

**EXHIBIT I – SAMPLE CONTRACTOR MONTHLY SUMMARY SHEET**

**CCRTA/Commuter Resources Vanpool Program**

**Vanpool Contractor - Monthly Submittal**

<b>Employer/Worksite:</b>	
<b>Month Reported:</b>	
<b>Year Reported:</b>	
<b>Date Submitted:</b>	
<b>Primary Driver:</b>	
<b>Total Vanpools in Operation (including new):</b>	
<b>New Vanpools in Operation:</b>	
<b>Terminated Vanpools:</b>	

<b>Van Unit Number &amp; Size</b>	<b>Primary Driver's Name</b>	<b>Monthly Use Fee</b>	<b>Monthly Mileage</b>	<b>Amount of Subsidy Applied</b>	<b>Major Vehicle Incident (Yes/No)</b>	<b>Non-Major Vehicle Incident (Yes/No)</b>

Attach additional sheets as necessary.

<b>Vehicle update, including replacement and retirement:</b>

<b>Rider Recruitment and marketing efforts:</b>