

Vanpool Enrollment and Cancellation Form

STEP 1. Contact Information

First Name

Last Name

Middle Initial

UCSF Employee I.D. Number

Department

Campus Mail Box

Daytime Phone Number

E-mail Address

STEP 2. Enroll or Cancel

Enroll me in a vanpool:

Vanpool Name _____; Vanpool No. _____

Cancel my participation in a vanpool:

Vanpool Name _____; Vanpool No. _____

STEP 3. Enter Payroll Deduction Amount (monthly vanpool fare)

I authorize the monthly deduction of \$ _____ from my earnings (first \$265 will be deducted on a pretax basis), as of _____ (enter date).

Select One: I am paid monthly OR I am paid bi-weekly

STEP 4. Review Vanpool Policies

Please review all vanpool program policies before signing below, policies are available here:

http://campusliveservices.ucsf.edu/upload/transportation/files/Vanpool_Policies_Current.pdf

STEP 5. Sign and Date

By signing this form I agree that I have read the vanpool policies and fully understand my obligation to follow these policies:

Signature

Date

Completed forms are to be submitted to Georgina Arias, Transportation Demand Manager, at georgina.arias@ucsf.edu. For additional information or to find the Transportation Office closest to you, please visit our website at: <https://campusliveservices.ucsf.edu/transportation/> or call us at: (415) 476-4646