

Enterprise Rideshare Vanpool

Instructions for Online Driver Application Process



Applying Online is the **quickest** and **easiest** way to be approved to drive a vanpool. In addition, this process allows you to not only print out a copy of your driver agreement (once approved), but it also provides you with an electronic copy of your agreement which you can save on your computer and reprint at any time.

To take advantage of the Online Driver Application process, you will need the following:

1. Access to a personal computer or work computer that has internet access.
 - Most public libraries have computers available to the public.
2. An e-mail address that is **specific to the Driver Applicant**. This must be the applicant's personal (home) e-mail account or their work e-mail account.
 - If the applicant doesn't currently have an e-mail address, they would need to set one up through Yahoo, Gmail or one of the other **free** e-mail services (instruction for which are on the next page).

The simple steps to apply online through Enterprise Rideshare's website are as follows:

1. Go to www.vanpool.com and select the "My Vanpool" tab
2. Download a Driver's Medical Exam (DL51) from the DMV using link on our site
3. Select either a Primary or an Alternate Driver Application & Agreement
4. Fill out the Driver Application & Agreement
5. Use link from e-signature confirmation e-mail
6. Electronically sign your application

Following are detailed instructions for each step.



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Ride 

Setting Up A Personal E-mail Account

(If you currently do not have an e-mail account at work or home. Skip to page 3 if you already have a personal e-mail account)

To complete a valid electronic signature process, the applicant must have a personal home or work e-mail address. The applicant cannot use somebody else's e-mail address (that would invalidate the e-signature process). Fortunately, if the applicant doesn't currently have an e-mail address, they can set one up quickly and easily through one of the following free e-mail services:

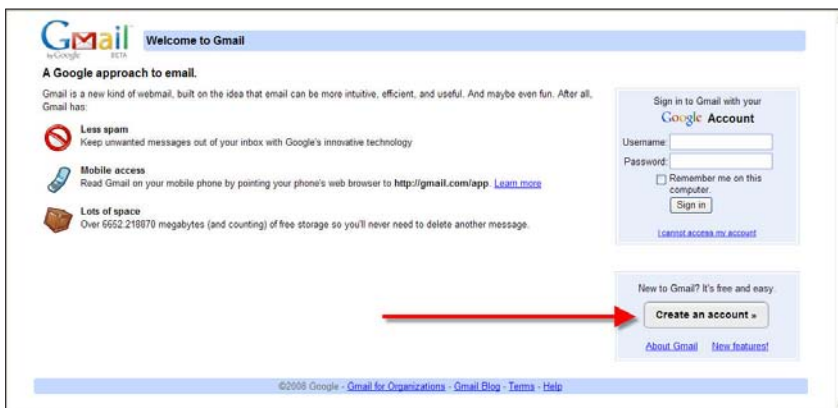
Yahoo Mail

Go to www.yahoo.com and click on "Free Mail: Sign-Up" and follow the simple steps.



Gmail (Google)

Go to www.gmail.com and click on "Create an Account" and follow the simple steps.



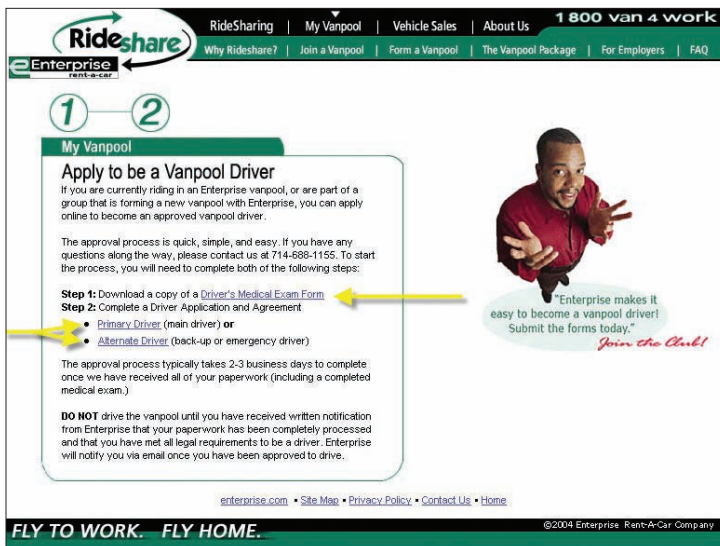
If the applicant does not currently have an e-mail address, they would need to set up a personal account prior to applying online as a vanpool driver.

Step #1: Visit Rideshare website to apply

Go to the Enterprise Rideshare website (www.vanpool.com) and select the "My Vanpool" tab at the top of the screen:



Once on the "My Vanpool" page, you will see the screen below. From this point you will complete steps 2 and 3:



Step #2: Download Driver's Medical Exam

The medical exam is a State licensing requirement for driving a vanpool. You will need to download a copy of the exam form (if you do not already have a copy), and take it to a doctor for completion.

RideShare | RideSharing | My Vanpool | Vehicle Sales | About Us | 1 800 van 4 work
Enterprise | Why RideShare? | Join a Vanpool | Form a Vanpool | The Vanpool Package | For Employers | FAQ

Step One **2** Step Two

My Vanpool

Driver's Medical Exam

The State of California requires vanpool drivers to complete a Driver's Medical Exam. This basic exam can be completed by your own personal physician, or any other licensed medical doctor. As an option, Enterprise can provide the names of clinics in your area that perform this exam, typically even without an appointment.

You will need to download a copy of this PDF-formatted exam by clicking on the Driver's Medical Exam below. Once you have downloaded this form, you will need to print it out and take it with you when you have the exam performed. The performing physician will need to complete the form at the time of the exam (including their signature and the date of the exam). Once the exam has been completed, you will need to fax the exam to Enterprise at 714-676-5226. Enterprise will need a copy of your completed medical exam to complete the driver approval process. If you have any questions on the Driver's Medical Exam, please call Enterprise at 714-668-1155.

[Driver's Medical Exam Form](#)

DO NOT drive the vanpool until you have received written notification from Enterprise that your paperwork has been completely processed and that you have met all legal requirements to be a driver.

Notes: Remember, once you have completed this form, please go to Step 2 to complete either a [Primary Driver](#) or [Alternate Driver](#) Application and Agreement.

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Once you have downloaded the exam form, you will need to return to the previous screen to complete a Driver Application & Agreement. You can either hit the “back” button on your browser, or you can select from the links (in blue) at the bottom of the Driver's Medical Exam Page.

Step #3: Complete either a Primary or Alternate Driver Application & Agreement

By reading through the differences between the two types of drivers on the “My Vanpool” page, you can decide which driver status you want to apply for. Keep in mind that every vanpool needs one (and only one) Primary Driver.

In the example below, it shows the screen you go to if you want to apply to be an Alternate (back-up) Driver.

RideShare | RideSharing | My Vanpool | Vehicle Sales | About Us | 1 800 van 4 work
Enterprise | Why RideShare? | Join a Vanpool | Form a Vanpool | The Vanpool Package | For Employers | FAQ

Step One **1** Step Two

My Vanpool

Alternate Driver Application and Agreement

[Click here if you would like to be a Primary Driver instead.](#)

An Alternate Driver is a vanpool rider that either drives regularly, occasionally, or serves only as an emergency driver (in the event that all of the regular drivers are unavailable). To apply to be an Alternate Driver on your vanpool, please complete the Application and Agreement below. The Agreement serves as the rental contract that details the terms and conditions of using the vanpool. Once Enterprise receives your completed paperwork, it typically takes 2-3 business days to be completely processed. To start the process, complete the form below:

[Alternate Application and Agreement form](#)

Note: When completing this form, you will be directed to a secure website that will enable you to sign the agreement online. Enterprise will notify you via email once you have been approved to drive.

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Step #4: Complete and submit a Driver Application & Agreement

The example below shows the form that pops up if you click on “Alternate Driver Application & Agreement form”. You will need to fill in the form **completely** (including all check-boxes) to submit your application:

RideShare Enterprise
Alternate Driver Application and Agreement

Note: All form fields required unless otherwise stated. You must list at least 3 years of residence and employment history.

Alternate Driver Application
Please enter a valid email address. Instructions on how to place your digital signature on this form will be sent to this address.

Your email address:

Confirm email address:

Name of the PRIMARY DRIVER of your van:
First: Last:

Alternate Driver Information

First name: Middle: Last: SSN (xxx-xx-xxxx):

Current address: City: State: Zip: Length of residence: years

Previous address: City: State: Zip: Length of residence: years

Home phone: Work Phone: Work Fax:

Once you have completed your “Application & Agreement”, hit the “submit” button at the bottom of the page. You will then see the following confirmation page:

RideShare Enterprise
Alternate Driver Application and Agreement

Application submitted

Thank you for completing your Alternate Driver Application. You will receive an email shortly from John.Doe@ride.com that will include instructions on how to complete and submit the alternate driver Application & Agreement. Please follow the instructions in the email to complete the submission of this form. If you do not receive an email regarding completing the application process within the next 24 hours, please contact us at the phone number below.

If you have any questions, please feel free to contact us at (714) 913-1196.

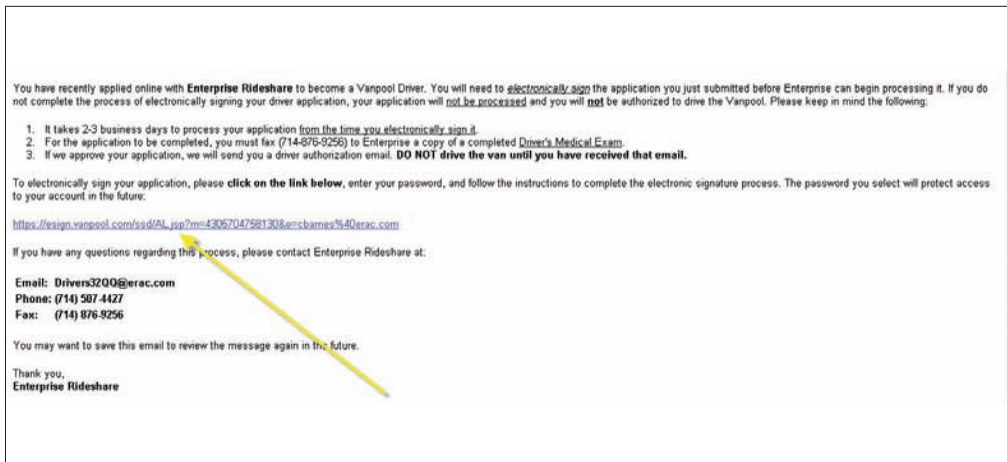
If you have any questions while filling out this form, please feel free to contact us at:

Email:	Drivers@2100@warsata.com
Phone:	714 913 4127
Fax:	714 913 9256

Keep in mind, **you are not done with the application process yet**. You will still need to respond to the e-mail you receive shortly after submitting your application. The e-mail will be sent **to the e-mail address you entered on the application**.

Step #5: Reply to e-signature e-mail by using highlighted link (in BLUE below)

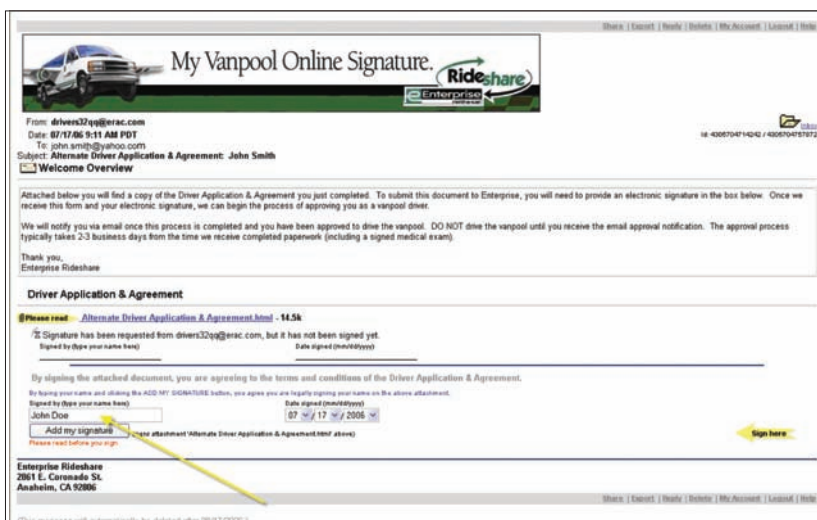
After submitting an Application & Agreement, you will receive the following e-mail (from "Vanpool Driver Application Process"). That e-mail will contain the following message, and you will need to follow the blue link embedded in the e-mail:



You **MUST** click on the **blue link** contained in the e-mail. That link takes you to the e-signature page where you will "sign" your online application. **Enterprise cannot process your application until this step has been completed!**

Step #6: Electronically sign your application

By using the link in the e-mail (previous page), you will be forwarded to a page where you will be asked to set up a password (to use with your e-mail address). You will then be connected to the page below. Simply type in your name, and then hit the "Add My Signature" button, and your application will be submitted to Enterprise Rideshare for processing.



Once you have completed these simple steps, your application will be forwarded to Enterprise Rideshare for processing. Keep in mind that processing cannot be completed until Enterprise Rideshare receives a completed medical exam from the applicant. It typically takes Enterprise Rideshare 2 business days to process a driver application once everything has been submitted.

