

## FAQs: Vanpool Driver Reimbursement Policies and Procedures (Effective July 1, 2016)

### **Why are you changing the driving reimbursement policy and procedure?**

A recent audit revealed numerous occasions when multiple drivers are being reimbursed for driving the same van, at the same time. These duplicate reimbursements are the result of some vanpool drivers being reimbursed a fixed percentage each month for their driving, regardless of the exact number of days they drive, while many other drivers are reimbursed for the exact number of days they drive. This resulted in occasions when multiple drivers are credited for driving the same van, at the same time.

### **Why will I not be reimbursed for driving when I am on vacation and sick leave?**

We realize under the current fixed reimbursement procedures that a number of employees are being credited for driving while they were actually on leave. Although we value all our vanpool drivers and fully appreciate the importance of their roll in any successful vanpool program, these overlapping credits are excessive. It is also important to note that longstanding *vanpool policy does not allow for refunds when vanpool members take vacation, sick leave and holiday leave.* Nonetheless, we are making reasonable accommodations for individuals who drive full-time or frequently (see next question).

### **My van depends on me as a full-time driver. How am I being recognized for my efforts, when others are unwilling to drive?**

Individuals who volunteer to frequently drive, when other drivers are unavailable, are especially valuable to any successful vanpool program. Therefore, individuals who drive at least 17 days (AM and PM) in any given month, or any combination of 34 one-way trips (AM or PM), will receive a full reimbursement of their entire month's fees.

### **How much am I reimbursed if I drive part-time or a few days each month?**

Those who drive fewer than 17 days each month, are reimbursed at a rate of  $1/20^{\text{th}}$  of their full-time monthly fare for each day they drive (both AM and PM) and  $1/40^{\text{th}}$  of their full-time monthly fare for each half-day they drive (AM or PM). For example, if your monthly fare is \$300, your reimbursement for driving both AM and PM is \$15.00 per day ( $\$300 / 20 = \$15$ ). Your daily reimbursement would be \$7.50 for driving one-way (AM or PM).

### **Does this mean that all vanpool participants will be charged a monthly fare, including vanpool drivers?**

Yes – beginning with vanpool fares for July 2016, all vanpool participants will incur a monthly fare. Vanpool drivers will be reimbursed for the days they drive, up to a maximum of their full monthly fare, depending on how frequently they drive, in any given month.

**When will I receive my reimbursements for driving?**

You must submit your driving records by the 5<sup>th</sup> of each month for the previous month. If you are paid bi-weekly, a credit will appear on a paycheck in the same month that your driving records are due (example: if driving records are due the 5<sup>th</sup> day in March, a reimbursement will be credited to one of your bi-weekly paychecks in March). If you are paid monthly, a credit will appear on your first paycheck following the 5<sup>th</sup> of each month (typically the first day of the following month).

**How do I submit my driving records?**

A web based reporting system is being developed to facilitate accurate and timely reimbursements. We will continue to use the paper reporting method ([Driver Reimbursement Request Form](#) found on our Online Forms and Services page) until the online system is available. To ensure timely reimbursement, your driving must be reported to me ([kevin.cox@ucsf.edu](mailto:kevin.cox@ucsf.edu)) by the 5<sup>th</sup> of each month for the proceeding month.

**What happens if I fail to report my driving by the 5<sup>th</sup> day of the month for the previous month?**

Your reimbursement will be delayed until you submit your driving records. Requests submitted more than 90 days late will not be accepted nor processed.