

Start a Vanpool, Earn Incentives

Learn how to qualify, apply and earn incentives through Frederick County's Vanpool Incentive Program

WHAT IS THE VANPOOL INCENTIVE PROGRAM?

The Vanpool Incentive Program (VIP) encourages commuters who begin or end their commute in Frederick County to start a vanpool by funding a limited number of unoccupied seats while recruiting more passengers. As seats are filled, the subsidy gradually decreases until the vanpool reaches full occupancy. Additionally, the subsidy is only available during the first 12 months of vanpool operation.

VIP is available to vanpools operating with both owned and leased vehicles. If you plan to lease a vanpool, Frederick County Employer Connection can help you get started with a local rental agency.

WHO QUALIFIES FOR THE VANPOOL INCENTIVE PROGRAM?

To be eligible:

- Start a new vanpool (existing vanpools are not eligible).
- Begin or end your route in Frederick County.
- Own or lease a vehicle (leased vehicles must have an agreement contract with a rental agency).
- If owned, your vehicle must:
 - Be registered with the Maryland Motor Vehicle Administration (MVA).
 - Pass a vehicle safety inspection.
 - Be insured with coverage for bodily injury and property damage, uninsured motorists, collision, and comprehensive.
- Principal and alternate drivers possess good driving records.
- Less than 50% of passengers (including driver) have received vanpool subsidies in the last 12 months.
- The owner/operator must demonstrate that they are actively recruiting new passengers through methods such as bulletin board posts or newspaper advertisements.
- Your vanpool must operate on a not-for-profit basis.



HOW MUCH CAN YOU EARN THROUGH THE VIP?

Eligible vanpools can receive the following monthly subsidies during the first 12 months of operation:

VEHICLE SIZE	MONTHS 1-6	MONTHS 7-12
15-Passenger Van	\$500 Max	\$300 Max
13-Passenger Van	\$450 Max	\$270 Max
12-Passenger Van	\$433 Max	\$260 Max
10-Passenger Van	\$377 Max	\$226 Max
9-Passenger Van	\$338 Max	\$200 Max
8-Passenger Van	\$300 Max	\$180 Max
7-Passenger Van	\$263 Max	\$158 Max

Subsidies are provided to the vanpool operator on a monthly basis, whether you own your van or lease through a commercial vanpool operator. Each month, the Vanpool Driver Coordinator must submit a signed passenger list to confirm occupancy. Reimbursement forms will be provided once your vanpool is approved.

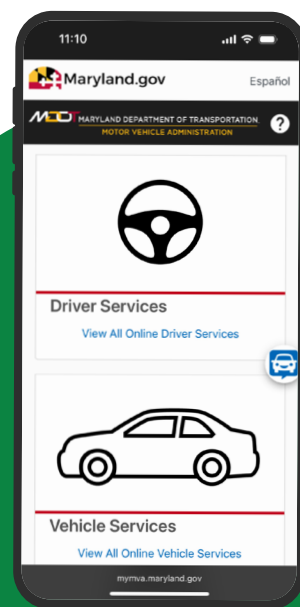
REQUIRED DOCUMENTS CHECKLIST

To qualify for the Vanpool Incentive Program, documentation must be submitted to determine the eligibility of your vanpool, vehicle and passengers. Use the Required Documents Checklist to gather everything you need to qualify for the program.

- ☐ Proof of vehicle purchase or leasing agreement contract with a van rental company
- ☐ Vehicle registration information through the Maryland Motor Vehicle Administration (MVA)
- ☐ Verification that fewer than 50% of vanpool participants (including driver) have been members of a vanpool receiving financial subsidies during the past 12 months
- ☐ Verification that the registering vanpool was non-existent prior to applying for VIP assistance
- ☐ Verification of good driving records for the principal driver and all alternate drivers (instructions to request your driving record are below)
- ☐ Proof of insurance, including coverage for bodily injury and property damage, uninsured motorists, collision, and comprehensive (non-leasing operators only)
- ☐ Proof of vehicle safety inspection (non-leasing operators only)

HOW TO REQUEST YOUR DRIVING RECORD FROM THE MARYLAND MOTOR VEHICLE ADMINISTRATION (MVA)

1. Visit the MVA Online Portal
2. Click 'Driver Services,' ---> 'Request Driving Record'
3. Log in or create an account
4. Select a 'Certified Copy'
5. Pay the \$12 fee with a credit/debit card or electronic check
6. Receive a certified copy of your driving record via mail to the address you provide when you request your record



HOW TO APPLY FOR THE VANPOOL INCENTIVE PROGRAM

To get started:

1. Send an email to Mary Dennis (contact below) to request an application form.
Mary Dennis,
Transit Services of Frederick County
MDennis1@FrederickCountyMD.gov
2. Submit your completed application with all required documents to Mary.
3. You'll be contacted with next steps after your eligibility is reviewed.