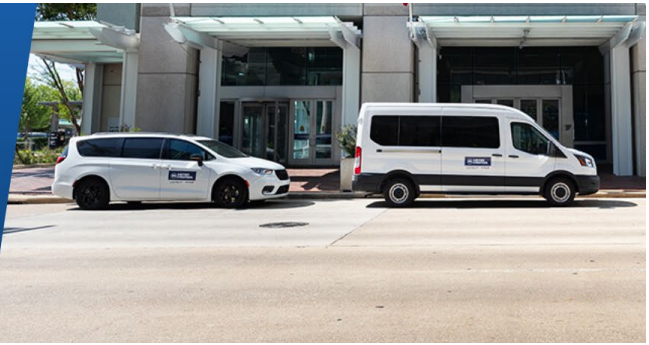


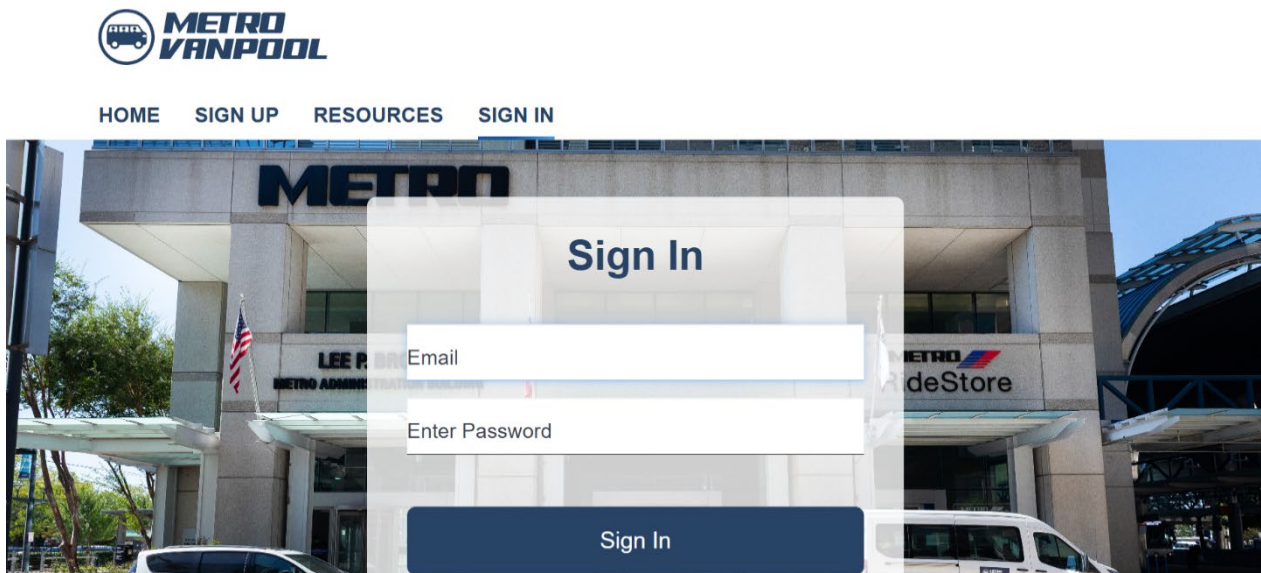
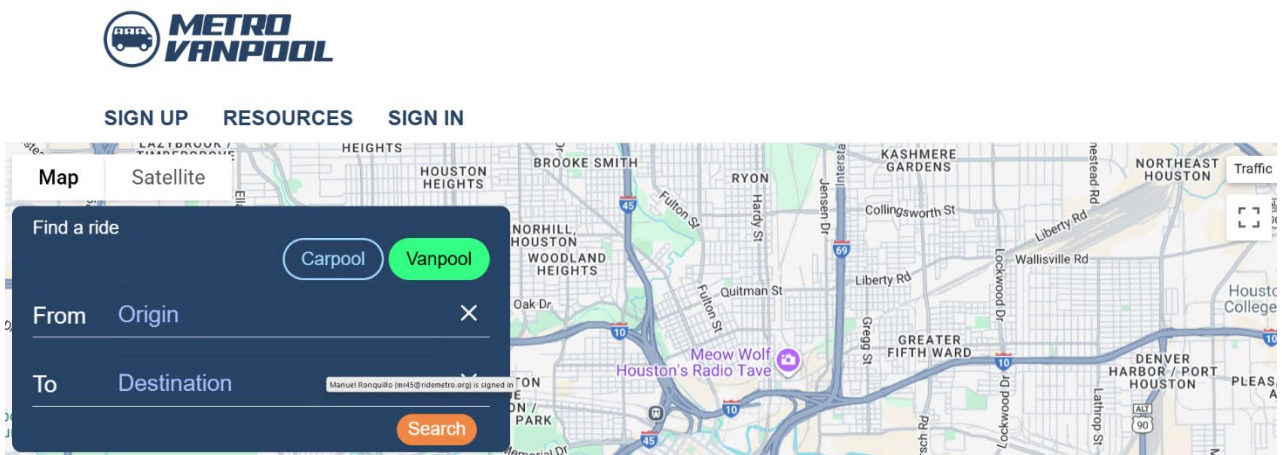
Commute Better. Commute Together.

Ditch the high cost of driving alone. Commuting together in a METRO Vanpool can save you thousands of dollars in annual driving costs.

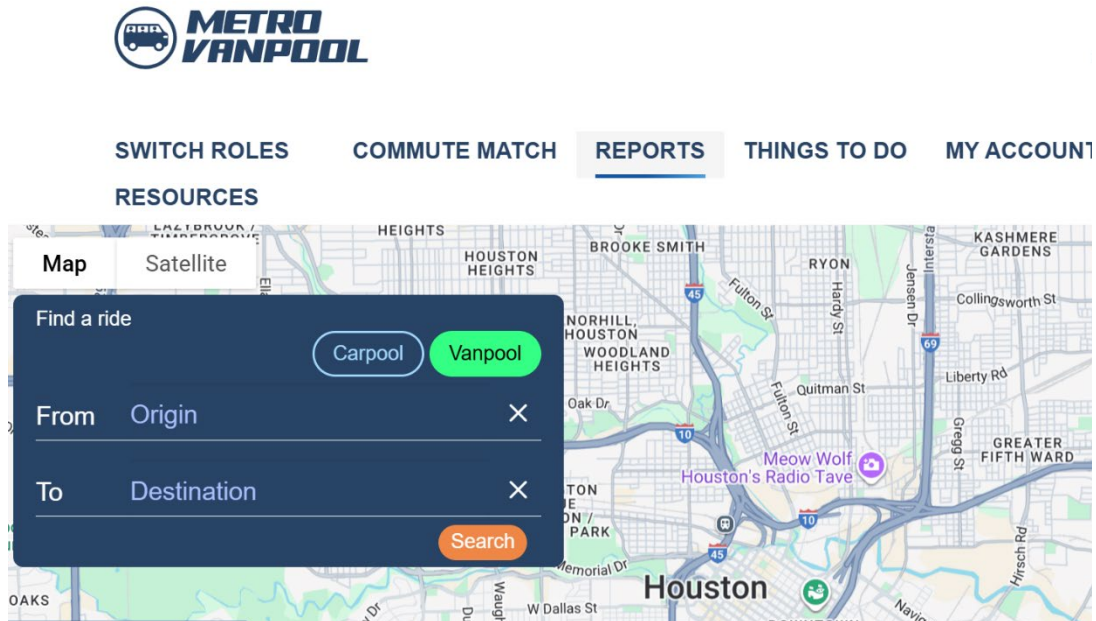


Monthly Ridership Report Instructions (Desktop Version)

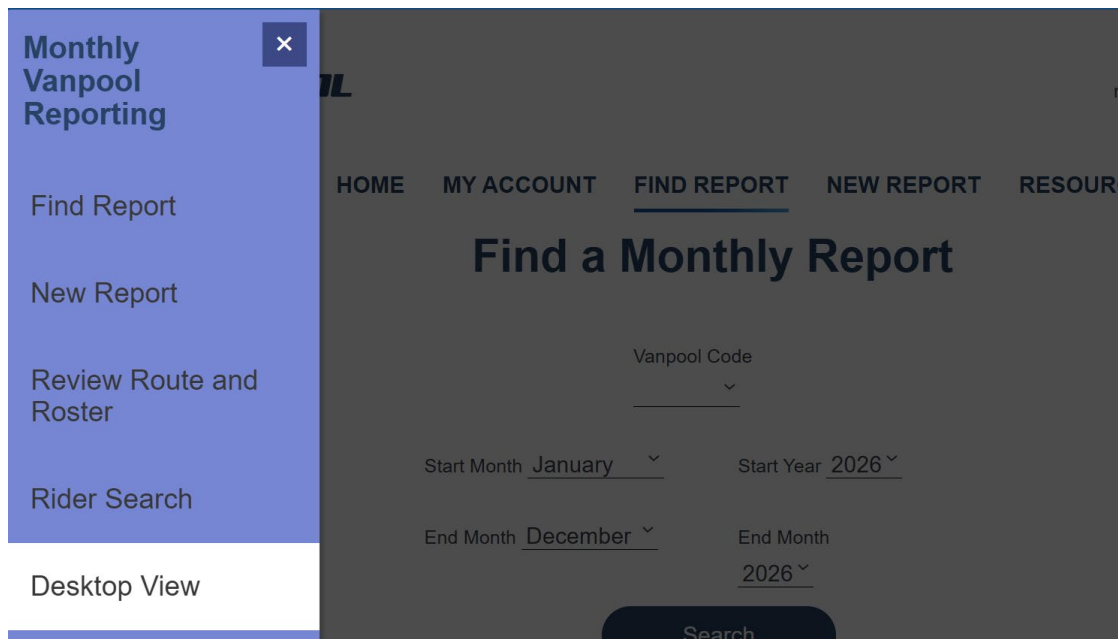
- 1.) Please visit our website at: <https://METROVanpoolapp.ridemetro.org/signUp/signIn>
- 2.) Your sign in screen should look like the screen in the picture below.



3.) Click on Reports.



4.) Then click on Desktop View to view our website in its original desktop version by clicking on the gray Monthly Reporting button.



- 5.) To open a new ridership log, click on New Monthly Report. This will bring you to a screen to select which month you would like to create the log.

The screenshot shows the METRO VANPOOL website interface. At the top is a dark blue header with the METRO VANPOOL logo. Below the header is a navigation bar with links: Vanpools, Account, Find Monthly Report, New Monthly Report (highlighted), Reports, Route - Roster - Rider Search, and Mobile View. The main content area is titled 'Find a Monthly Ridership Report'. It contains two dropdown menus for 'Start Month / Year' and 'End Month / Year', both set to 'December' and '2026'. A 'Search' button is located below these fields. To the right of the form is a help box with a question mark icon and text explaining how to search for logs.

METRO VANPOOL

Vanpools Account

Find Monthly Report **New Monthly Report** Reports Route - Roster - Rider Search Mobile View

Find a Monthly Ridership Report

Start Month / Year: December 2026
End Month / Year: December 2026
Search

To search for a monthly ridership logs that you have already started, enter search criteria below and then click the search button.
If you have not already started the log for the month and year, click "New Monthly Report" in the menu above.

The screenshot shows the METRO VANPOOL website interface. At the top is a dark blue header with the METRO VANPOOL logo. Below the header is a navigation bar with links: Vanpools, Account, Find Monthly Report, New Monthly Report (highlighted), Reports, Route - Roster - Rider Search, and Mobile View. The main content area is titled 'Open a New Monthly Ridership Report'. It contains a 'Month / Year' dropdown menu set to 'March' and '2026', and a 'Vanpool' dropdown menu set to 'V2268A - Daikin Waller from Missouri City'. An 'Open' button is located below these fields. To the right of the form is a help box with a question mark icon and text explaining how to begin entering ridership data.

METRO VANPOOL

Vanpools Account

Find Monthly Report **New Monthly Report** Reports Route - Roster - Rider Search Mobile View

Open a New Monthly Ridership Report

Month / Year: March 2026
Vanpool: V2268A - Daikin Waller from Missouri City
Open

To begin entering ridership data for the month, please select a year and month below and click the "Open" button.
You will then be guided through a series of steps after which you may review and submit your completed ridership information.

- 6.) Once you click Open, this should bring you to the new mileage screen and your van should be pre-populated for you. If your van is not showing or if you changed your van (including loaner vans) you will need to search for you vehicle by entering the Vehicle ID. (NOTE: You will only need the Vehicle ID or sometimes referred to as the Unit ID on the van's paperwork.) If your van is not showing up after you click Search, please call METRO Vanpool Customer Service at (713)224-7433 or email us at metrovanpoolcs@ridemetro.org and we will be able to assist you. Once your van information is confirmed and your mileage is entered, click on Save then Non-Revenue Trips.

Vanpools ▼ Account ▼

[Find Monthly Report](#) [New Monthly Report](#) [Reports](#) [Route - Roster - Rider Search](#) [Mobile View](#)

V2268A - Daikin Waller from Missouri City [Check Roster & Route](#) [Rider Search](#)

Monthly Report for V2268A - Jan 2026 [Vehicles](#) [Non-Revenue Trips](#) [Fares](#) [Ridership](#) [Distance / Time](#) [Submit](#)

For each vehicle that was used by this vanpool group, you must enter the starting and ending days and odometer readings.
If a vehicle that was used is not listed, search for the vehicle by entering criteria and clicking the search button.
You may then click on a vehicle in the list to select it.
If a vehicle you used cannot be found in our database, please contact us right away.

Select a Vehicle

License:
Vehicle ID:
Provider:

Start / End Year:
Make:
Model:
VIN:

- 7.) Alternatively, the next two (2) screens you can click on Next to bypass. The first screen is "Non-Revenue Trips" which most routes do not accrue during their lease. The second one is the "Fare" screen where you can enter your subsidy and fare payment information only for your own records. METRO Vanpool billing will continue to reconcile the invoices and send them out to the primary drivers.

Vanpools ▼ Account ▼

[Find Monthly Report](#) [New Monthly Report](#) [Reports](#) [Route - Roster - Rider Search](#) [Mobile View](#)

V2268A - Daikin Waller from Missouri City [Check Roster & Route](#) [Rider Search](#)

Monthly Report for V2268A - Jan 2026 [Vehicles](#) [Non-Revenue Trips](#) [Fares](#) [Ridership](#) [Distance / Time](#) [Submit](#)

Please use the following form to record any trips that were taken with this vehicle for a reason other than commuting.
Click on a vehicle below to record a non-commute trip for it. You must enter the start/end date/time and odometer readings for each trip.
Every vehicle you used during the month should be listed under "Vehicles assigned this month."
If any vehicles are missing from the list, you must return to the Vehicles page and add that vehicle.

Vehicles assigned this month

No vehicles are currently assigned to this vanpool. To record non-revenue trips for a vehicle you must first assign the vehicle to the vanpool using the vehicle usage screen.

This month's non-revenue trips

No non-revenue trips are currently defined.

Vanpools ▼ Account ▼

[Find Monthly Report](#) [New Monthly Report](#) [Reports](#) [Route - Roster - Rider Search](#) [Mobile View](#)

V2268A - Daikin Waller from Missouri City [Check Roster & Route](#) [Rider Search](#)

Monthly Report for V2268A - Jan 2026 [Vehicles](#) [Non-Revenue Trips](#) [Fares](#) [Ridership](#) [Distance / Time](#) [Submit](#)

Non-Revenue trips were successfully saved

Please enter fare/subsidy information for each person on the vanpool roster.

Name	Role	City / State / Zip	Joined	Company Subsidy	Fare Paid

- 8.) The next screen is where you will enter the daily ridership log data for each commuter. The roles of the riders are listed, next to each commuter's name. If these are not correct, please contact METRO Vanpool Customer Service at (713)224-7433 so we can correct the change and delete your current month to reflect the changes. Once you are finished, you can click on Save and Next. Depending on the accessibility through your internet browser, you can enter one code at the top line, and it will make each commuter the same entry for that day. Also, please refrain from using the "D", "E", "X", or "N" codes.

METRO VANPOOL

Vanpools Account

Find Monthly Report New Monthly Report Reports Route - Roster - Rider Search Mobile View

V2268A - Daikin Waller from Missouri City Check Roster & Route Rider Search

Monthly Report for V2268A - Jan 2026 Vehicles Non-Revenue Trips Fares **Ridership** Distance / Time Submit

Use the form below to record the daily 'ride code' for each commuter.
The 'ride code' is a single character code that indicates if and how the commuter utilized the vanpool on a given day. See below for a list of valid codes.

Ride Codes

I Inbound O Outbound 2 Round Trip X Not on Roster H Holiday S Sick A Alternate Work Schedule
D Day Off J Jury Duty B Business N Unknown E Emergency V Vacation

Drive Codes

Indicate who drove on each day by clicking on the ride code for that person. Each time you click, the drive code will change.

☒ Drove Both Ways ☐ Drove Inbound Only ☐ Drove Outbound Only ☐ Did Not Drive

☒ Day Complete ☐ Weekend Day ☐ Holiday ☐ Weekend Day Complete

	R	F	Sa	Su	M	T	W	R	F	Sa	Su	M	T	W	R	F	Sa	Su	M	T	W	R	F	Sa	Su	M	T	W	R	F	Sa
Name																															
Role																															
City / State / Zip																															

Set everyone on this day to the code you enter here.

- 9.) Then you will click on the Submit tab, this will bring you to the confirmation screen where you can click on Submit and close out your report for the month. There may be a verification question to ensure the data submitted is correctly and the system will automatically verify that your monthly mileage reported does not exceed your mileage tier. There is a comment section available on this screen that you may fill out as you wish, but your request will be taken care of more effectively if you contact METRO Vanpool Customer Service at (713)224-7433 or metrovanpoolcs@ridemetro.org.

- 10.) When you click on the next arrow button, this will bring you to the final confirmation screen where you click on “I confirm...” and Save. There may be a verification question to ensure the data submitted is correctly and the system will automatically verify that your monthly mileage reported does not exceed your mileage tier. There is a comment section available on this screen that you may fill out as you wish, but your request will be taken care of more effectively if you contact METRO Vanpool Customer Service at (713)224-7433 or metrovanpoolcs@ridemetro.org.

Comments

- ☒ The same vehicle was used for this entire reporting period.
- ☐ Multiple vehicles were used during the course of this reporting period.

- ☒ I confirm that my vanpool roster is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

The Save button will just save the data in this view.
The Submit button will save the data, validate the entire report, and if complete and correct, submit the report for staff review.



- 11.) Click on Submit to close out your report for the month.

- ☒ The same vehicle was used for this entire reporting period.
- ☐ Multiple vehicles were used during the course of this reporting period.

- ☒ I confirm that my vanpool roster is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

The Save button will just save the data in this view.
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Commute Better. Commute Together.

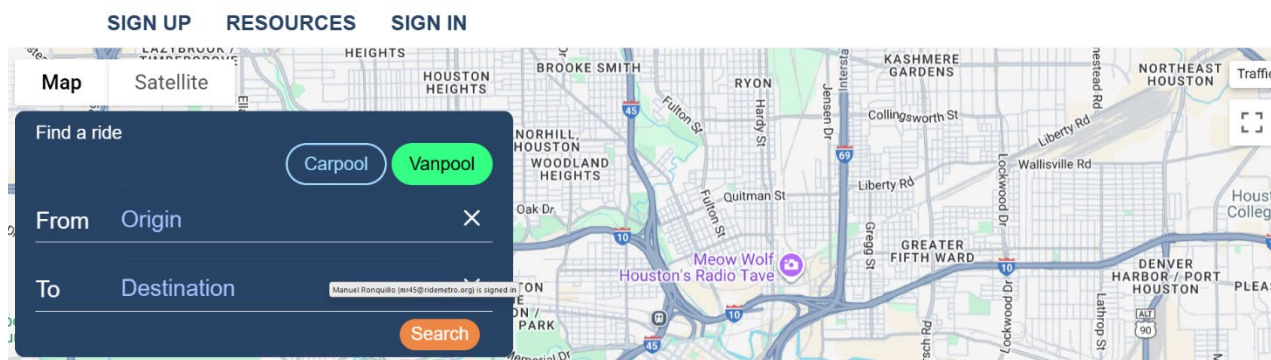
Ditch the high cost of driving alone. Commuting together in a METRO Vanpool can save you thousands of dollars in annual driving costs.



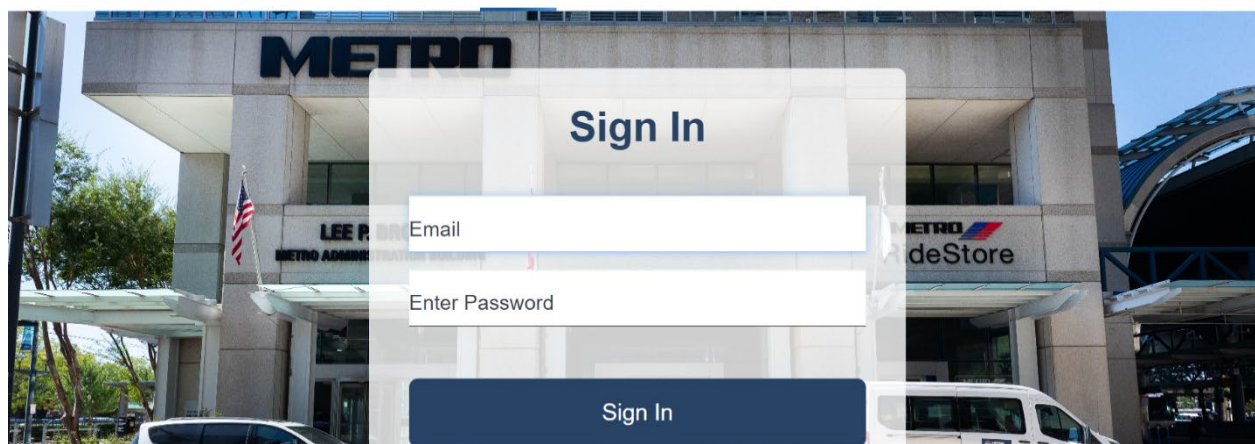
Monthly Ridership Report Instructions (Mobile Version)

1.) Please visit our website at: <https://METROVanpoolapp.ridemetro.org/signUp/signIn>

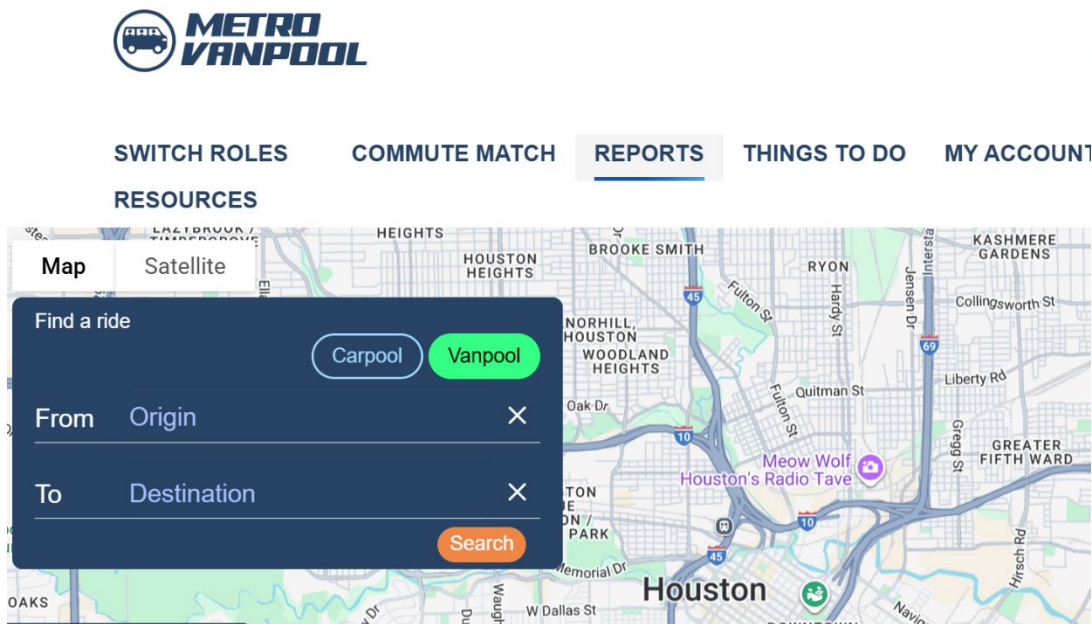
Your sign in screen should look like the screen in the pictures below. Your sign in information is the email address that you receive METRO Vanpool notifications with.



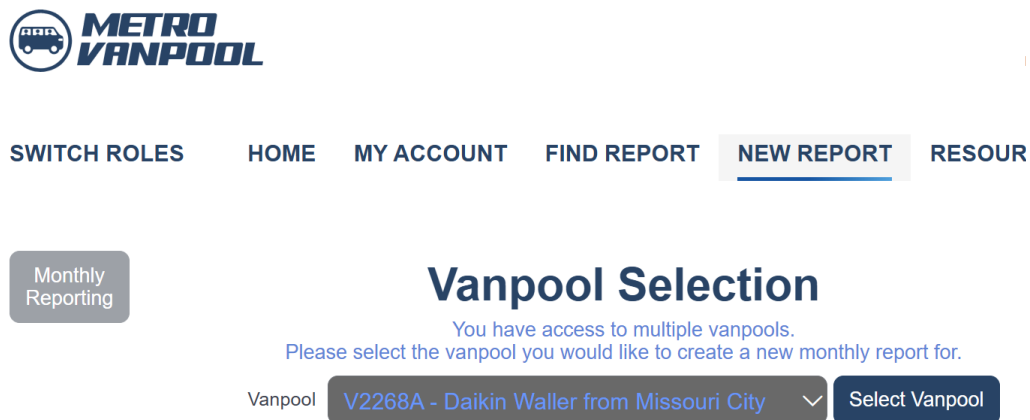
HOME SIGN UP RESOURCES SIGN IN



2.) Click on Reports.



3.) Then click on New Report and click on Select Vanpool.



4.) Click on "I confirm.." and Create.

If anything regarding the route, stops or roster is incomplete or incorrect, please contact us by email immediately.

☒ I confirm that all of the information above is correct about this route

Create a new report for **January** 2026

Create

- 5.) Once you click on Create, this will bring you to a screen of the calendar. Click on the first date of the calendar.

SWITCH ROLES HOME MY ACCOUNT FIND REPORT NEW REPORT RESOU

Monthly Reporting

Ridership for January 2026

Vanpool: V2268A - Daikin Waller from Missouri City

Sun	Mon	Tue	Wed	Thu	Fri
28	29	30	31	1	
				0 people	0 people

- 6.) This screen is where you will enter the daily ridership log data for each commuter. The roles of the riders are listed, by each commuter's name. If these are not correct, please contact METRO Vanpool Customer Service at (713)224-7433 or metrovanpoolcs@ridemetro.org so, we can correct the change and delete your current month to reflect the changes. Once you are finished, click on Save and Continue after entering your data for each day throughout the month. You can enter one code at the top line, and it will make each commuter the same entry for that day. Also, every day the vehicle is active please click on at least one driver. Please refrain from using the "Day Off", "Emergency", "Not on Roster", or "Unknown" codes.

Travel Time to Work (minutes)

60

Distance to Work (miles)

44.39

Travel Time from Work (minutes)

70

Distance from Work (miles)

45.37

Choose to set all riders --

Inbound

Outbound

Round Trip

Not on roster

- 7.) For the next screen you can click on next button. The screen is "Non-Revenue Trips" which most routes may accrue during your lease. Click on "Add Trip" to add non-revenue trips.

Monthly Reporting

Non-Revenue Trips for January 2026

Vanpool: V2268A - Daikin Waller from Missouri City

This should NOT include mileage for trips to and from work!

Add Trip

Vehicle	Trip Purpose	Start / End Date	Start / End Odometer	Miles
No non-revenue trips are currently defined.				

<

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- 8.) Once you click on the next arrow button, this will take you to the mileage screen and your van should be pre-populated for you. If your van is not showing or if you changed your van (including loaner vans) you will need to search for you vehicle by entering the Vehicle ID. (NOTE: You will only need the Vehicle ID or sometimes referred to as the Unit ID on the van's paperwork.) If your van is not showing up after you click on Search, please call METRO Vanpool Customer Service at (713)224-7433 or email us at metrovanpoolcs@ridemetro.org and we will be able to assist you. Once your van information is confirmed and your mileage is entered, click on Save.

Monthly Reporting

Vehicles for November 2024

Vanpool: V2333A - Federal Detention Center from Mt Belvieu

Search for a Vehicle

Vehicle	Start / End Date	Start / End Odometer (Miles)
Edit AVR 07CR22121 2022 Chrysler Voyager License: TX VDD4495 Delete	11/1/2024 11/30/2024	0 0 0

Total vehicle miles (excluding non-commute usage) should be 66 based upon the number of days riders were reported on the van and the mileage for each rider.
Mileage for vehicle 07CR22121 (excluding non-commute usage) should be between 123.86 and 206.42 based upon the number of days riders were reported on the van each day.
If your route changed on one or more days, please select "Ridership" in the Reporting Menu above, then select each date that your commute changed and update the mile commute on those days.

<

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Monthly Reporting

Edit Vehicle: 2022 CHR Voyager - AVR 07CR22121

Start Date: 11/1/2024
End Date: 11/30/2024
Start Odometer: 0
End Odometer: 0

Save Close

Page 10

- 9.) When you click on the next arrow button, this will bring you to the final confirmation screen where you click on “I confirm...” and Save. There may be a verification question to ensure the data submitted is correctly and the system will automatically verify that your monthly mileage reported does not exceed your mileage tier. There is a comment section available on this screen that you may fill out as you wish, but your request will be taken care of more effectively if you contact METRO Vanpool Customer Service at (713)224-7433 or metrovanpoolcs@ridemetro.org.

Comments

- ☒ The same vehicle was used for this entire reporting period.
- ☐ Multiple vehicles were used during the course of this reporting period.
- ☒ I confirm that my vanpool roster is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

The Save button will just save the data in this view.
The Submit button will save the data, validate the entire report, and if complete and correct, submit the report for staff review.

Save

Submit

- 10.) Click on Submit to close out your report for the month.

- ☒ The same vehicle was used for this entire reporting period.
- ☐ Multiple vehicles were used during the course of this reporting period.
- ☒ I confirm that my vanpool roster is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

The Save button will just save the data in this view.
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Save

Submit