

Vanpool Rideshare Program Common Questions

Are there any vanpools from my area?

Van routes are listed by Home City.

Are van drivers allowed to use the van for personal use?

Yes, limited personal use is approved per vanpool policy. There is a small per-mile cost for all personal usage of the van.

Could anyone possibly have a schedule like mine?

Those with irregular schedules can arrange to ride a day or two during the week if there is a seat available.

How do I purchase items other than fuel?

All purchases other than fuel need to be approved by the Vanpool Manager.

How do I start a vanpool in my area?

To begin a vanpool we need a driver, coordinator and of course riders. Participants can be state or non-state employees. The only requirement is, by Wisconsin Statutes, that there is a state employee on board. Times and routes are determined by each vanpool as a group.

How do I use the fuel credit card?

Department of Administration is currently using Voyager. Most gas stations accept this card. Call the Vanpool Office for details.

How does vanpooling work?

Vanpools are based on sharing commute expenses. Generally, a few members of the group volunteer to drive and riders share the cost of operating the vanpool. Vanpooling is often the most cost-effective means of commuting. It is particularly beneficial for commuters who travel over 20 miles round trip daily. For more information on the different types of vanpool arrangements, call the State of Wisconsin Vanpool Office: 1-800-884-VANS (8267).

How is the program funded/insured?

Costs for the program are covered through the biweekly fees that everyone pays. This covers maintenance, insurance and gasoline for the vans. The program is self-insured regarding collision and comprehensive insurance. There's separate liability coverage for participants.

How much does it cost to vanpool?

The number of people riding and daily commute miles on a biweekly schedule determines rates. Pre-tax deductions are taken from biweekly checks for state employees. Personal checks are collected by the van's coordinator from non-state employees.

What are the 12/15-passenger van driver requirements?

Van drivers must obtain and maintain a valid Wisconsin driver's license.

Must have a minimum of (5) years licensed driving experience.

Cannot have three or more moving violations and/or at-fault accidents in the past two years.

Cannot have an OWI or DUI violation within the past year.

By state statute, all drivers shall complete approved van driver training

What are the van schedules?

The van's schedules are decided by the participants who ride. Current times and routes are posted on this web page.

What if there is an emergency and need a ride home?

We offer a guaranteed ride home service in case of an emergency up to 3 times per year per person. We will arrange a ride home for you at no extra charge. Contact the Vanpool Office at 608-266-5612 for details.

Appropriate Requests for Guaranteed Ride Home

- Employee gets sick while at work
- A family member is sick or injured
- A personal crisis occurs (e.g. death in the family, extensive property damage or loss due to natural disaster, theft, etc.)

What is ridesharing and why should I do this?

Sharing a ride with other commuters - either in a vanpool, carpool, bus or train, is known as ridesharing. The benefits of ridesharing are many; including reduced commuting costs, less wear and tear on your vehicle and a more stress free commute. Additionally, ridesharing has less negative environmental impact and significantly reduces traffic and parking congestion.

What is vanpooling?

A Vanpool is a group of 8 to 15 commuters who ride to work together each day. Vanpools are generally more structured and formalized in their organization than carpools due to the cost of operating and insuring the van.

What should I do if the van is involved in an accident?

There is an instruction packet in each van that contains the necessary information and instructions on what to do. After following the instructions, call the Vanpool Office at 1-800-884-VANS (8267) to notify them of the accident.

Where is the Vanpool Office located?

State Vanpool Office
1704 South Park Street
Madison, WI 53713

Where should I go for service work?

The vanpool program uses certain maintenance vendors within the City of Madison. In case of an emergency, backup vans are available at these locations.

Contact ARI at 1-800-CAR-CARE or Vanpool Office 608-266-5612 for details.

Who do I contact with suggestions?

Please feel free to contact the Vanpool Office with comments.

Who is eligible to take part in this service?

Anyone can ride as long as there are some state employees on the van. Private sector employees are encouraged to ride.