



DART Rideshare Vanpools

Monthly Reporting in
Iowa Rideshare System

RideShare
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**Des Moines
Area Regional
Transit Authority**

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Aug. 22, 2016



Introduction

Each month vanpool leaders (i.e., primary drivers) will be required to submit their vanpool report, detailing daily driving usage, between the first and fifth. Each month you will 1.) verify your route info and stops, 2.) complete your driver and passenger attendance report, and 3.) complete your vehicle trips report.

All reports must be submitted using the Iowa Ridematch system.

Timing and Deadlines

Reporting data can be tracked and saved throughout the month.

Reports may be published beginning the first day of each month and are due no later than 11:59 p.m. on the fifth day of each month. Any report submitted after this time will be considered late and subject to a \$15 late fee.

Reminder Notices

You will receive automated email on the first of each month advising that your report is available to review and publish. Each day, the first through the fifth of the month, you will receive an automated email reminding you of the approaching due date.



1. Verify Route Info and Stops

Before submitting a report for any month, it is always a good idea to verify key vanpool information, including:

- Vanpool ID
- Vehicle
- Active Members

To verify key vanpool information:

1. Login to your account at dart.iowarideshare.org.
2. From the yellow menu bar, click "My Vanpools"



3. Review the highlighted information below. If you notice any discrepancies, please contact DART RideShare Customer Service at 515-288-RIDE (7433).

Find My Commute Options Log My Commute Single Trip Matching Incentives GRH **My Vanpools**

Search or Select route to edit:

[Edit Member Attendance](#)

Route Info

Route Name	Route Status
Ames to Des Moines 1	Active
Route Description	
To join this vanpool, contact RideShare Customer Service by phone at 515-288-RIDE (7433) or email at rideshare@ridedart.com .	

Vanpool Options *(Please contact your administrator to edit vanpool options)*

Vanpool ID: 271	Seats in Vehicle	11 (11)
Vehicle	Vehicle Cost	Per
V000 121215:IA - Chevrolet 3500 2013	\$ 0.00	

Vanpool Members

Active Members			
Name	Status	Leader	Driver
1. Rider 1	Active	Leader	✓
2. Rider 2	Active		
3. Rider 3	Active		
4. Rider 4	Active		
5. Rider 5	Active		✓



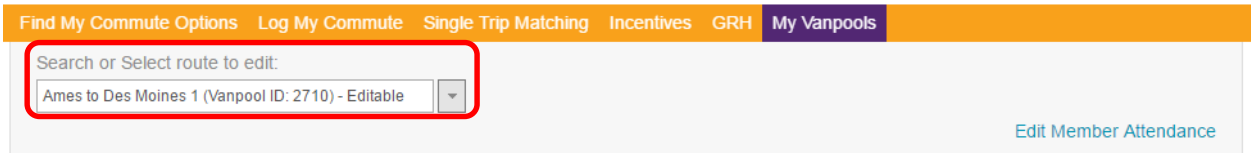
2. Driver and Passenger Attendance Report

To complete your monthly report:

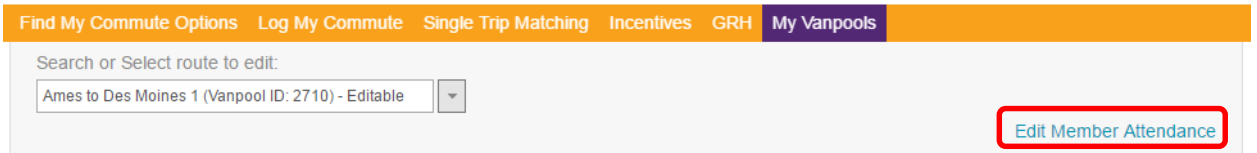
1. Login to your account at dart.iowarideshare.org.
2. From the yellow menu bar, click "My Vanpools"



3. Ensure the correct vanpool is displayed in the "Select Route to Edit" dropdown field.



4. Click "Edit Member Attendance"



5. Your report window will pop up, displaying the current month. It will be pre-populated assuming each primary driver has drove every day of the month and each passenger has rode every day of the month.

Ames to Des Moines 1 June 2016

Vanpool ID: 271
Route Distance: 32 Miles

Name	W T F S				S M T W T F S							S M T W T F S							S M T W T				Total Distance (Miles)	Trips						
	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
Rider 1	○	○	○		○	○	○	○	○	○		○	○	○	○	○		○	○	○	○	○		○	○	○	○		1,416	44
Rider 2	■	■	■		■	■	■	■	■	■		■	■	■	■	■		■	■	■	■	■		■	■	■	■		1,416	44
Rider 3	■	■	■		■	■	■	■	■	■		■	■	■	■	■		■	■	■	■	■		■	■	■	■		1,416	44
Rider 4	■	■	■		■	■	■	■	■	■		■	■	■	■	■		■	■	■	■	■		■	■	■	■		1,416	44
Rider 5	■	■	■		■	■	■	■	■	■		■	■	■	■	■		■	■	■	■	■		■	■	■	■		1,416	44

Operating Days: 22
Total Distance: 7,082 Miles

PUBLISH SAVE



- To change a rider attendance on a particular day, click on the corresponding row for the rider and column for the date. A drop down will appear to select the desired attendance option. **Please see attendance key section below for additional details.**

Name	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7	8	9	10	11
Rider 1	●	●	●		●	●	●	●	●		
Rider 2	■	■	■		■	■	■	■	■		
Rider 3	■	■	■		□	●	■				
Rider 4	■	■	■		■	■	■	■	■		
Rider 5	■	■	■		■	■	■	■	■		

- When you have completed your driver and passenger attendance to your satisfaction, please click "SAVE" then click "PUBLISH" your report.

Ames to Des Moines June 2016

Vanpool ID: 271 Roles: Did not participate Passenger Driver

Route Distance: 32 Miles Combined Roles: To work Return home

Name	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	Total Distance (Miles)	Trips
	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		
Rider 1	●	●	●		●	●	●	●	●			●	●	●	●	●			●	●	●	●	●			●	●	●	●	●	1,352	42
Rider 2	■	■	■		■	■	■	■	■			■	■	■	■	■			■	■	■	■	■			■	■	■	■	■	1,416	44
Rider 3	■	■	■	■	■	■	■	■	■			■	■	■	■	■	■							■	■	■	■	■	1,255	39		
Rider 4	■	■	■		■	■	■	■	■			■	■	■	■	■	■							■	■	■	■	■	1,384	43		
Rider 5	■	■	■		■	■	■	■	■	●		■	■	■	■	■	■							■	■	■	■	■	1,288	40		

Operating Days: 22
Total Distance: 6,696 Miles

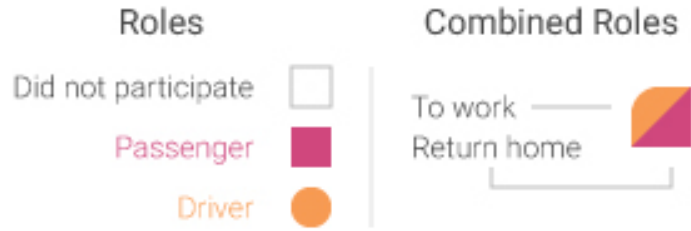
PUBLISH
SAVE










Note: You can work on vanpool attendance throughout the month and save as you go. The option to publish your report will not be available until the first of the next month.

Once your report is published you will not be able to make additional changes.



Attendance Key



-  Drove to and from work
-  Drove to work; did not ride home
-  Did not ride to work; drove home
-  Drove to work; rode home
-  Rode to work; drove home
-  Rode to and from work
-  Rode to work; did not ride home
-  Did not ride to work; rode home
-  Did not ride.

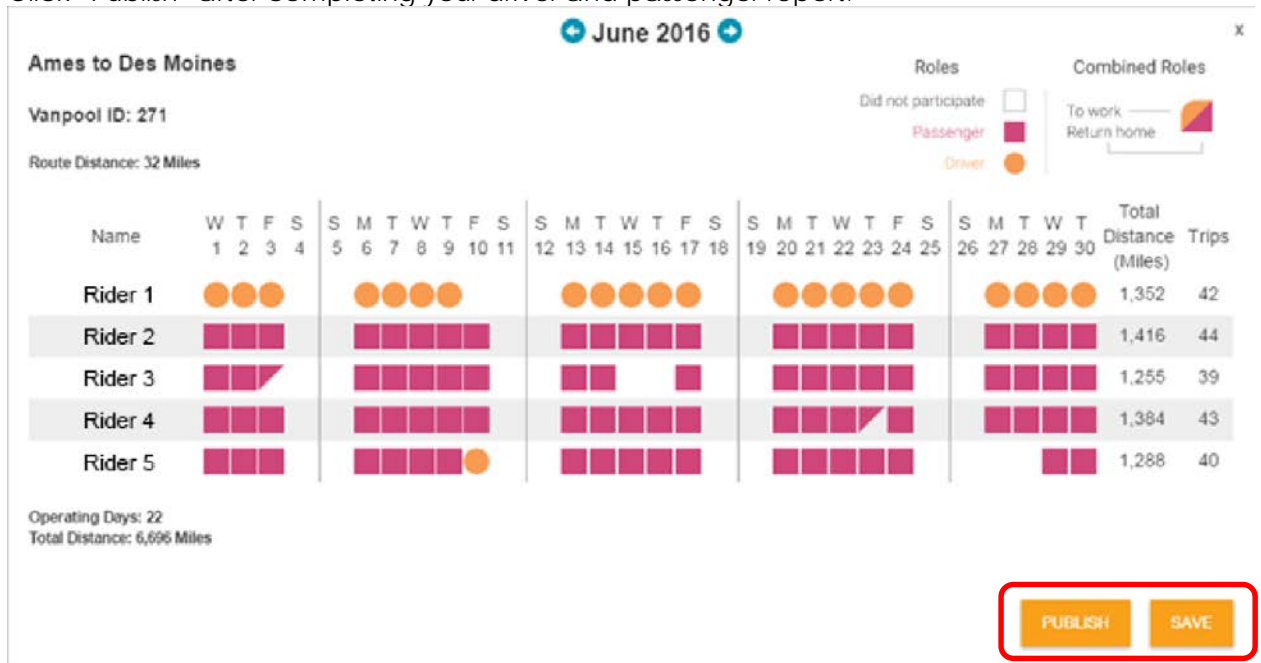


3. Vehicle Trips Report

Your vehicle trips report will be made available after completing your driver and passenger attendance report.

To complete your monthly report:

1. Click "Publish" after completing your driver and passenger report.



2. Complete all applicable fields of the pop-up window, including:
 - Van 1: Current
 - Initial Odometer Reading
 - Final Odometer Reading
 - Van 2: Loaner
 - Initial Odometer Reading
 - Final Odometer Reading
 - Van 3: Trade
 - Initial Odometer Reading
 - Final Odometer Reading
 - # of Personal Trips
 - Personal Trips (Miles)
 - # of Service Trips
 - Service Trips (Miles)
 - # Inbound Trips by Non-Members
 - # Outbound Trips by Non-Members
 - Comments

If you did not have a loaner van, did not trade vans, or did not have any personal, service or non-member trips these fields may be left blank.



Please complete the following information ✕

VAN 1: CURRENT

Initial Odometer Reading	Final Odometer Reading
<hr/>	<hr/>

VAN 2: LOANER

Initial Odometer Reading	Final Odometer Reading
<hr/>	<hr/>

VAN 3: TRADE

Initial Odometer Reading	Final Odometer Reading
<hr/>	<hr/>

# of Personal Trips	Personal Trips (Miles)
<hr/>	<hr/>


# of Service Trips	Service Trips (Miles)
<hr/>	<hr/>

# Inbound Trips by Non-Members	# Outbound Trips by Non-Members
<hr/>	<hr/>

Comments

CANCEL PUBLISH

- When you have completed this form, please click "PUBLISH" in the lower right.
- Please select "CONFIRM" or "CANCEL" when the pop-up prompts you to publish now. Once you publish a report, you will not be able to edit it again.

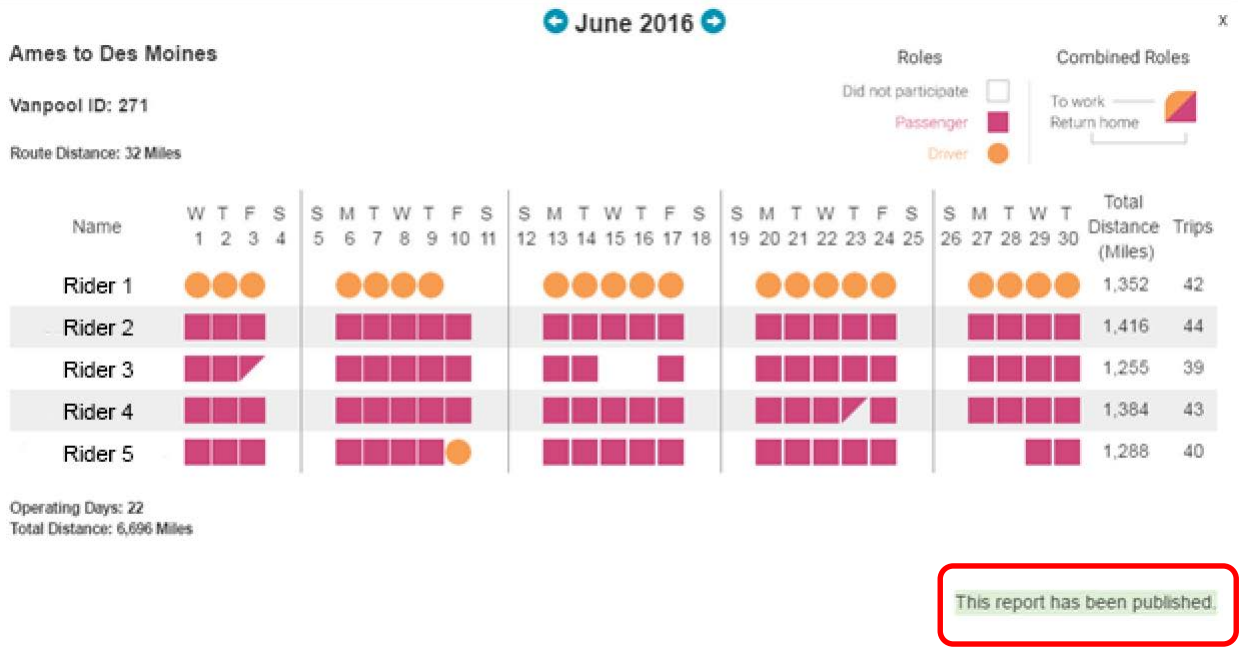
 **Are you sure you want to publish now?** ✕

Once you publish this report you will not be able to edit it again.

Confirm Cancel



- You will receive a message that small green popup message: "All changes have been recorded successfully" and the report will now note: "This report has been published."



Need more information?

For additional questions or concerns about DART RideShare monthly reporting, please contact DART RideShare Customer Service by phone at 515-288-RIDE (7433) or email at rideshare@ridedart.com.