Use MyCommute to find a Carpool or Vanpool

MyCommute is a comprehensive source of commute information that is fully integrated with UCSF’s fleet of shuttles, vanpools, and carpools and public transportation options. See instruction below on how match with a carpool or vanpool.

I. Get Started

Registration and Login
Start at UCSF’s MyCommute.ucsf.edu. Use your UCSF qualifications to log into the Single-Sign-On portal to begin, registration is quick and easy.

Plan and Save Trips
Save your commute home and work locations as a Favorite Trip to gain access to easier trip planning and the opportunity to connect with fellow carpoolers and vanpoolers.

II. Carpools

Find & Contact
Once you have searched for your commute options, you are presented all of your commute mode options, one of which is carpools. Click on ‘Carpool Options’ to view the list of available carpools; view as either a rider or a driver by selecting which of the two you’d prefer at the top of the list. For each availability, you can see a name, the details of the trip including preferences, days, and times. Filter your carpool matches by changing the schedule, trip type, and networks.
Contact a carpool match by clicking on the card for the carpool you’re interested in to expand the window and review its details, then click ‘Connect’. Compose your message to the carpool owner, click send, and your message will be emailed directly to the user. Your message to the carpool owner will include your name and your email address. Once you and the carpool owner connect, you can work out the details of the trip and be on your way.

**Start & Share a Carpool**
Share your commute as a carpool for others to match with. You can start a carpool as either a rider or a driver, not having a car should not hold you back from connecting with others. Click ‘Start a Carpool,’ fill in all the fields with your preferences to ensure your matches are accurate and relevant.

- Commute vs. One Time Trip - If this is a trip you take on a regular schedule, choose ‘Commute.’ If you are planning a trip that will happen only on a specific day, choose ‘One Time Trip.’
- Flexible Hours - Indicate if you have some flexibility in your commute times and are open to carpooling with others who have slightly different schedules.
- Driver or Passenger - Choose whether you are only interested in being a driver or a passenger, or if you’re open to either.

Your carpool can be shared with anyone on MyCommute who is planning a similar commute trip, with no one, or only with other members of networks to which you belong. Your carpool will now appear to other users in relevant searches. If a user sees your carpool and is interested in more information, you will receive a contact email from them. You can be proactive in searching for riders by searching for carpools and reaching out to others.

See all UCSF Carpool Program information at [UCSF Carpool](#).

### III. Vanpools

**Find & Contact**
Once you have used MyCommute to search for your commute options, you are presented with all of your commute mode options, one of which is vanpools. View the list of available vanpools as either a rider or a driver by selecting which of the two you’d prefer at the top of the list. For each availability, you can see the details of the trip including times and seat availability.

Contact a vanpool match by clicking on the card for the vanpool you’re interested in to expand the window and review its details, then click ‘Connect.’ Compose your message to the coordinator of that vanpool, click send, and your message will be emailed directly to the user. Your message to the vanpool coordinator will include your name and your email address. Once you and the vanpool coordinator connect, you can work out the details of the trip and give the vanpool a trial run to make sure it is a good fit. Once you have decided to become an official member of the van, contact TS to set up payroll deductions and to have the MyCommute open seat number adjusted.
Start & Share a Vanpool
Share your commute as a vanpool for others to match with. You can start a vanpool as either a rider or a driver, not having a vanpool vehicle should not hold you back from connecting with others. Click ‘Start a Vanpool’ and fill in all of the fields with your home city and UCSF campus destination to ensure your matches are accurate and relevant. This message goes to TS who will reach out to you to get the potential new vanpool posted on MyCommute.

Your vanpool will appear to other users in relevant searches. If a user sees your vanpool and is interested in more information, as the coordinator, you will receive a contact email from them. You can be proactive in searching for riders and drivers by searching for carpools and vanpools and reaching out to others who have posted rides and asking them to join your vanpool. Vanpool members are responsible for recruiting new participants into their vehicles.

Getting Onboard with Commute with Enterprise
Once the vanpool coordinator has gathered enough interested participants to meet the minimum occupancy requirements (6 for a 7-passenger vehicle), the group can contact UCSF Transportation Services (TS) to apply for a vanpool vehicle through UCSF’s third-party vendor, Commute with Enterprise. Once finalized, TS will update MyCommute’s active vanpool list to assist in recruiting new members and maintain a waitlist for your vanpool.

See all UCSF Vanpool Program information at UCSF Vanpool.

Carpool & Vanpool Program Contacts
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