Vanpool Driver Eligibility/Retention Criteria

Prospective vanpool drivers with the following on their driving record will not be eligible to drive a vanpool van if:

* **Within the last ten (10)-years:** Any conviction for reckless or negligent driving, hit and run, leaving accident scene or a DUI of Drugs or Alcohol.

* **Within the last five (5)-years:** Any conviction or suspension/revocation related to a 4 point offense. Speak to Program Coordinator for clarification.

* **Within the last three (3)-years:** Any conviction or combination of convictions earning 4 or more points. Speak to Program Coordinator for clarification.

If you meet the criteria for vanpool driver eligibility, continue to applicant instructions below.

**DRIVER APPLICANTS:**

1) Submit your “Full” Motor Vehicle Record (MVR) with driver’s application (your cost $13 in WA state), go to Department Of Licensing (DOL) website of the state your driver’s license is issued by to request your Full driving record,

   or,

2) Send a check in the amount of $15.00, made payable to Island Transit or go online via our website and make an online payment of $15.00 using the Motor Vehicle Record option as the payment type and we’ll obtain your MVR for you.

Motor Vehicle Record expenditures are not reimbursable.

Please follow the instructions below and check each one off as it is completed.

☐ Complete every question on the Vanpool Driver’s Application (both sides), date and sign.

☐ Read, sign and date the Vanpool Driver Function List, and the Fuel Card Statement of Usage.

☐ Provide a copy of your Driver’s License. (Please copy at about 130% so it is easier to see and please make sure your license number is legible.)

☐ Provide us with a copy of your Motor Vehicle Record (or see item #2 above)

☐ Please return all forms to your vanpool manager as soon as possible or mail to: 19758 SR 20, Coupeville, WA 98239, or

☐ Email to vanpool@islandtransit.org, or,

☐ Fax directly to us as soon as possible: Island Transit Fax # 360-544-3710
ISLAND TRANSIT VANPOOL DRIVER FUNCTION LIST

As a Volunteer Vanpool Driver, you must be able to:

- Understand and adhere to Washington State traffic laws.
- Understand and adhere to transit agency Vanpool policies and procedures.
- Understand and apply the principles of defensive driving.
- Safely operate a 15' to 19' van: Carrying up to 15 passengers, in potentially heavy traffic, over a variety of roadways, including narrow city streets, on a planned route, while adhering to an established time schedule.
- State law requirement that a seat belt be worn at all times while operating the van.
- Enter and exit van’s driver seat; sit upright in seat, bend, reach, kneel, stretch and turn as appropriate to inspect all items on the van that you are going to operate.
- Bend, reach, stretch and turn as appropriate to manipulate all vehicle controls while safely operating the vehicle.
- Read vehicle instrument panel/gauges, traffic signs and look for pedestrians and other obstructions while driving during the day and night.
- Assess rapidly changing traffic situations, evaluate hazardous conditions and take prompt, effective action to deal with them safely.
- Provide for the well-being of yourself and passengers in emergencies and special situations.
- Communicate with the public, vanpool participants, transit agency representatives and, if necessary, with public safety officers.
- Ensure that written and verbal reports are completed accurately and on time.
- Ensure that daily, weekly and monthly vehicle maintenance inspections are performed and vehicle receives servicing at established intervals.
- Ensure that vehicle interior and exterior is cleaned at established intervals.
- Ensure that vehicle is safely fueled at self-service pumps.
- Be reachable by cell, telephone, or email during normal business hours.
- Be able to recognize when a physical or mental condition, or required medication may impair the ability to safely operate a Vanpool vehicle and take appropriate action to find a substitute or make other arrangements.

Please check one: ___ Yes, I am able to comply with the above. ___ No, I am not able to comply with the above.

FUEL CARD STATEMENT OF USAGE

Island Transit provides each vanpool group with a single fuel card, for use in fueling the vehicle. The fuel card is issued to the Manager/Primary Driver, but may be used by any Island Transit-approved driver of the vanpool vehicle for commute purposes, only.

All vanpool drivers must comply with the following fuel card usage procedures:

- Vanpool fuel may be purchased at any service station that honors the fuel card used by the vanpool group.
- The total gallons purchased must be entered on your Monthly Vanpool Report in the Purchases section.
- If the vanpool fuel card is lost or stolen, the loss must be reported to Island Transit immediately.

All vanpool drivers must be aware of the following fuel card usage limits:

- Each fuel card can be used only for regular unleaded fuel purchases. (Do not use for washing the van or purchasing premium fuels.)
- There shall be no personal use of an Island Transit Vanpool Fuel Card.

Misuse of an Island Transit Vanpool Fuel Card is a felony. Island Transit carefully monitors the use of each fuel card and will take immediate action if inappropriate use is suspected. The Island Transit Fuel Card is provided as a service to our vanpool customers.

I hereby, under penalty of law, certify that I will abide by the above procedures for use of an Island Transit Vanpool Fuel Card. I understand that misuse of the vanpool fuel card is a felony and is subject to criminal prosecution.

Date ___________________________ Driver Name (Please Print) ___________________________ Driver Signature ___________________________
ISLAND TRANSIT VANPOOL PROGRAM DRIVER APPLICATION

This application will be used to establish your eligibility as an operator of a public transit vanpool. The information you provide helps us assure you, your vanpool group and the public, that the highest standards of safety and accountability are maintained. We appreciate your cooperation and interest in our vanpool program.

Please return completed application (front and back) with a copy of your Driver’s License and Full Driving Record to your vanpool Program Coordinators.

My signature below indicates that I have read, understand and agree to all the information contained in the Island Transit Vanpool Participant Service Agreement and all terms and conditions therein which can be found at www.islandtransit.org or you can request a printed copy from the Island Transit Program Coordinators.

I further understand the following:

- This application warrants a verification of information provided. Applications for Volunteer Driver authorize Island Transit to obtain as often as desired my driving record, including all Department of Licensing actions that have taken place regarding the driver’s license I now hold, have held, or in the future may obtain. This release continues in effect as long as I continue to serve as a volunteer driver in an Island Transit vehicle.

- I must wear/use my seatbelt properly at all times while in the vehicle even when operating as the driver and hold Island Transit harmless for any injury or death resulting from my improper or non-use of the seatbelt. I understand that the vanpool driver is not responsible for assuring that I, as a passenger am wearing my seatbelt.

- I must obey all Washington State laws and rules of the road and that Island Transit may, at our discretion, remove you as a driver or temporarily suspend your driving privileges for any violation or citation that places you above the number of points permitted by our Vanpool Best Practices or an action or behavior we deem to be unsafe, dangerous or reckless regardless of whether ticketed or unticketed.

- Refusal or failure to comply with all rules and procedures contained in the Island Transit Vanpool Participant Service Agreement could result in suspension or revocation of vanpool privileges.

- For delinquent or unpaid fares, Island Transit will pursue all collection avenues available.

This agreement may be modified only by subsequent written agreement signed by each of the parties.

***IMPORTANT – APPLICATION WILL NOT BE PROCESSED WITHOUT SIGNATURE***

I have read, understand and agree to the information contained in the Island Transit Vanpool Participant Service Agreement and all the terms and conditions therein:

Signature: ____________________________ Date: ____________________________

VP#
Name: _______________________________________________  How long at employer?  Years__________ Months _____________
Address: _____________________________________________  Home Phone: ______________ Work Phone: ______________
City/State/Zip: ________________________________________  Email: ____________________________________________
Years/months at address: _______________________________  Employer: __________________________________________
Current Job Title: _____________________________________  Work Hours: __________________
Work Address: ________________________________________  Supervisor’s Name: _________________________________
Date of Birth _________________________________________  Supervisor’s Phone: _____________________________

Do you have a current & valid Driver’s License?    Yes ____ No____
If not, please explain: ______________________________________________________

How long have you had a driver’s license?  ____________Years ____________Months
Driver’s License Number: ____________________________
State: ___________  Expiration Date: ______________________
Are there any restrictions on your driver’s license?
Yes _____ No _____ Type (including vision) of restriction:
_____________________________________________________
Have you ever had your privileges to drive suspended, revoked or refused?  Yes _____ No _____
If yes, please explain: ________________________________________________________________

Have you ever been required by the State to file evidence of Fiscal Responsibility (SR22)?  Yes _____ No _____
If yes, please explain: ________________________________________________________________

Has an insurance company ever refused, cancelled, not renewed or given notice of intention to refuse automobile insurance to you?
Yes _____ No _____
If yes, please explain: ________________________________________________________________

Indicate which (circle all that apply):
Cancelled _____ Refused _____ Non-Renewal ______
Date: ____________  Reason: _____________________________

Are you able to perform all requirements of operating the vanpool vehicle?  Yes _____ No _____
If no, please explain: __________________________________________________________________________________

Have you ever been convicted of driving while intoxicated or under the influence of drugs: Yes _____ No _____
If yes, please explain (date, charge, jurisdiction, etc.) ______________________________________________________

Indicate all driving violations or citations (other than parking) that you have been convicted of, forfeited bail or paid any fines for during the past three years. Please give full details, including dates, below. **If more space is needed, please use a separate sheet of paper.**

**Constitutions:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location (City &amp; State)</th>
<th>Conviction: (If speeding list posted limit)</th>
<th>Amount of Fine</th>
<th>Remarks</th>
</tr>
</thead>
</table>

How many motor vehicle accidents of any type or cause have you, been involved in during the last five years? ________

<table>
<thead>
<tr>
<th>Accident #</th>
<th>Date</th>
<th>Time</th>
<th>Driver</th>
<th>Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Who was at fault?  Damage to your vehicle?  Amount $

Bodily Injury?  Damage to other property?  Amount $