Monthly Ridership Reporting Instructions

(11/20/24)

All vanpools must submit monthly ridership reports to UTA by the 5th of the month for the previous month's ridership. Ridership reports should be completed by the Group Leader or Reporter responsible for tracking daily ridership.

How to submit your Monthly Ridership:

- 1. Log in to www.utarideshare.com.
- 2. If you don't see the report upon logging in select *Find Monthly Report*, then select the month you want to edit.
- Confirm the Route and Roster by reviewing the participants listed and the map of your route. Report any corrections or changes to your Rideshare Product Representative (RPR). Select "Confirm all information is correct" circle and the blue Submit button at the bottom.
- 4. On the Ridership Calendar, click on the desired date and uncheck those who did not ride that day. Drivers should have prepopulated check marks in both the Rider and Driver columns on their driving days. Click "Save" if reporting for that day only. Click "Save and Continue" to move to the next day, and if you want to go to the previous day, select "Save and Go Back."
 - Note: In the collective report, only the total number of trips is shared with the National Transit Database; the individual names of vanpool participants are not shared.
- 5. After you have completed the Ridership Calendar, if you have a trip that was used for personal or maintenance outside of the commute route, fill out the Non-Revenue Trips page. Click the green Add Trip button select the vehicle and trip purpose, and enter the start/end dates and odometer readings for the trip. Select the blue Save button, then select the Blue Arrow > button at the bottom of the page to continue. If there were no non-commute trips, you can skip this page entirely by selecting the Blue Arrow > button at the bottom of the page.
 - If a vehicle used is missing from the "Vehicles" drop-down list, it must first be added on the Vehicles page. Use the **Blue Arrow** > at the bottom of the Non-Revenue page to go to the Vehicles page. Follow the instructions in line 6 below, then return to the Non-Revenue page. Choose the newly added vehicle and complete the trip details.
- 6. On the Vehicles page, if the van isn't already listed, select the blue Search for a Vehicle button. Enter the van # (5 digits) in the "Vehicle ID" search field. Select the blue Select button, then enter the dates and odometer details to add the vehicle to the report. Select the blue Save button. If more than one van was used for the month, repeat the above steps to add each van driven that month. Select the Blue Arrow > button at the bottom of the page to continue.
- 7. On the **Submit** page, add any comments. Confirm whether the vanpool used the same vehicle for the entire month or multiple vehicles. Confirm the validity of the report. Even if you have corrections to report to the RPRs, do not wait for those to appear on the report before you submit it. Report them via email or phone and continue by selecting the blue **Submit** button at the bottom of the page.
- 8. To log out and/or change your password, click on Account, then select *Logout*.
- 9. Ridership reports submitted by the 5th are entered into a monthly ridership report prize drawing.

If you need assistance completing the monthly ridership reporting, adding or removing a participant, or if you have any questions, comments, or feedback, please get in touch with us.

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