



**Washington State
Department of Transportation**

Vanpool Investment Program Guidebook

WSDOT Public Transportation Division

2021-2023 Biennium

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Change log

Date	Chapter	Section	Description
March 2022	-	-	New guidebook.

Acronyms and abbreviations

ADA	Americans with Disabilities Act
GMS	WSDOT Grants Management System
MAP-21	Moving Ahead for Progress in the 21st Century
RCW	Revised Code of Washington
SHB	Substitute House Bill
WSDOT	Washington State Department of Transportation

Introduction

About this guidebook

WSDOT developed this guidebook to provide you with a resource for managing state Vanpool Investment Program funds awarded through WSDOT's Public Transportation Division.

WSDOT is committed to the success of your grant-funded project and the effective management of state funds. As such, it is important that you and WSDOT work from a common set of principles and resources, outlined in this guidebook.

Please use this guidebook as a reference tool throughout the life of your grant-funded project. This guidebook offers guidance and direction for maintaining compliance with the laws and regulations associated with state public transportation funding. Following the provisions of this guidebook is mandatory unless otherwise noted.

WSDOT reviews and updates this guidebook every two years and may make interim updates. When updates occur, WSDOT will notify organizations with current Vanpool Investment Program agreements. Additionally, WSDOT will post an updated version of the guidebook to <https://wsdot.wa.gov/business-wsdot/grants/public-transportation-grants/apply-and-manage-your-grant>.

This guidebook does not supersede any Vanpool Investment Program agreement. If any sections of this guidebook are inconsistent with the terms and conditions of your agreement, the agreement is contractually binding.

Contact the WSDOT contact listed on the front of your grant agreement for more information on managing Vanpool Investment Program-funded projects.

Your assigned WSDOT contact listed on your Vanpool Investment Program agreement will generally be your primary point of contact throughout the life of your Vanpool Investment Program-funded project. For general questions about the Vanpool Investment Program, contact Matthew Cramer at matthew.cramer@wsdot.wa.gov or 360-905-2152.

About the Vanpool Investment Program and general information about ridesharing

The Vanpool Investment Program provides state funding to support rideshare growth throughout the state. Program funding is available for:

- Purchasing rideshare vehicles by public transit agencies that operate rideshare programs.
- Incentives and rewards for employers to increase employee vanpool use.

While biennial transportation budget proviso authorizes the Vanpool Investment Program, WSDOT derives many of the requirements, including definitions, for the program from [Chapter 46.74 RCW](#). In its 2021 session, the Legislature amended Chapter 46.74 RCW in [SHB 1514](#). Among other changes, the amendments allow increased flexibility for rideshare program by simplifying the definition of ridesharing:

A carpool or vanpool arrangement whereby one or more groups not exceeding 15 persons each including the drivers, and not fewer than three persons including the drivers are transported in a passenger motor vehicle with a gross vehicle weight not exceeding 10,000 pounds. (SHB 1514 Sec. 2, 2021)

Guidelines

Grant agreement

WSDOT expects you to carry out your grant-funded project as described in your grant application and the scope of work and budget in your grant agreement.

To ensure project compliance, it is important that you read the entire agreement, understand all the clauses, and confirm the accuracy of the scope of work and budget.

[Appendix A](#) contains a table of submittals you must produce over the life of the grant-funded project.

Project change requests

Occasionally, changes to projects are necessary.

You cannot change your project without written approval from WSDOT. All aspects of your agreement will remain in effect until WSDOT provides written approval for any change. In many cases, changes will require a formal amendment to your agreement.

Project change request process

Please call or email the WSDOT contact listed on the front of your agreement to determine how to proceed prior to submitting a change request. After determining how best to proceed, submit all change requests formally via email to your assigned contact.

Change requests must include:

- Specific information about the proposed change (i.e., scope, budget).
- Comparisons to existing grant commitments.
- Reasons for the change.
- Expected benefits and costs of the change.
- Effects of the change for stakeholders.
- An explanation of how the change will better meet the needs of your organization and the community you serve.

You may also include information about other potential changes you considered but rejected.

Before beginning a project change request, WSDOT recommends that you contact, collaborate with, and obtain input from organizations and entities potentially affected by your proposed change. Your WSDOT contact is available to assist you with this process.

Use of federal funds

If your grant-funded project also receives funds directly from the federal government, you are fully responsible for complying with all federal rules and regulations associated with those funds.

If the federal government finds you to be in noncompliance with federal rules and regulations, notify WSDOT in writing as soon as possible. Include details of your noncompliant activities. WSDOT will work with you to determine next steps.

Assignments and subcontracts

Your assignments and subcontracts (third-party contracts) must include certain provisions as outlined in the *Assignments and subcontracts* clause of your agreement.

All third-party contracts, including purchase-of-service contracts, are subject to competitive procurement requirements.¹

Request authorization from WSDOT prior to entering third party contracts to perform any of the work authorized under your agreement. Send your written request to the WSDOT contact listed on your agreement. WSDOT will provide authorization in writing by email.

Purchasing policies

When using state funds for procurement (e.g., purchase of vehicles and/or equipment), use a competitive procurement process ([RCW 39.26.120](#)).²

You may procure vehicles using the following procurement methods:

- Purchase from a current Washington State Department of Enterprise Services contract or other approved cooperative procurement contract.
- Conduct your own procurement.

Additionally, conduct the procurement process in accordance with your agency's purchasing policies and all applicable federal, state, and local laws.

Requirements for purchasing from the Washington State Department of Enterprise Services cooperative procurement contract

When purchasing from a Washington State Department of Enterprise Services cooperative procurement contract, you must submit the following to WSDOT:

- Itemized price quote and product specifications from the vendor.
- Documentation of the vendor's registration on SAM.gov.
- Vehicle purchase request form.
- You may also submit a floor plan from the vendor for vehicles only, but this is optional.

WSDOT will confirm eligibility to purchase from the state cooperative procurement contract and that your request conforms to your grant agreement. For purchases from the Washington State Department of Enterprise Services contract, WSDOT will forward the request to Washington State Department of Enterprise Services for authorization. The Washington State Department of Enterprise Services will confirm that your purchase and pricing conform to their contract and will send an electronic authorization letter to purchase from the state master contract.

Once you receive authorization from the Washington State Department of Enterprise Services, you may sign a sales contract or issue a purchase order for the vehicles. You must send a copy of the purchase order to WSDOT and Department of Enterprise Services.

¹ Exclusions include:

- [RCW 39.26.125\(10\)](#) excludes intergovernmental agreements from this requirement.
- [RCW 39.26.125\(2\)](#) excludes sole source contracts that comply with the provisions of [RCW 39.26.140](#).

² Ibid.

Total project cost

Notify WSDOT if your total project cost decreases by 10 percent or more. WSDOT will adjust your financial participation to maintain the contractor's (matching) funds percentage described in your original grant application.

Contractor's (matching) funds

Contractor's (matching) funds represent your share of your total project cost. Sources of matching funds may include local, state (other than WSDOT PTD competitive grant), federal, or private funding.

For the Vanpool Investment Program, your matching funds must total a minimum of 5 percent for expansion vehicles and 35 percent for replacement vehicles. Matching funds must be directly related to the procurement of rideshare vehicles.

Maintain all documentation related to your project as described in Records retention and submit documentation verifying expenditure of matching funds as described in [Reimbursement requests](#).

Records retention

Retain grant records during the useful life of your vehicle (four years or 100,000 miles for rideshare vehicles) and for six years thereafter. The records retention period for incentives is six years after the agreement period ends.

Establish a record retention policy that conforms to audit requirements in Audits. WSDOT expects your agency to keep project records documenting project activities and costs.

Audits

As a condition of receiving state funds through WSDOT, you may be required to participate in an audit conducted by the State Auditor's Office. The office usually conducts these audits when it is reviewing WSDOT. However, if you lose your In Good Standing status, WSDOT may conduct an audit of all your grant-funded projects, including past awards. These audits may be based on, but are not limited to:

- Your project's scope of work.
- Your organization's financial records.
- State and federal laws and regulations referenced in your agreement with WSDOT.

If you hire a subcontractor for services using grant funds, the subcontractor may also be subject to an audit or inspection.

Reporting requirements

Submit two types of reports for your Vanpool Investment Program-funded project:

1. Monthly reports

Submit monthly reports 30 days after the end of each month with the information requested and in the format provided in the [WSDOT Public Transportation Reporting Portal](#). For general instructions about monthly reporting in the portal see [Appendix B](#).

Fleet update

Submit to WSDOT a Fleet Update on annual basis, which includes specific information related to WSDOT funded project equipment used your vanpool program. You submit the Fleet Update Report to WSDOT until you have placed all acquired project equipment in service and you have disposed of all vanpool vehicles that WSDOT-funded project equipment have replaced by WSDOT funded project equipment. The fleet report is due to WSDOT by the last day of June for each fiscal year during the biennium.

2. Quarterly reports

Submit quarterly reports for incentives projects by 30 days after the end of each quarter with the information requested and in the format provided in the WSDOT Public Transportation Division online [grants management system](#). For general instructions about quarterly reporting in the system see [Appendix C](#).

Project equipment in-service requirements

Expansion Vehicles

You must place expansion vehicles received into service within twelve months of the vehicle acceptance date. This will allow sufficient time to have the vehicles inspected, accepted and pre-serviced.

An expansion van is a newly acquired, WSDOT-funded van purchased for one of the following purposes:

- A new vanpool group to expand the program.
- An existing vanpool group using a leased or rented van.
- An existing vanpool group that shifts a van that has not yet met or exceeded its established useful life to a new van. The van switched out with the WSDOT-funded van must remain in fleet service as an available van for a new vanpool group or as a loaner/spare van, provided the transit agency has not exceeded its established spare ratio.

Replacement vehicles

You must place replacement vehicles in service within twelve months of vehicle acceptance date. This will allow sufficient time to have the vehicles inspected, accepted and pre-serviced.

A replacement van is a van that:

- Replaces one that has met or exceeded its useful life (i.e., four years or 100,000 miles).
- Will be removed from service as an active revenue van or loaner/spare van.
- Is scheduled for disposal (i.e., sale, donation, reassignment).

Asset management plan

The [Moving Ahead for Progress in the 21st Century](#) (MAP-21) requires grantees receiving Federal Transit Administration funds to develop and implement transit asset management plan. Additionally, state law requires transit agencies to develop an asset management plan as a condition of receiving state funds ([RCW 35.84.060](#), [RCW 36.56.121](#), [RCW 36.57A.191](#), [RCW 81.112.086](#) and [RCW 47.04.082](#)).

If you are a transit agency, submit a transit asset management plan recertification, stating that you are following your previously adopted plan, or that changes to your plan are consistent with state requirements to WSDOT by Feb. 15 every two years on odd years (i.e., 2023, 2025).

See the asset management section at WSDOT's [Apply for and manage your grant](#) page for more information.

Reimbursement requests

To receive payment for eligible expenses related to your grant agreement, complete a reimbursement request with the information requested and in the format provided in the WSDOT Public Transportation Division online [Grants Management System](#) (GMS). For general instructions about completing a request in the system see [Appendix C](#).

Submit a single invoice with all the expenses associated with the vehicle(s).

Submit backup documentation for WSDOT to verify your project expenses with completed reimbursement request. [Appendix A](#) lists required back-up documentation for vehicles.

If your reimbursement request is incomplete or inaccurate, WSDOT will withhold payments until you correct the request and the agency approves it.

Though you may submit reimbursement requests as frequently as once per month, WSDOT prefers that you submit reimbursement requests quarterly for incentives. Following your submittal of a reimbursement request, WSDOT may request that you send additional backup documentation to verify certain expenditures.

Reimbursement requests near the end of the state fiscal year or end of the project

Submit a reimbursement request or an estimate of charges by July 15 for any expenses incurred in the previous state fiscal year (July 1-June 30) of the term of your project.

If you are unable to provide a reimbursement request by July 15, provide an estimate of the charges you will bill so that WSDOT can accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request you submit will be limited to the amount accrued.

WSDOT must receive your final reimbursement request by (whichever is sooner):

- July 15 immediately following the final fiscal year of the term of your project.
- Within 30 days of the completion of your project.
- Within 30 days of the termination of your agreement.

Reimbursement requests that WSDOT receives more than 15 days after the end of the term of your project will not be eligible for reimbursement.

In Good Standing Policy

WSDOT is responsible for administering grant funds in accordance with state and federal laws and regulations. Additionally, you as a grant recipient and WSDOT are responsible for oversight and accountability that foster transparency and assist in maintaining public confidence.

You must maintain In Good Standing Status to receive grant funds.

Performance requirements for determining In Good Standing Status

During the course your project, WSDOT staff will evaluate the following performance requirements for determining your In Good Standing Status:

1. Compliance with all contractual obligations and satisfactory progress toward project completion, including:
 - Staying on schedule without unexplained delays.
 - Performing the exact work described in the *Scope of work* clause of your agreement.
 - Maintaining the contractor's (matching) funds level detailed in the project budget.
2. Adequacy of financial records that document and support all grant expenses.
3. Submittal of accurate and timely reports and reimbursement requests.
4. Full participation during site visits and project reviews with timely responses to any deficiencies noted during and after the site visit.
5. Timely compliance with recommended measures for identified deficiencies.
6. Timely and complete responses to any WSDOT communication and requests for information.
7. A satisfactory organizational risk assessment.

Consequences for noncompliance

If you do not meet performance requirements, you will not maintain In Good Standing Status and can expect one or more consequences from WSDOT, including but not limited to:

- Suspended payment of grant funds.
- Written warning to your grant project manager, organization executives and board of directors that identifies deficiencies, the necessary remedies, and a timeline for those corrections.
- Ineligibility for any additional grant funds within either the current biennium or future biennia.
- Audit of the organization to determine the extent of compliance with contractual obligations.
- Suspension or termination of the grant contract(s) and loss of grant funds.
- Negotiated return or buyout of any grant-funded vehicle, equipment, or capital construction project.
- Appropriate legal action.

Relationships with employees and officers of WSDOT

WSDOT staff may not accept loans, gratuities, or gifts of money in any form from your organization or any of its representatives. Additionally, WSDOT employees may not work for your organization if they have oversight responsibilities or are involved with contract negotiations with your organization ([RCW 42.52.080](#)).

For more information about ethics requirements, refer to the *Ethics* clause in your agreement.

False or fraudulent statements and claims

All information that you provide to WSDOT must be accurate and complete. WSDOT and other agencies may apply severe penalties for falsifying information concerning a grant-funded project.

Eligible use of vehicles and equipment

Use all vehicles and equipment purchased with grant funds to support the passenger transportation services described in your agreement.

Spare vehicles

WSDOT policy allows for an you to use Vanpool Investment Program funds to maintain a spare ratio of 20 percent. As an example, for every five vanpool vehicles you purchase, you may operate one as a spare vehicle.

Eligible expenses

An expense must be directly related to your project and reasonable in amount to be eligible for reimbursement.

Eligible expenses: Purchasing rideshare vehicles

Examples of eligible expenses include, but are not limited to:

- Purchase of vehicles identified in your grant agreement, including sales or use taxes.
- Purchase and installation of other vehicle-related equipment identified in your agreement, or as preapproved by WSDOT (e.g., charging stations, signage, bike racks, radios, cameras, fare boxes).
- Purchase and installation of striping and logos on the exterior of any vehicles purchased under your agreement.
- Purchase and installation of non-vehicle equipment specifically identified in the grant agreement, including software licensing use fees.
- Required inspection costs for vehicle acceptance.

Note: Storage charges, parking charges, late fees, fines, other fees, and taxes (other than applicable state sales or use taxes) are not eligible expenses for grant reimbursement.

Eligible expenses: Incentives and rewards

You may use subsidies, incentives, and rewards to promote your rideshare program. [Appendix D](#) provides WSDOT's standards for use of state funds for incentives. You and your subcontractors must follow this guidance for the state portion of your funding. You may use private, federal, and local funds to provide subsidies, incentives, and rewards beyond those allowed in WSDOT's standards. If interested, you should explore the policies and guidance associated with these funding sources.

Additionally, Appendix D provides guidance on the methodology for using incentive money to support behavior change. This resource is a proposed process to guide change in travel behavior. WSDOT intends this guidance to allow you the flexibility to use incentive money to support local efforts to change travel behavior within your jurisdiction.

Prior to using incentive money, WSDOT requests that you report the intended use of incentive spending in your quarterly reports. WSDOT will review your quarterly reports and will only provide guidance or request further information if it is required to better understand the intent of your incentive spending.

Making progress with purchases

Vehicle procurement and delivery can be a lengthy process. It is critical that you initiate the purchase of grant-funded vehicles and equipment in a timely manner. WSDOT staff will assist you to ensure successful implementation of your project.

Vehicle procurement records and retention

File and maintain all pertinent procurement records in a procurement file for all grant-funded procurements.

Maintain the complete procurement file for six years beyond the minimum useful life of your vehicle (i.e., four years or 100,000 miles for rideshare vehicles), regardless of the process used to purchase the vehicles.

Title of vehicles

The title and registration for your grant-funded vehicles must show your organization as the registered owner and WSDOT as the legal owner.

The following information must appear on the title:

Legal owner

Washington State Department of Transportation
Public Transportation Division
PO Box 47387
Olympia, WA 98504-7387

Title retention

WSDOT will retain title (legal ownership) of your vehicles based on the vehicles' acceptance date and minimum useful life.

After WSDOT releases title, transfer the legal ownership of the vehicle to your organization with the Washington State Department of Licensing within 15 calendar days. The Department of Licensing may impose penalties for failure to transfer title in a timely manner.

Allowable and required uses

Use all vehicles and equipment purchased with grant funds throughout their minimum useful life to support the passenger transportation services described in the scope of work of your grant agreement.

Failure to use the vehicle and equipment as described in the grant agreement may jeopardize your ability to remain in compliance with WSDOT's In Good Standing Policy.

Maintenance of vehicles and equipment

Maintain all vehicles and equipment purchased with grant funds according to the manufacturer's recommendations and your transit asset management plan. Your vehicle maintenance plan typically includes a graduated preventive maintenance program.

Refer to the owner's manuals received from the vehicle and equipment manufacturers and any installed components (e.g., wheelchair lift, bicycle rack) to establish a vehicle maintenance plan.

Insurance requirements

To comply with state law, ensure vehicles purchased with grant funds. Provide a certificate of insurance documenting liability, comprehensive and collision insurance for all grant-funded vehicles.

For vehicles where WSDOT retains legal ownership, WSDOT must be listed as the loss payee.

If you are self-insured, provide WSDOT with a declaration of self-insurance, including a description of how you fund your self-insurance pool.

For specific insurance requirements, refer to the *Loss or Damage of project equipment* clause of your grant agreement.

Damages and repairs

You must notify your assigned WSDOT community liaison within five working days of an accident or incident where a vehicle or equipment sustains disabling damage that requires it to be:

- Removed from service beyond ten working days for repairs.
- **OR** –
- Permanently removed from service due to being declared a total loss.

Failure to notify WSDOT within the timeframe identified above will result in WSDOT deeming your organization in breach of contract. This may result in your organization being ineligible to receive future WSDOT public transportation funds.

You must notify your assigned WSDOT community liaison within five working days of an accident or incident where a vehicle or equipment sustains the disabling damage by submitting:

- Nature of the incident.
- Level of damage to the vehicle or equipment.
- Your intentions regarding replacement where damage to the vehicle or equipment resulted in a total loss.
- Incident report on file with local law officials
- Investigation summary conducted by your organization.
- Copy of witness statements or comments.

If you used federal funds to purchase the vehicle or equipment, a statement affirming that you conducted a post-accident drug-and-alcohol test. – **OR** – If you did not conduct a post-accident drug-and-alcohol test, the reasons why you made this decision.

Failure to notify WSDOT within five working days of an accident or incident will result in WSDOT deeming your organization in breach of grant agreement. This may result in your organization's loss of In Good Standing status and being ineligible to receive future WSDOT public transportation funds.

You do not need to notify WSDOT if the vehicle does not sustain the disabling damage. However, you must repair any damage to grant-funded vehicles and equipment as quickly as possible.

You are responsible for any costs of the repair that your insurance does not cover. These costs are not eligible for reimbursement under operating grants.

Vehicle total loss

If your insurance carrier deems your grant-funded vehicle a total loss, the carrier must pay insurance proceeds directly to WSDOT.

If you do not intend to replace a vehicle deemed a total loss, WSDOT will forward the proportionate local share of the insurance proceeds received, provided you are in compliance with WSDOT's In Good Standing Policy.

If you intend to replace a vehicle deemed a total loss, replace it with a new or similar vehicle (e.g., value at the time of the incident, capacity, wheelchair accessibility). Once you receive the replacement vehicle, submit a copy of the vendor invoice and the title showing WSDOT as legal owner to WSDOT. WSDOT will hold the legal ownership of the vehicle through the remaining useful life of the total loss (original) vehicle.

WSDOT will reimburse you up to the insurance proceeds paid. You will assume any replacement costs in excess of the insurance proceeds.

If you order a replacement vehicle within 60 days of the incident and before your carrier processes the insurance proceeds, WSDOT may waive the requirement for the agency to directly receive the proceeds. In such instances, WSDOT may allow your carrier to pay insurance proceeds directly to you to expedite the replacement.

Change of use

Provide written request to and receive approval from WSDOT to use grant-funded vehicles and equipment for services other than those described in the scope of work of your grant agreement.

Buyout of the grant share

You may purchase the grant-funded interest in vehicles or equipment at any point during your grant agreement.

If WSDOT receives your request to buy out the interest in the vehicles or equipment less than 12 months from the receipt of grant funds, return 100 percent of the grant amount to the state.

If WSDOT receives your request to buy out the interest in the vehicles or equipment more than 12 months from the receipt of grant funds, WSDOT will establish a fair-market value of the vehicles or equipment.

You will pay the proportionate grant share of the fair-market value to WSDOT. After WSDOT receives your payment, WSDOT will send you the original certificates of title for the vehicles and release them from any responsibilities under the grant agreement.

Appendix A: Required submittals

What	When	Requires approval from WSDOT
Monthly progress reports	Monthly following execution of agreement	
Quarterly progress reports	Quarterly following execution of agreement	
Reimbursement requests	At least quarterly for any eligible expenses incurred in that quarter	
Subcontract and assignment requests	Prior to entering third party contracts or assignments	Y
Transit Asset Management Plan	January 31 of each year	
Copy of vehicle purchase order	Attached to reimbursement request for vehicle	
Copy of vehicle acceptance letter to vendor	Attached to reimbursement request for vehicle	
Copy of the vehicle registration (listing WSDOT as the legal owner)	Attached to reimbursement request for vehicle	
Copy of the vehicle title (listing WSDOT as the legal owner)	As soon as possible following acceptance of the vehicle	
Proof of insurance (listing WSDOT as the loss payee)	Attached to reimbursement request for vehicle	
Vehicle visual inspection form	Attached to reimbursement request for vehicle	
Road test form	Attached to reimbursement request for vehicle	
Proposed change of vehicle/equipment use	Prior to changing vehicle/equipment use	Y
Vehicles/equipment involved in a damaging incident	Within five business days of incident	
FMVSS	Attached to reimbursement request for vehicle	
www.SAM.gov	Prior to entering third party contracts or assignments (i.e., prior to placing an order)	

Appendix B: Public Transportation Portal instructions

For monthly reports.

Creating a Public Transportation Reporting Portal account

1. To access the Public Transportation Reporting Portal:
 - a. Go to the portal at: <https://publictransportationportal.azurewebsites.net/>.
 - b. Click the “External user login” button.
 - c. You will be redirected to Secure Access Washington (SAW).
 - d. Log into SAW using the instructions in *Creating a Secure Access Washington account* below.
 - e. You will be redirected back to the Public Transportation Reporting Portal and logged in.

Note: Sometimes when setting up a SAW account you will not be redirected to the Public Transportation Reporting Portal automatically. If this occurs, navigate back to the Public Transportation Reporting Portal and press the “External user login” button again.

2. Register on the site by:
 - a. Selecting your agency from the Organization page.
 - b. Specifying your title.
 - c. Typing in your phone number.
3. Select Summary of Public Transportation from the selected permissions

Note: You may also request Vanpool Report if this is part of your book of business.

4. Click through and wait for WSDOT staff to assign you appropriate permissions. You should receive an email once staff have done this.

Creating a Secure Access Washington account

To access the Public Transportation Reporting Portal, you must set up a SAW account.

To set up your account:

1. Follow steps 1a-b in *Creating a Public Transportation Reporting Portal account* above.
2. Click “Sign up!” and follow the prompts.
3. You will receive an email with a link to activate your account. Click on the link in the email to complete the activation and sign in.

Note: You must use an email account you have access to.

Also, remember or write down your username and password.

If you get stuck, the Department of Ecology created a video to walk you through the steps at www.youtube.com/watch?v=pj0EnljG3RQ.

Vanpool/Rideshare reporting - Reporting your data

1. Navigate to the monthly reporting page by:
 - a. Clicking the “Vanpool reporting” menu.
 - b. Clicking “Submit monthly report” on the left side of the screen.
2. Enter the required information for each field.

Note: If you have questions about the required information, hover your mouse over the “?” symbol next to the field name.

3. Once you’ve entered your information, press “Submit report.”
4. Any validation issues will appear at the top of the report page. Before you can fully submit your report to WSDOT, you will need to address these issues by either updating the values or adding a comment in the provided box explaining why the data you provided is correct.

Note: You can view and edit previous reports by adjusting the month and year on the vanpool reporting menu.

Appendix C: GMS instructions

Use the following links for guidance on submitting reimbursement requests in GMS.

- [General reimbursement training video](#)
- [General instructions for submitting a claim](#)

Appendix D: Resources for using incentives

WSDOT recommends using the Transtheoretical Model of Change (TTM), also known as “Stages of Change,” to encourage a shift in travel behavior. As applied to [sustainable transportation](#), [the five stages of change](#) (Mundorf, Redding, & Paiva, 2018) are listed below, along with recommended incentives to encourage this change.

Consider working with your organization to develop and approve an internal incentive guidance plan.

1. Pre-contemplation

“I do not regularly use sustainable modes of transport and do not intend to start within the next six months.”

The focus of interventions at this stage should be primarily on building awareness and normalizing non-drive-alone modes by providing incentives such as:

- Imagery and tools to help individuals visualize their changed life.
- Food at awareness and education events.
- Rewards such as retail gift cards for sustainable transportation users to share their personal testimonies, including positive behavior change stories.
- Educational items that highlight the advantages of the desired behavior and the disadvantages of driving alone (health benefits, environmental benefits, monetary benefits).

2. Contemplation

“I am thinking about using sustainable transport regularly within the next six months.”

The focus of interventions at this stage should be on helping individuals to visualize the behavior change and set goals with incentives such as:

- Promotional “nudge” materials such as water bottles, tote bags, or wearables.
- Rewards such as retail gift cards or raffle entry for prizes, such as a new bike, to incentivize pledges or public commitments to the behavior change.
- Educational materials about the benefits and/or functional process (i.e., individualized travel route maps). Incentivize the development of wayfinding skills.
- Incentives like rainproof panniers, backpacks or umbrellas provided to sustainable transportation users to encourage them to share their stories and serve as role models or “travel buddies” to new users.
- Food and promotional items like safety gear can be used to encourage attendance at educational events or skill building trainings; trainings should be free to attend.

3. Preparation

“I plan to use sustainable transportation regularly within the next 30 days.”

The focus of interventions at this stage should be on providing the tools and information that individuals need to implement the new behavior, such as:

- Bus passes, rideshare credits, gas cards for carpoolers or vanpoolers.

- Retail gift cards or prizes to reward first time use or early use.
- Safety gear, bicycles, or bicycle helmets, walking shoes, rain gear, etc.
- Food and promotional items can be used to encourage attendance at educational events or skill building trainings; trainings should be free to attend.
- Pledge programs that incentivize users to consider barriers they may face in the future (child transportation, rainy days, etc.) and to develop plans for overcoming them.

4. Action

“I use sustainable transportation regularly and have been for less than six months.”

The focus of interventions at this stage should be on encouraging individuals to maintain their new behavior by making it easier and more rewarding, with benefits that build or increase over time, such as:

- Multiple raffle entries or points towards prizes that stack with continued use.
- Higher value rewards earned through dedicated and continued use.
- Incentives or rewards for continuing to set new long-term goals.
- Incentivize the development of social support networks (e.g., cycling or car sharing clubs).
- Continue encouraging skill building that will allow users to use increasingly sustainable forms of transportation.
- Develop coping skills such as mature pledge programs that incentivize users to consider barriers they may face in the future (child transportation, rainy days, etc.) and to develop plans for overcoming them.
- Rewards for committing to long term goals.

5. Maintenance

‘I use sustainable transportation regularly and have for six months or more’.

The focus of interventions at this stage should be encouraging continued use and preventing relapse with incentives such as:

- Transition users from tangible incentives to acknowledgement of health, environmental, and monetary benefits.
- Incentives that encourage these users to share testimonials and serve as role models or “buddies” to new users.
- Leverage normative influence, e.g., boost self-esteem by showing relative behavioral performance compared to others (‘you are in the 90th percentile of sustainable transportation usage’).
- Reward and incentivize users for overcoming barriers they may face in continuing the behavior in the long term.
- Incentives that allow users to overcome these barriers may include rain gear, discounts for family carpool programs, school pools, bicycle repairs, etc.