YAKIMA TRANSIT VANPOOL MONTHLY REPORT

FROM _____ TO _____

VANPOOL NUMBER _____

BEGINNING ODOMETER READING _____

DRIVER/COORDINATOR _____

Date	End of Day Odometer Reading	Total Miles	Commute Miles	Non-Commute Miles	Fuel/Oil	Pass. Each Direction

Tire Tread Depth		Outside	Center	Inside
	LF			
	LR			
	RF			
	RR			
Date Measured _____	SP			

Vanpool Route Stop Points _____

_____

Ridership Report for the Month of_____ **Vanpool #_____**

	Emp. #	Name (First & Last)	Passengers Start	Passengers End	Amount Paid
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Vanpool Payment Record
Total Miles
Commute Miles
Non-Commute Miles
Total Payment (Commute Mi. X Fixed Cost)
15 Pass. = .44 Mi.+ $250.
12 Pass.= .41 Mi. + $ 230.
Mini.= .37 + $ 215.

Yes	No		Yes	No	
_____	_____	Van tracks in a straight line	_____	_____	Tires are properly inflated. Check on van door or in Vanpool Handbook for inflation guides.
_____	_____	Brake pedal feels firm; van stops in a straight line when brakes are applied	_____	_____	Tires are wearing evenly
_____	_____	Parking brake holds on an incline	_____	_____	Tires are free of damage (no separation, cuts or bulges)
_____	_____	Headlights are operational and properly aimed	_____	_____	Tread depth is over $^{5}/_{32}$"
_____	_____	Windshield and windows are free of cracks and chips	_____	_____	Safety belts are operational; in good condition
_____	_____	Windshield wipers work; blades are in good condition	_____	_____	Engine fan belts in good condition; free of cracks, bulges, leaks
_____	_____	Windshield washers work; fluid supply okay	_____	_____	Engine hoses in good condition, free of cracks
_____	_____	Stop, tail, and signal lights are okay	_____	_____	Battery free of corrosion
_____	_____	Heater/defroster and air conditioner are okay	_____	_____	Proper water level in battery
_____	_____	Horn works	_____	_____	Proper coolant/antifreeze level in plastic surge tank
_____	_____	Exhaust system (muffler) is okay	_____	_____	Engine oil at proper level
_____	_____	Steering is free of vibration	_____	_____	Oil changes are being done at proper intervals

Comments: _____

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