

VANPOOL DAILY LOG INSTRUCTIONS (Rev. 7/06)

To Do at the Beginning of Each Month

1. Complete the prior month's log by totaling mileage columns and adding days ridden by each daily rider.
2. Calculate the amount you must pay for any excess personal miles above 400, and turn in check for excess miles with the monthly fares.
3. Inform prior month's daily riders of their total daily fare due based on the number of days ridden in the previous month and collect all fares of the daily riders and all monthly riders by check or money order made payable to "LAWA".
4. Complete Regular Riders Section of the log by filling in each rider's name, fare amount, check number, and amount collected.
5. Turn in the collected fares to Rideshare after ALL fares have been collected. Monthly fares are due by the 5th calendar day of each month, and must be turned in by the 8th to avoid penalties. Fares turned in on the 9th and after must include a \$5 per day late fee penalty per passenger.
6. Fill in identifying information at the top of new log. The beginning odometer reading should be the same as the last odometer reading of the previous month.
7. Bring both current and prior month's daily logs and prior month's fuel logs (with receipts attached) to the Rideshare Office along with the fares.

To Do at Beginning of Every Commute Day

1. Locate the line for the current date. Fill in the Begin-of-Day odometer reading from where you park the vehicle at home.

Commute Miles should be the same as total daily miles unless the van was used for administrative or personal miles. Commute Miles should reflect the route miles listed on your Vanpool Route Mileage Form on file with the Rideshare Office.

Administrative Miles include only: van refueling trips; van wash or detailing; miles required to switch the van between drivers; or repair and maintenance service miles. Any other administrative use must be authorized in advance by Rideshare. A brief description must be included for all administrative miles.

Miles Between LAX Locations are miles from the 1st drop off point to the parking location and from the parking location to the last pickup point before leaving LAX.

Personal Miles include all other miles (e.g. lunch, personal errands, etc.). List destination city under description column. **See Personal Mileage Policy for limitations.

At the end of the day, please complete the End-of-Day Odometer reading. This number should equal the Begin-of-Day Odometer Reading plus all miles traveled for the day and should match the Begin-of-Day Odometer Reading for the following day.

2. In the Monthly and Daily Riders Section, list rider's names across the top and place a check mark under the name on each day that person rides on the van; and a "D" under the name of the driver for each day.