



### SB Loop Subsidy Program Eligibility

A vanpool is a group of five (5) to 15 passengers in a seven (7) to 15 passenger van, commuting to and from work and/or vocational/post-secondary school. To qualify for an SB Loop subsidy:

- The vanpool must be used for commuting purposes to and from a regular work and/or vocational/post-secondary education destination a minimum of 12 days during each calendar month;
- Destination of the vanpool must be within the [SB Loop service area](#) (San Bernardino Valley, San Bernardino Mountain Communities, Colorado River Basin and Morongo Valley of San Bernardino County);
- Mileage from where the van is parked at night to where the van is parked at the destination must be at least 15 miles one-way, or 30 miles round trip;
- Occupancy must be 70% or higher at startup and maintained at a daily ridership average of 50% or higher on a monthly basis;
- Vanpool vehicle must be leased through a [SB Loop approved vanpool provider](#), Commute with Enterprise.

### SB Loop Approved Vanpool Provider

The vanpool vehicle must be leased from an approved SB Loop vanpool provider, by a vanpool participant or participant's employer. Lease costs include the lease amount, maintenance, roadside assistance and insurance. Contact the provider below to learn about their month-to-month lease requirements and to see what vehicle options are available:

- Commute with Enterprise [commutewithenterprise.com](http://commutewithenterprise.com) or 800 VAN-4-WORK (800-826-4967).

Privately owned/leased vehicles (such as but not limited to, employer-owned vanpools and/or employee-owned and operated vanpools) or leases from any other 3<sup>rd</sup>-party vendor, are not eligible.

### Minimum Riders/Subsidy Amount

The SB Loop subsidy per approved vanpool is up to 50% of total lease costs for the vanpool each month, not to exceed \$600 per month. The first month subsidy will be issued when the vanpool meets 70% average daily ridership. Should your subsidy begin during the month, the Loop will prorate the subsidy based on the number of commute days during the month. Ongoing, the vanpool is required to maintain 50% or greater average daily ridership to continue receiving the subsidy. SBCTA pays the subsidy directly to the leasing vendors on a monthly basis. Payment is contingent on an approved application, regular submission of a Participant Monthly Report, and fulfillment of occupancy requirements. For full program details and requirements, view the [Participation Agreement and SB Loop Occupancy Chart](#) at [ridetheloop.com](http://ridetheloop.com).

### Accommodations for Riders

Loop vanpools are actively advertised to the public on [ridetheloop.com](http://ridetheloop.com) and other SBCTA ridematching sites. Loop vanpools shall be open to the public, including making accommodations for individuals with a disability in coordination with the leasing vendor.

## How to Apply

Visit [ridetheloop.com](http://ridetheloop.com) and select "Pre-Qualification". If you meet the minimum qualifications, the system will advise you on how to proceed to apply. For detailed instructions on how to apply view the [SB Loop User Guide to Apply](#) on ridetheloop.com.

## Reporting

Vanpool and ridership reporting, regardless of the leasing vendor selected is required to be eligible to continue receiving the Loop subsidy.

- The Coordinator/Leaseholder and/or designated Reporter(s) are responsible for completing and submitting online monthly reports of the vanpool's daily trips and passengers, ending odometer reading, as well as out of pocket expenses which may include fuel, cleaning, fluids, tolls, parking through ridetheloop.com. Reports are due by 5:00 p.m. on the 5<sup>th</sup> day of each month for the previous month's vanpool operation. For more detailed reporting instructions, view the [SB Loop Reporting Guide](#) on ridetheloop.com.

## Termination

The vanpool subsidy may be terminated by the following, for full details and policy, view the [Participation Agreement](#) on ridetheloop.com:

- Coordinator – The vanpool's Coordinator may withdraw from the SB Loop at any time. The Coordinator must email SBCTA at least five (5) business days prior to withdrawing from the SB Loop. SBCTA will prorate the subsidy during the last month of participation based on the number of days the vanpool was in operation that month, provided the minimum requirements are met.
- SBCTA – SBCTA may terminate for reasons including, but not limited to: Misreporting or misuse of vanpool operation; Repeated failure to submit scheduled reports online to SBCTA; Failure to meet the SB Loop eligibility requirements; and Failure to comply with the most current version of the SB Loop [Participation Agreement](#).

## Questions?

Please contact SB Loop at [ridetheloop@gosbcta.com](mailto:ridetheloop@gosbcta.com) or 833-RIDETHELOOP (833-743-3843).