



UPCOMING ENROLLMENT DEADLINES:

Next:
Wednesday, October 21, 2015
(for December benefit)

Future:
Wednesday, November 18, 2015
Thursday, December 17, 2015



DID MY VAN MEET THE 80/50 RULE?

Deputy Assistant Secretary of the Navy for Financial Operations Memorandum dated 6 February 2012 requires vanpool participants to record and certify their vanpool ridership on a vanpool log. These vanpool logs or rider logs must be submitted to their local reviewing official, no later than the 5th day of the month following the commuting month. The rider logs are used to validate 1) that the employee has met the individual riding requirement and 2) that vanpool has met the 80/50 rule in order to be eligible for transit benefits. Reviewing officials are required to review these logs to ensure that both the participant and the vanpool have met the eligibility requirements for the program so that the participant can continue receiving transit benefits to commute to and from work.

What is the 80/50 rule? Vanpools are required to have at least 1/2 of the adult seats occupied (not including the driver) for at least 80% of the vehicle's mileage in order to qualify for transit benefits. In simpler terms, for example, a seven-passenger van must have at least four people for at least 80% of the mileage or days that the van operates. The 80/50 rule helps ensure that participants are working to optimize the vanpools in the transit benefit program. Vanpools that work to recruit riders for each seat in their van generally do not have difficulty meeting the 80/50 rule.

What happens if my van doesn't meet the 80/50 rule? Vanpool participants whose vanpool fails to meet the 80/50 rule for the first time in the calendar year, may receive one warning before they will be required to repay the Federal government. This initial warning allows vanpool participants to adjust their commuting pattern or recruit more riders to ensure that their vanpool will meet the 80/50 rule in the future. Vanpool participants whose vanpool continues to fail to meet the 80/50 rule for more than one month in a calendar year, will be required to reimburse the Federal government for transit benefits they received. Additionally, vanpool participants whose vanpool fails to meet the 80/50 rule for three or more months in a calendar year will be withdrawn from the program for a minimum of three months.

How do I know if my vanpool met the 80/50 rule? Beginning in November 2015, vanpool coordinators will be required to provide two additional data elements when

uploading a vanpool log to the Transportation Incentive Program System (TIPS): 1) the number of days the van operated during the month and 2) the number of days the occupancy threshold was met.

Based on this information, TIPS will calculate whether the vanpool met the 80/50 rule. Therefore, it is important that vanpool coordinators correctly enter the data elements to get an accurate assessment for the 80/50 rule.

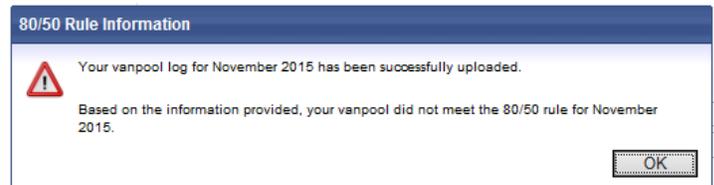
The number of days a van operates should include any day the van transports any number of people to and from work. Operating days will not always equal the scheduled or eligible workdays for the riders in the van. A van could choose to not operate on some scheduled work days due to low ridership levels (i.e. a regular day off (RDO), a day before or after holiday, etc.), or the van could operate on days that some employees are not scheduled to work like an RDO.

The occupancy threshold is defined as at least fifty percent of the adult seats not including the driver. The below chart displays the occupancy threshold requirement for different size vehicles:

Passenger Vehicle Size	Riders Required	Driver Required	Total People Required
7	3	1	4
8	4	1	5
9	4	1	5
10	5	1	6
11	5	1	6
12	6	1	7
13	6	1	7
14	7	1	8
15	7	1	8

Vanpool coordinators should count the number of days that their van met the above occupancy threshold (total people required) and enter that number into "the number of days the occupancy threshold was met" field when uploading a vanpool log.

When the rider log is uploaded, TIPS will provide a quick assessment based on the inputs and notify the coordinator if the vanpool did not meet the 80/50 rule.



If the vanpool does NOT meet the 80/50 rule, an email will be sent to notify the participants and reviewing officials so that corrective action can be taken (e.g. recruiting more riders, change ridership patterns, etc.).

**DEPARTMENT OF THE NAVY
OFFICE OF FINANCIAL OPERATIONS CONTACT INFORMATION**

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ATTN: Transportation Incentive Program

E-MAIL ADDRESS: M_WNYD_TIP@navy.mil
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TIPS HELP DESK: 619-553-4684 **EMAIL:** tips@spawar.navy.mil



**DEPARTMENT OF TRANSPORTATION
TRANSERVE CONTACT INFORMATION**

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JP MORGAN CHASE:
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