Monthly Ridership Reporting Instructions

All Vanpools must submit Monthly Ridership Reports to UTA by the 5th of the month for the previous month's ridership. They are to be completed by the Group Leader or Reporter responsible for tracking daily ridership. **Tip:** Daily Ridership can be recorded on a mobile device by accessing the Vanpool Website at **www.utarideshare.com**.

For **video instruction and other references online** please go to:

https://rideuta.com/Services/Vanpool/My-Vanpool-Account/Monthly-Ridership-Reporting

How to submit your Monthly Ridership Report:

1. Log in to **www.utarideshare.com**.
2. If you don't see the report upon logging in select "*Find Monthly Report*", then choose the month you want to edit.
3. **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 the "*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 check those who rode that day. Drivers may have pre-populated check marks in both the Rider and Driver columns because if they drive, they are counted as a rider. If Riders also have pre-populated in and out check marks, you will uncheck those who did not ride. 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 are 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 maintenance or personal use trips 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 trip's start/end dates and odometer readings. 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 or "Non-revenue" trips, you can skip this page entirely by selecting the "*Blue Arrow*" > button at the bottom.
    - Note: If a vehicle used within a particular month is missing from the "Vehicles" drop-down list, it must be added first to 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 Trips** page. Choose the newly added vehicle and continue to 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 digit number found on your van) in the "Vehicle ID" search field. Click 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 anything you need us to know in the comments box. 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 on 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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