

Sent: Monday, November 23, 2020 1:46 PM

Subject: Vanpool Guidance

Dear Vanpool Participant,

We truly appreciate your participation in the vanpool program as you are making an important contribution in reducing greenhouse gases, increasing parking availability at Mason, and reducing traffic congestion on the roads. While COVID-19 has presented challenges for everyone, we are delighted that the program has continued throughout.

Last Wednesday, we held a virtual Vanpool Coordinator meeting to review some Enterprise and Mason guidance on vanpools. The session was recorded and distributed on Friday to any vanpool coordinators who weren't able to attend the meeting. It is our vanpool coordinators who are the key to ensuring the program's continued success as they take on the added responsibility of managing the vanpools. We are grateful for their efforts.

As part of the presentation, we advised the vanpool coordinators that everyone – coordinators and riders -- must submit their monthly benefit forms on time. Most everyone does and we thank you for that.

Beginning with the February benefit, which is due on Thursday, January 7 as the 10th falls on a Sunday, if the form is not received on time, you will not receive funding for the month and will have to pay out-of-pocket for your vanpool. We don't want this to happen to anyone so please get your forms in on time. We will allow one late form per calendar year which is the same rule that transit riders using Commuter Choice abide by as well.

We also wanted to remind you that if your funding changes for any reason (e.g. your vanpool gets a new vehicle) and either goes up or goes down, you must:

1. Change your Mason monthly benefit request form to reflect the change.
2. Allocate that change on the WMATA website by the 21st of the month prior to your benefit month. Only you can allocate the money; we cannot. And WMATA's deadline of the 21st of the month prior to the benefit month is hard and fast. Essentially, what the allocation is doing is telling WMATA to increase or decrease the amount you are giving to Enterprise. If you don't allocate the funds to WMATA, the increased or decreased amount you request from us stays on your SmarTrip card and WMATA will continue to give Enterprise whatever the earlier amount was. There is a [video from WMATA](#) on allocation that may be helpful.

We will continue to send an email reminder regarding your monthly benefit form being due, but beginning in January 2021, we will no longer be sending multiple reminders to late submitters to get your form in.

Please don't hesitate to reach out if you have any questions or we can be of assistance.

Have a wonderful Thanksgiving holiday.

Sincerely,

Your Parking and Transportation colleagues