My Van Pool Help

What is a van pool?

A van pool is a group of 7 to 15 commuters who voluntarily participate in a ridesharing arrangement. The van makes one trip to work, and one trip home. A variety of vehicles ranging from 7 passenger minivans to full-size 15 passenger maxi-vans are used. The cost of the van pool is determined by the average commute miles the van travels during the month. The van pool group shares the operating costs, including fuel and any other commute related expenses. The driver’s fee is waived in exchange for driving the van and managing the van pool.

How to Login to My Van Pool

Step 1:

Go to Employee Self Service (https://hris.uiowa.edu/portal/ss06/driver.php) and login with your Hawk ID and password.

Step 2:

Click on My Van Pool located in the lower left side under the My Parking section.

How to Add Myself to a Van Pool Wait List

Step 1:

Select “Request Van Pool” from either of the two options available.

Step 2:

Click the “plus sign” for the community you are interested in. The selection will expand to show all the vans operating in that area. In this example we are selecting the Davenport area.
Step 3:

Select the box of the van pool(s) you are interested in joining. In this example we are selecting the Davenport #1 and #3. Repeat Step 2 and Step 3 for all the van pools you are interested in.

Step 4:

When you have finished selecting the van pool(s), scroll to the bottom of the page and select “Continue.”
Step 5:

A confirmation message will appear. Please review your selections. If you are satisfied with your selections, select “Yes.” If you need to further edit your selections, select “Cancel” and go back to Step 2. In this example we will select “Yes.”

Step 6:

After confirming “Yes”, you will be taken to your “My Van Pool Wait List” webpage, which will show your current wait list status. In this example we had previously been number 7 on the Riverside #5 wait list. Now we are “Pending Action by Parking & Transportation” for the Davenport #1 and #3 wait lists. Once the Parking & Transportation Department approves your wait list request, a confirmation email will be sent to your University of Iowa email address, and you will be able to view your current “Place on List.”
How to Remove Myself from a Van Pool Wait List

**Step 1:**

Select “My Van Pool Wait List” from either of the two options available.

**Step 2:**

Select the “Remove” option for the van’s wait list you no longer want to be on. In this example we are wanting to be removed from the Riverside #5 van pool.
Step 3:

A confirmation message will appear. Please review the text. If you are satisfied, select “Submit.” If you want to cancel, select “Cancel.” In this example we will select “Submit.”

Step 4:

A confirmation email will be sent to your University of Iowa email address. Your “My Van Pool Wait List” webpage will reload and the removed van pool will disappear.

How to Accept or Decline a Van Pool Offer
**Step 1:**

Once an opening on a van pool is available for you, an email will be sent to your University of Iowa email address with further instructions. If you want to accept the offer, please follow the email instructions and contact the van’s primary driver. After speaking with the driver, if you decide you want to join the van pool, please go to Step 2. If you want to decline the offer, please go to Step 9.

**Step 2:**

Select “My Van Pool Wait List” from either of the two options available.

![My Van Pool](image-url)

**Step 3:**

In addition to an email offer, the offer will appear on the My Van Pool Wait List page. A red box at the top of the page notifies you of the offer and provides a link to instructions (see yellow arrow). To accept the offer, select “Accept” by the expiration date. In this example we will accept the offer. If you want to decline, please skip to Step 9.
Step 4:

A confirmation message will appear. Please review the text. If you are satisfied, select “I Agree.” If you want to go back, select “Cancel” and go back to Step 3. In this example we will select “I Agree.”

Step 5:

You will see this van is now “Pending Final Approval by Parking & Transportation.” A confirmation email will be sent to your University of Iowa email address from the Van Pool Coordinator confirming you will be joining the van. The Coordinator will follow up with you regarding an anticipated start date on the van. Once a start date has been finalized, you will then go to Step 6.
Step 6:

After you have been approved to join the van you will no longer see that van pool listed. In addition, a confirmation email will be sent to the van driver and your University of Iowa email address announcing your official start date. Now let’s go back to the main page “My Van Pool.”

Step 7:

Select “My Current Van Pool”.
Step 8:

On your official start date with the van, your current van pool information will be displayed in the “Current Van Pool” field. (If you have a future start date on a van or transferring to a van at a later date, that van’s information will not appear until the day you are officially on that van.) You are now officially on this van and there are no more steps for accepting a van offer. For declining a van offer please see Step 9.

Step 9: How to Decline a Van Pool Offer

If you would like to decline a van pool offer, select “Decline” by the expiration date.
Step 10:

A confirmation message will appear. Please review the text. If you are satisfied, select “Submit.” If you want to go back, select “Cancel.” In this example we will select “Submit.”

Step 11:

Once you have removed yourself, the van pool will disappear on your Wait Lists.
<table>
<thead>
<tr>
<th>Req ID</th>
<th>VP Name</th>
<th>Work Hours</th>
<th>Date Requested</th>
<th>Place on List</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2322</td>
<td>Davenport 3</td>
<td>8:00 AM - 4:30 PM</td>
<td>May 19, 2014</td>
<td>4</td>
<td>Remove</td>
</tr>
</tbody>
</table>