



**ExpressLanes**

**I-395 Express Lanes**

**VanStart Program**

**A Vanpool Assistance Program**



## I-395 Express Lanes Project

The I-395 Express Lanes project will extend the existing I-95/395 Express Lanes for eight miles north to near the D.C. line. The project will convert the existing HOV lanes on I-395 to three High Occupancy Toll (HOT) lanes, which can be used by HOV 3+ vehicles for free, and by other permitted vehicles for a fee (toll). Vanpools and carpools with three or more people in the vehicle will continue to travel for free with an E-ZPass® Flex<sup>SM</sup> set to HOV mode. Those willing to pay a toll will be able to access the Lanes 24/7 with an E-ZPass®. For more information about the I-395 Express Lanes project and how to use the Express Lanes, visit [www.395ExpressLanes.com](http://www.395ExpressLanes.com).

The Virginia Department of Transportation (VDOT), in partnership with the Virginia Department of Rail and Public Transportation (DRPT) and working with the project's General Engineering Contractor, Concessionaire, local jurisdictions and transportation planning and service provider stakeholder developed a Network Transportation Management Plan (TMP) to minimize work zone impacts during construction of the Express Lanes.



## I-395 Express Lanes VanStart Program For New Vanpools

One of the strategies developed for the Network TMP is a vanpool incentive program designed to increase the number of vanpools traveling I-395. The I-395 Express Lanes VanStart program will provide financial assistance for new vanpool formations that travel along the I-95/I-395 corridor during the construction phase of the I-395 Express Lanes.

The VanStart Program addresses a barrier to the startup of new vanpools – the difficulty of getting enough people to commit to a vanpool to fill the vanpool from the start. Some vanpools never get started because they do not have the two or three more people needed for the vanpool to be sustainable. The VanStart Program alleviates this problem by subsidizing a few empty seats over a defined period of time in order to get the vanpool on the road. This program is open to all newly formed vanpools that travel any portion of the I-395 corridor. VanStart financial assistance will be granted based on the eligibility of the applicant and the demonstrated aggressiveness in recruiting passengers. The program provides up to \$200.00 flat rate per eligible empty seat, per number of

eligible months. See program details for eligibility requirements and financial assistance terms and conditions. Funding for this program is limited and is available only during the construction of the I-395 Express Lanes until December 31, 2019 or until the funds are spent, whichever comes first.

The I-395 Express Lanes VanStart Program is funded by the Commonwealth of Virginia through the I-395 Express Lanes Project Transportation Management Plan (TMP). The program is implemented by George Washington Regional Commission (GWRC) in partnership with the Virginia Department of Rail and Public Transportation and the Virginia Department of Transportation.

For more information or to apply, contact the I-395 Express Lanes VanStart program manager, Diana Utz with GWRC at 540-373-7665 or [Utz@gwregion.org](mailto:Utz@gwregion.org).

## VanStart Program Eligibility Requirements

1. Vanpool must be new and not have operated for more than three months.
2. The vanpool must travel at least a portion of I-395 corridor.
3. The vanpool must meet the federal guidelines for a “commuter highway vehicle” under 26 U.S.C §132 (f) which states the seating capacity of the vehicle is at least 7 adults and 80 percent of mileage use is for the purposes of commuting to and from work.
4. A private vanpool owner/operator must certify that the van is appropriately insured under a Commercial Auto Policy or is covered by the AdVANTage program, a self- insurance pool for Virginia vanpools. The vanpool must be continuously covered by a comprehensive insurance policy with a minimum of \$1,000,000 in coverage.
5. The vanpool owner/operator or coordinator must demonstrate continuous active recruiting for new passengers (i.e. posters at workplaces, newspaper advertisements, etc.) that is open to the public. Additional assistance to recruit passengers will be provided by GWRC and/or by one of Virginia’s commuter assistance/TDM programs at both the origin and destination areas.
6. The vanpool must have a minimum of 75 percent new vanpool riders who have not been part of a vanpool within the past 12 months.
7. Vanpool owner/operators or coordinators must submit a passenger roster with an authorized signature for each eligible month that subsidy is needed and qualifies.
8. VanStart owner/operators or coordinators must demonstrate that at least 50% of the passenger capacity is full by supplying the names and telephone numbers of existing passengers for verification.

## I-395 Express Lanes VanStart Program Financial Assistance Terms

Eligible and approved vanpools may receive financial assistance of up to \$200, or the actual monthly rider fare, whichever is less, per monthly vacant passenger seat, up to the following maximums:

Total Pass. Seats	# of Seats Incentivized			
	Month 1	Month 2	Month 3	Month 4
15	5	4	3	2
12	4	3	2	1
9	3	2	1	0
7	2	1	1	0

# APPLICATION FOR THE I-395 EXPRESS LANES VANSTART PROGRAM

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Vanpool Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Address \_\_\_\_\_

## Vanpool Information

Vehicle Make/Model/Type \_\_\_\_\_

Vehicle License Plate No. \_\_\_\_\_

Vehicle Seating Capacity (including driver): \_\_\_\_\_

Vanpool Start Date \_\_\_\_\_

Commercial Vanpool Insurance Information \_\_\_\_\_

Pick Up Points (Origin) Number One \_\_\_\_\_ Time \_\_\_\_\_  
Number Two \_\_\_\_\_ Time \_\_\_\_\_

Drop off Points (Destination) Number One \_\_\_\_\_ Time \_\_\_\_\_  
Number Two \_\_\_\_\_ Time \_\_\_\_\_

I-395 Morning Entry Point (e.g. Exit Name) \_\_\_\_\_

I-395 Morning Exit Point (e.g. Exit Name) \_\_\_\_\_

I-395 Evening Entry  
Point (e.g. Exit Name)

I-395 Evening Exit Point  
(e.g. Exit Name)

Monthly Rider Fare:

Number of passenger  
seats currently filled by  
monthly riders

## Application Certification for I-395 Express Lanes VanStart

### I CERTIFY AND AFFIRM:

1. That I will immediately notify the I-395 Express Lanes VanStart Program manager when I no longer qualify for this program;
2. That I am aware that the information I have provided is subject to review and verification;
3. I have read and will comply with all of the eligibility requirements and responsibilities stated in the program requirements.
4. That the matters and facts contained in the foregoing application are true and subject to verification.

DATE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

APPLICANT NAME (Please print) \_\_\_\_\_

# Vanpool Driver and Passenger List

*(Indicate Driver with a D or Driver, Before Name)*

Name	Home Phone	Work Phone
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Name of Vanpool Coordinator  
or Owner/Operator \_\_\_\_\_

Vanpool Destination \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Vanpool Start Up Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR INTERNAL USE ONLY

Received Date \_\_\_\_\_

Approved  Rejected

Project Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Manager Print Name \_\_\_\_\_