

VANPOOL PROGRAM - GUIDELINES AND PROCEDURES
VANPOOL DAILY LOG

VANPOOL ID: _____ Month/Year _____			Days of the month																																
VAN CAPACITY: _____			X = Rider Present H= Holiday R= Removed																																
			Leave blank if rider was not present. Weekend activity must be reported.																																
No.	Employee ID	Last Name, First Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Example	N21065	Smith, John	X	X			H	X	X	X	X			X	X	X	X	X				X	X	X	X	X			X	X	X	X	X		
1																																			
2																																			
3																																			
4																																			
5																																			
6																																			
7																																			
8																																			
9																																			
10																																			
11																																			
12																																			

Signature: _____ Printed Name: _____ Employee ID: _____

Primary drivers are responsible for maintaining a daily log and submitting it by the 5th of each month to the NASSCO POC. Primary driver may designate another participant to submit the monthly log to commute@nassco.com or drop off at the Career Center in Building 1.