

**Ben Franklin Transit  
Vanpool RidePro  
Bookkeeper Instructions**



## Bookkeepers

Your work is greatly appreciated! As the bookkeeper you are responsible to submit the monthly reports and payments to Ben Franklin Transit by the 5<sup>th</sup> of each month. This includes the on-line reporting for vehicle mileage and ridership and the fares report which is completed in MS-Excel.

You will be able to log into on-line reporting anytime during the month to enter data. If your on-line report is not yet submitted and the deadline is approaching, you may receive a reminder email for the Vanpool office.

Additional drivers/riders can be added as a reporter to assist with completing monthly reports when the primary bookkeeper is absent.

## On-line Reporting for mileage and Ridership

Access to reporting is through the website <https://bft.rideproweb.com>

The website is also a ride matching service providing bookkeepers an easy way to search for new Vanpool members.

## Payments and Payment Record

Each month bookkeepers will prepare a payment record and inform the riders of their payment amount due. This is to be done prior to the 1<sup>st</sup> of the month so the riders will be able to submit their payments in a timely manner.

Riders can make their payments by check or on-line at <https://www.bft.org/services/vanpool/>

Checks can be mailed to:

Ben Franklin Transit  
Att. Vanpool  
1000 Columbia Park Trail  
Richland, WA 99352

Cash payments are only accepted at the Vanpool office and not to be taken by the bookkeeper.

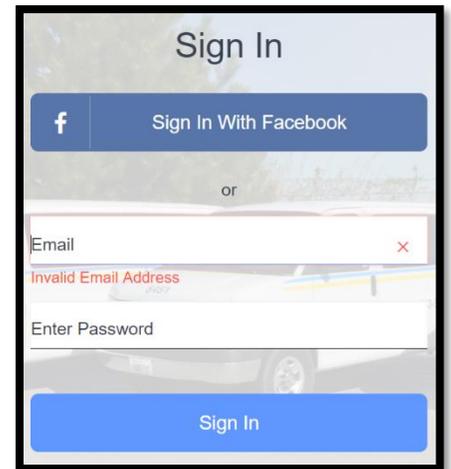
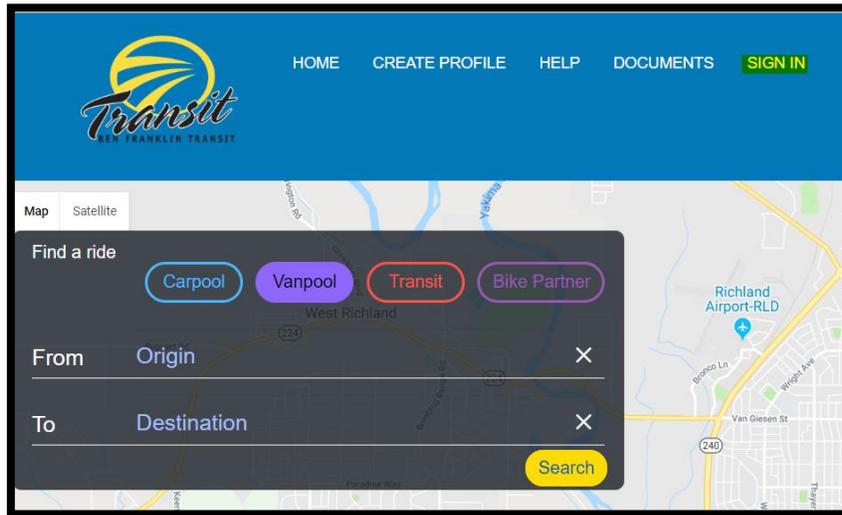
## Important Tips

- |                    |                                                                                                                                                                                                                                                                                |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Saving your Work   | Entries are not saved when you type them. They are saved when you “submit” or “save” the page or click the “next” button to move to the next page. If you make a change, then navigate to another function without saving, or close your web browser, the change will be lost. |
| Signing out        | You are signed in until you click on “sign out” or close ALL tabs in the web browser. If you close one tab while another is running, you will still be signed in.                                                                                                              |
| Back Function      | Use the back function to navigate to previous pages.                                                                                                                                                                                                                           |
| Responsive Website | The site is a responsive site meaning it will adjust to the size of screen it is being viewed on. It is designed so you can complete the work on a smart phone, tablet, or a PC.                                                                                               |
| Roster Changes     | Any changes to the roster and the route can only be done by BFT Vanpool staff members. Immediately contact BFT to make changes and corrections. All riders must complete a Vanpool agreement and submit to BFT before being added to a roster.                                 |

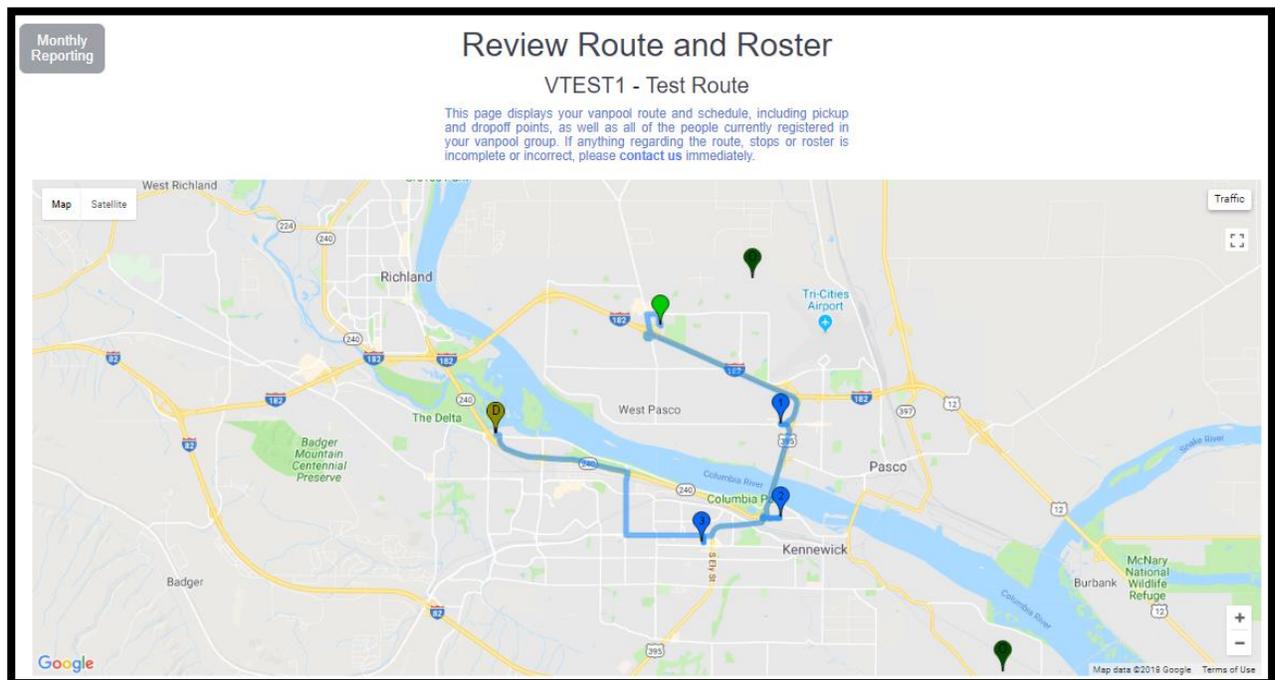
## Routes Changes

The system creates a map for each group's route and uses it to calculate the data for the National Transit Database and fares calculation. Any changes in the group's route must be communicated to BFT immediately so the most accurate data is reported.

1. Log onto <https://bft.rideproweb.com>
2. Click **SIGN IN** and enter **Username (e-mail address)** and **Password**



3. Once logged in, you should see the system asking you to review and confirm your van route and roster.  
\* If you do not see this review, click on **Monthly Reporting** to see the menu and select **Review Route and Roster**.



**Schedule**  
 Going Trip 7:30 AM - 8:00 AM  
 Returning Trip 5:00 PM - 5:30 PM  
 Rotating Shift - X

**Route**  
 Origin → Destination: 14.05 mi  
 Destination → Origin: 15.40 mi

Name	Type	Address
1. TRAC Park & Ride	Origin	Homerun Rd and Convention Pl, Pasco, WA 99301
1. Jack n the Box	Pickup	W Court St & N 32nd Pl, Pasco WA
2. 711 store	Pickup	W Columbia Dr & N Kent Pl, Kennewick WA
3. Huntington Transit Center	Pickup	Huntington Transit Center, 21 N Huntington St, Kennewick, WA 99336
5. Route Destination	Destination	1000 Columbia Park Trail, Richland, WA 99352

**Roster**

Name	Role	Pickup	Dropoff
Dan Bower	Driver	Homerun Rd and Convention Pl, Pasco, WA 99301	1000 Columbia Park Trail, Richland, WA 99352
Gladys Diaz	Rider	Homerun Rd and Convention Pl, Pasco, WA 99301	1000 Columbia Park Trail, Richland, WA 99352
Vicky Pacheco	Rider	Homerun Rd and Convention Pl, Pasco, WA 99301	1000 Columbia Park Trail, Richland, WA 99352

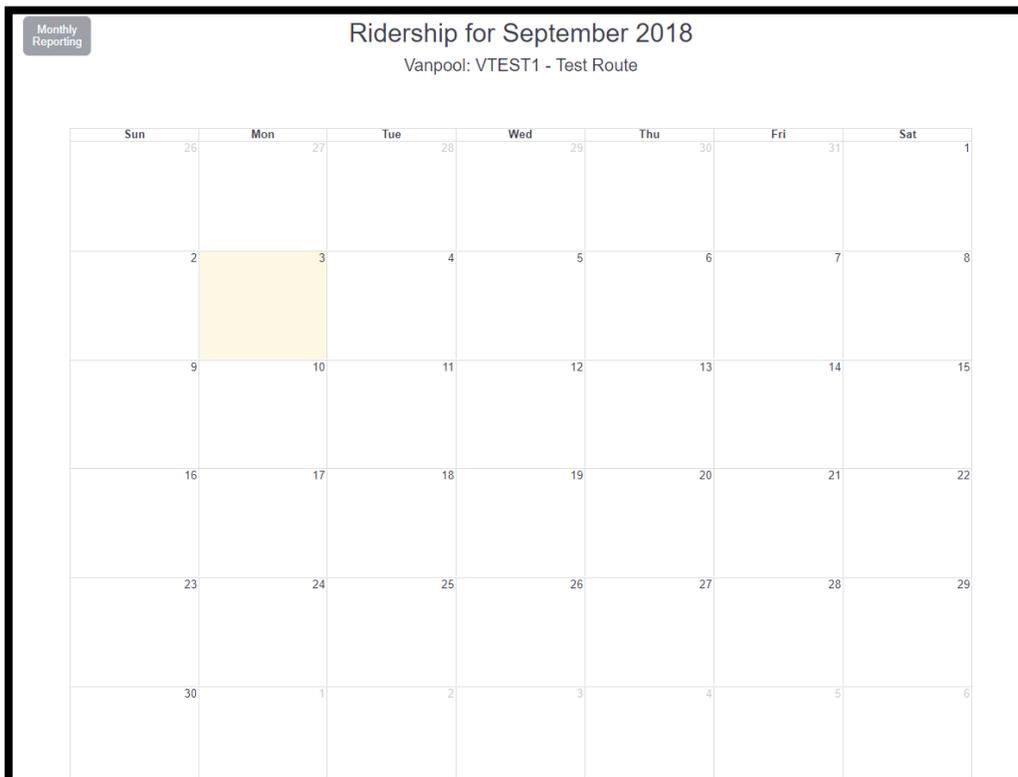
The wait list for this vanpool route is currently empty

This page displays your vanpool route and schedule, including pickup and dropoff points, as well as all of the people currently registered in your vanpool group. If anything regarding the route, stops or roster is incomplete or incorrect, please [contact us](#) immediately.

I confirm that all of the information above is correct about this route

- Once reviewed, click the “I confirm that all of the information above is correct about this route” then click **SUBMIT**. BFT must be contacted **immediately** so changes and corrections can be made before submitting report.
- This will take you to the ridership calendar for the current month

4. Select a day



5. Each day will have the roster with information of who **Rode In/Out** and who **Drove In/Out**
  - a. Click who **Rode IN** and who **Rode Out**
  - b. Click who **Drove IN** and who **Drove Out**
  - c. Click **Save Ridership**

Once the ridership has been updated for a specific day that day will turn green on the calendar.

Monthly Reporting

## Ridership for 9/3/2018

Vanpool: VTEST1 - Test Route

(Toggle All)

Name	Rode In / Out	Drove In / Out
Dan Bower	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Gladys Diaz	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Vicky Pacheco	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Save Ridership

Cancel

6. Click the blue arrow below to enter Non-Commute Trips (fuel transactions, maintenance trips, washing the van, etc.)
7. Click **Add Trip**

Monthly Reporting

## Non-Commute Trips for September 2018

Vanpool: VTEST1 - Test Route

	Vehicle	Trip Purpose	Start / End Date	Start / End Odometer	Miles
No non-commute trips are currently defined.					

Add Trip

8. Enter the **Vehicle, Trip Purpose, Start Date, End Date, Start Odometer** and **End Odometer**
9. Click **Save**.

**Add a Trip** [X]

Vehicle 2004 CMD EXPRESS 3500 ID: 8286

Trip Purpose Maintenance ▾

Start Date

End Date

Start Odometer

End Odometer

**Save** **Close**

10. Click the blue arrow  to go to the Vehicles page.

Monthly Reporting

### Vehicles for August 2018

Vanpool: VTEST - Terry's test route

	Vehicle	Start / End Date	Start / End Odometer	Miles	
<b>Edit</b>	2003 Ford ECONOLINE 350 BFT 8221	8/1/2018 8/6/2018	170015 0		<b>Delete</b>

11. Click **Edit** beside the entry for the vehicle you ended the month with.

**Edit Vehicle: 2003 FRD ECONOLINE 350 - BFT 8221** [X]

Start Date 8/1/2018

End Date 8/6/2018

Start Odometer 170015

End Odometer 0

**Save** **Close**

Confirm the dates and enter the ending odometer reading for the month. Click **Save** to close the form.

12. Click the blue arrow  to go to the submitting page.
13. Check either that “the same vehicle was used” or “multiple vehicles were used”
14. Click “I confirm that my vanpool roster is correct...”
15. Click **SUBMIT**  
**\*You will NOT be able to submit the report until all days worked are entered, the van’s mileages and Non-Commute miles are entered and correct.**

Monthly Reporting

## Submit September 2018

Vanpool: VTEST1 - Test Route

Comments

The same vehicle was used for this entire reporting period.

Multiple vehicles were used during the course of this reporting period.

I confirm that my vanpool roster is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

Non-operating days claimed

Submit



# Monthly Fares Repot

**Ben Franklin Transit must receive a copy of the fares report each month by the 5<sup>th</sup>.** This is the only record BFT will have of the expected payment amounts and method of payment by each rider. A copy of the Vanpool Logsheets – Fares can be found at <https://www.bft.org/assets/1/6/vplogfares.xls> Once the Logsheets is completed it should be sent to the BFT Vanpool Coordinator assigned to your group; either Vicky Pacheco, [vpacheco@bft.org](mailto:vpacheco@bft.org) or Gladys Diaz, [gdiroz@bft.org](mailto:gdiroz@bft.org). It can additionally be sent to [vanpool@bft.org](mailto:vanpool@bft.org). The process of submitting a fares report will be replaced when BFT begins using the fares calculation and collection portion of the RidePro software.

## Example of Fares Logsheets



### VANPOOL MONTHLY FARES REPORT

*\*Vanpool group is responsible for fares of riders not listed.\**

Monthly Rate Due _____ Extra Charges (i.e. Over Time) _____ Subsidy Received _____ Total Amount Due \$ _____ -	Vanpool Number _____ Month Report For _____ Person Preparing Report _____
-------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------

Badge Numbers*	Last Name, First Name	New or Term Rider?		Amount Owed		Amt Collected		Payment Form	Official Use Only
		Start Date	End Date	By Rider	By Coordinator	By Coordinator	By Coordinator		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
<b>TOTAL AMOUNT OWED BY RIDERS</b>				\$	-				
				<b>TOTAL COLLECTED</b>	\$	-			Total Cash:
				<b>DIFFERENCE OWED</b>	\$	-			Total Checks:
									Total Amount:
									Emp Ints Date:

\*Employee number for Bechtel Employees

**FARES DUE BY THE 10TH OF THE MONTH** FORMS OF PAYMENT- \$=Cash, Ck=Check, O=Other