterprise	Golden Limousine Emergency Ride Home (ERH)
<a href="mailto:umpark@umich.edu">umpark@umich.edu</a> 734-764-8291	1-800-826-4967	734-999-0468 x option 4  For any issues with the ERH program, please call U-M Transit Services at 734-764-7475

**Please contact the Department of Public Safety & Security (DPSS) in an emergency situation**  
734-763-1131

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### Frequently Asked Questions

#### ***What is vanpooling?***

Vanpooling is defined by the Logistics, Transportation & Parking department as a collection of 4+ people who commute to and from work and share the cost of their mutual commute.

#### ***Can I keep my annual parking option while participating in a vanpool?***

No. Vanpool participants may not have annual Gold, Blue, Yellow or Orange parking. Daily parking options (up to 52 parks/year) can be purchased by logging into the AIMS system and used on days that you must use your personal vehicle.

#### ***Is there a minimum number of riders that must ride on the vanpool on any given day?***

Federal guidelines a minimum of at least three (3) people must ride in the van for it to be considered a vanpool commute. Even if the vanpool has four (4) or more members assigned to its roster, there could be an occasion where a few riders may have days off that coincide, leaving a reduced number of riders. The van should not be used with less than three (3) people including the driver.

#### ***Where are vanpool groups allowed to park on campus?***

The primary driver will be provided with a virtual Blue Permit and a designated parking spot to be used by the vanpool group. Additionally, vanpool vehicles are allowed to park in any Blue, Yellow, or Orange lot on campus. Vanpools are **not U-M vehicles** and cannot be parked in any service vehicle space designated for University Vehicles only. The vehicle will be ticketed if parked illegally.

#### ***Who is responsible for parking tickets?***

In accordance with the primary and alternate driver applications with Enterprise, any traffic or parking violation is the responsibility of the driver of the vehicle at the time of the incident. If the driver fails to pay the parking citation for any reason, Enterprise will hold the driver as the responsible party and bill them accordingly.

#### ***Can duplicate keys be made?***

The primary driver of each vanpool will receive two (2) sets of keys and two (2) key fobs. If a key is lost, neither U-M nor Enterprise will have a set on file to be used in case of emergency. Vanpool participants should not attempt to duplicate a van key.

#### ***What do I do if my vanpool van is in need of service?***

Enterprise provides all necessary and regularly scheduled service on the vehicles for oil changes, tire balancing and rotation, and other services at specified mileages.

#### ***What is the overall weight restriction on a vanpool?***

The maximum weight capacity for a seven passenger minivan should not exceed the Gross Vehicle Weight Rating (GVWR) which can be found on the side pillar of the driver's door. Enterprise agreements complement manufacturer guidelines and do so to protect drivers and passengers in the vehicle.

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***What should the primary driver do if someone else wants to join the vanpool and the van is already at its gross vehicle weight rating (GVWR) with only six people?***

If the van is already at the GVWR with four (4) members and U-M requests that a new person join the van, the vanpool must be weighed at a truckstop, moving company or anywhere with a certified scale. All of the members need to be in the vehicle with a full tank of fuel to verify the operating weight of the vehicle. After contesting the weight of the vehicle, each van will have one week to get their vehicle and members weighed and fax the receipt to U-M. The group should be able to request an official signed or certified weigh slip of some type with an address and phone number from the facility. The primary driver must submit the original receipt to be reimbursed for this service with Logistics, Transportation & Parking.

***Will a vanpool member be able to keep their seat in the van during a long-term leave of absence?***

If a vanpool participant will be on leave for more than three months, their empty seat may be filled by someone else. The person may reapply to become a vanpool rider when they return to work, however, special arrangements can sometimes be made ahead of time if the duration of the leave is known.

***Would it be possible to come to U-M in the morning with one vanpool group and leave in the evening with another group?***

No. The university does not allow this.

***If I decide that the vanpool is not working out for me, how do I leave?***

Every vanpool rider who chooses to leave the program must give the primary driver and Logistics, Transportation & Parking at least thirty (30) days notice. They also must complete the [vanpool cancellation form](#).

***Do vans really need to start with four (4) people?***

A minimum of four (4) people are required to begin a new vanpool to meet the federal guidelines for what is considered a vanpool commute.

***If someone leaves the vanpool and the ridership drops below the minimum, what happens to the vanpool?***

The primary driver and Logistics, Transportation & Parking have 90 days from the rider's last day to find another rider. If not, the vanpool may be disbanded.

***What is the primary driver required to do during seasonal days over the holidays?***

If no driver/alternate drivers are working seasonal days then the riders can try and make arrangements with another vanpool to commute to work. Usually about half of the vanpools do run over the season days, so there is plenty of opportunity to find another pool to join for that period. Otherwise, they will have to make their own arrangements to get to work on the season days.

***Who pays for fuel?***

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Everyone in the vanpool shares the cost of fuel except for the primary driver.

### ***How do I get home in case of an emergency?***

Contact Golden Limousine at 734-999-0468 to schedule an emergency ride home. Inform the dispatcher of your participation in the vanpool program and that you have an emergency that requires an emergency ride. Be prepared to provide them with your name and UMID over the phone, and to show identification when picked-up. The Emergency Ride Home program may be used no more than six (6) times per participant between July 1 and June 30. Members who exceed the maximum allowable rides per year must pay the cost of any subsequent rides at the time of the ride.



Thank you for your interest in the vanpool program!