

Thank you for volunteering to be a vanpool driver. **You must have a valid WA license at the time of application.** There are three steps in this training course, which are completed online, for your convenience.

Driver training has to be completed with a current driving record on file. The driving record will remain valid for 30 days from the date that it is ordered.

The first step in the process is to complete the paperwork requirements below:

### **STEP 1 – COMMUNITY TRANSIT DRIVER PAPERWORK**

1. You will need to obtain a copy of your driving record(s) to prove 3 years driving experience.
  - The link to request your driving record:  
<https://www.dol.wa.gov/licenseexpress.html>
  - An account with the Washington State Department of Licensing is required to request your driving record.
  - The Driving Record will cost \$13.00. The one to select is “Full”
  - The abstract must say "Abstract of Driving Record - Full" at the top of the record
  - The Driving Record will be available IMMEDIATELY after purchase. It will be delivered via PDF to your DOL express account.
2. You will need to provide a copy of your driver license
3. Complete and sign the attached “Vanpool Operator Application” form
4. Read and sign the attached Personal Use Policy form.
5. Read and sign (page 2) of the attached “Reducing the Risk of Rollover Crashes in 15-Passenger Vans” form
6. Read and sign the attached “Community Transit Vanpool Gas Card Program Statement of Usage” form
7. Read and sign the attached “Community Transit Vanpool Agreement” form

Once you have all six of the items above, you can email them directly to [vanpool@commtrans.org](mailto:vanpool@commtrans.org). Please include your Vanpool number, phone number and email address. We will then contact you with Step 2 of the training.

**Please remember that your driver training is not complete until you finish all three steps and you are notified by Community Transit’s vanpool office that you are authorized to drive.**

Thank you!



## Vanpool Driver Application

Thank you for your interest in being a Community Transit Vanpool driver. Community Transit is committed to ensuring the safety of vanpool participants and the general public. The information that you provide, along with your driving record, will be used to evaluate your eligibility to operate a Community Transit vanpool vehicle. Please answer all questions and return your completed application with a copy of your Washington State driver's license and proof of insurance to [vanpool@commtrans.org](mailto:vanpool@commtrans.org).

### Contact & Employment Information

Vanpool #:	Account #:						
Name:	Email:						
Home address:	Cell phone:						
City:	State:	Zip:					
Job Title:	Employer:						
Work address:	Work phone:						
City:	State:	Zip:					
Work hours:							
Work days:	M	T	W	Th	F	Sa	Su

### License/Driver Information

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a current and valid Washington State or Military Driver's License? Washington State driver's license number & state:
<input type="checkbox"/>	<input type="checkbox"/>	Have you had a Washington State Driver's License for 5 years or more?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any restrictions on your driver's license? If yes, state type (including vision) and date of restriction:
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had your driving privileges suspended, revoked, or refused If yes, please explain:
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been required by the state to file evidence of Fiscal Responsibility (SR22)? If yes, please explain:
<input type="checkbox"/>	<input type="checkbox"/>	Have you previously been authorized as a driver with another vanpool agency? If yes, please explain:
<input type="checkbox"/>	<input type="checkbox"/>	Do you have any conditions that may affect your ability to perform all requirements of operating the vanpool vehicle? If yes, please explain:
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of driving while intoxicated or under the influence of drugs? If yes, please explain (date, charge, jurisdiction, etc.):
<input type="checkbox"/>	<input type="checkbox"/>	Can you provide off-street parking for the van?
<input type="checkbox"/>	<input type="checkbox"/>	Have you taken a defensive driving course in the past? If yes, please provide the name of the course and completion date with a copy of your certificate: Course name: <span style="float: right;">Completion date:</span>

## Insurance Information

Name of automobile insurance company:		Policy number	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has an insurance company ever refused, cancelled, not renewed, or given notice of intention to refuse automobile insurance to you?	
		Cancelled	Refused
		Refused	Non-renewal
Date:		Reason:	
If yes, list companies and provide contact information:			

## Driving History Information

Please provide information regarding 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 (3) years.

A	Date		Location:
	Conviction:		Amount of fine?
	If speeding, what was the legal speed limit?		Your speed?
	Remarks:		
B	Date		Location:
	Conviction:		Amount of fine?
	If speeding, what was the legal speed limit?		Your speed?
	Remarks:		

Please provide information regarding any vehicle accidents of any type or cause that you have been involved in, either as owner or otherwise, during the last three (3) years:

Accident #1			
Yes	No	Were you issued a citation?	If yes, what was the violation?
Yes	No	Was there damage to your <i>vehicle</i> ?	If yes, how much was the damage?
Yes	No	Was there damage to your <i>property</i> ?	If yes, how much was the damage?
Accident #2			
Yes	No	Were you issued a citation?	If yes, what was the violation?
Yes	No	Was there damage to your <i>vehicle</i> ?	If yes, how much was the damage?
Yes	No	Was there damage to your <i>property</i> ?	If yes, how much was the damage?

## Applicant Signature

By signing below, I verify all the above information is correct. I understand the responsibilities of the vanpool driver. I understand that this application warrants a verification and ongoing monitoring of my driving record.

Signature:	Date:
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## Community Transit’s Vanpool Program Personal Use Policy

Community Transit’s Vanpool Program does not allow personal use of the vanpool per our insurance policy. However, the program does allow limited incidental use, as described below.

### **Unauthorized Use**

Any trip that is outside of your work commute area and normal work commute time is not authorized. If unauthorized use occurs, drivers will be held personally liable in the event of an accident. You may also be removed as a driver from Community Transit’s Vanpool Program.

Some examples of unauthorized use are:

- A trip to Marysville when the work commute is Everett to Bothell.
- A trip to Seattle on Sunday with the family.
- A trip to Home Depot on Saturday.
- Reporting to a worksite/Meeting location that is outside of your normal commute and/or is not on file with Community Transit

### **Limited Incidental Use**

Limited incidental use of the vanpool is allowed. Incidental use of the vanpool covers stops that are on your way or tandem to your commute. Incidental use is allowed within a reasonable distance of the vanpool group’s normal commute.

Some examples of incidental use are:

- Stop at the grocery store on the way home from work.
- Stop to drop off your child at day care before you pick up the vanpool group.
- A trip to the doctor’s office that is located a mile from your workplace.

For incidental use, children of the driver can ride in the vanpool as long as they have a completed Child Rider Agreement. If the child requires a child seat the parent or guardian must provide one. Other family members can ride during incidental use with a completed Rider Agreement.

By signing below I acknowledge that I have read and understand Community Transit’s Vanpool Program Personal Use Policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Vanpool Van #

\_\_\_\_\_  
Vanpool Account #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## COMMUNITY TRANSIT VANPOOL GAS CARD PROGRAM STATEMENT OF USAGE

Community Transit provides each vanpool group with a single gas card for use in fueling the vehicle and purchasing van washes. The gas card is issued to the primary driver but may be used by any approved Community Transit driver for official vanpool business. The gas card may not be left in the vanpool.

**All vanpool drivers must comply with the following usage procedures:**

- Vanpool fuel and washes may be purchased at any service station honoring the gas card.
- A receipt must be obtained for each gas card purchase.
- Receipts must be kept for 60 days after the date of purchase. Drivers are required to provide a copy of fuel receipts to Community Transit upon request only.
- If the gas card is lost or stolen, the loss should be reported to Community Transit immediately.

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

- All gas card purchases are to be for fueling and washing the van. On a case-by-case basis Community Transit can approve an emergency purchase such as oil, wiper blades, washer fluid, etc.
- Any purchase on the gas card, other than fuel, must have prior authorization from Community Transit.
- There shall be no personal use of a Community Transit gas card.

***Please be aware that misuse of a Community Transit vanpool gas card is a felony. Community Transit carefully monitors the use of each vanpool gas card and will take immediate action if inappropriate use occurs.***

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I hereby certify, under penalty of law, that I will abide by the above procedures for use of the Community Transit vanpool gas card. I understand that misuse of the vanpool gas card is a felony and is subject to criminal prosecution.

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Print Name

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Vanpool Van #

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Vanpool Account #

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Signature

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Date



## REDUCING THE RISK OF ROLLOVER CRASHES IN 15-PASSENGER VANS

Fifteen-passenger vans typically have seating positions for a driver and 14 passengers. They are widely used by community organizations to take members on short trips and outings. Colleges use them to drive sports teams to intercollegiate games and vanpools use them for commuters.

What increases the risk of rollover crashes?

Recent research conducted by the National Highway Traffic Safety Administration (NHTSA) has found that the risk of a rollover crash is greatly increased when 10 or more people ride in a 15-passenger van. This increased risk occurs because the passenger weight raises the vehicle's center of gravity and causes it to shift rearward. As a result, the van has less resistance to rollover and handles differently from other commonly driven passenger vehicles, making it more difficult to control in an emergency situation. Placing any load on the roof also raises the center of gravity and increases the likelihood of a rollover.

What situations can cause a rollover?

A rollover crash is a complex event, heavily influenced by driver and road characteristics as well as the design of the vehicle. In studies of single-vehicle crashes, NHTSA has found that more than 90 percent of rollovers occur after a driver has lost control of the vehicle and has run off the road. Three major situations can lead to a rollover in a 15-passenger van.

- The van goes off a rural road. If this occurs, the van is likely to overturn when it strikes a ditch or embankment or when it is tripped by an object or runs onto soft soil.
- The driver is fatigued or driving too fast for conditions. A tired driver can doze off and lose control. The driver can also lose control when traveling at a high speed causing the van to slide sideways off the road. The grassy or dirt medians that line highways can often cause the van to overturn when the tires dig into the dirt.

- The driver overcorrects the steering as a panic reaction to an emergency or to a wheel dropping off the pavement. Especially at freeway speeds, this situation can cause the driver to lose control, resulting in the van sliding sideways and rolling over.

Does an experienced driver make a difference?

Significant differences in the design and handling characteristics of a 15-passenger van make it drive differently from other passenger vehicles. Therefore, an organization that owns a 15-passenger van should select one or two experienced drivers to drive the van on a regular basis. These drivers will gain valuable experience handling the van. This experience will help make each trip safer.

What can organizations do to protect their passengers?

Over the past decade, 80 percent of people killed in rollover crashes in 15-passenger vans were unbelted. Passengers can dramatically reduce their risk of being killed or seriously injured in a rollover crash by simply using their seat belts. Organizations that own 15-passenger vans should have a written seat belt use policy. Drivers should be responsible for enforcing the policy.

Seat belt use is especially critical because large numbers of people die in rollover crashes when they are partially or completely thrown from the vehicle. NHTSA estimates that people who wear their seat belts are about 75 percent less likely to be killed in a rollover crash than people who don't.

How can rollover crashes be prevented?

Because most rollover crashes don't involve other vehicles, they are often preventable. Here are some tips for drivers to minimize the risk of a rollover crash and serious injury:

- Avoid conditions that lead to a loss of control. Never drive while under the influence of alcohol or other drugs. Make sure you are well rested and attentive, and always slow down if the roads are wet or icy.
- Drive Cautiously on rural roads. Be particularly cautious on curved rural roads and maintain a safe speed to avoid running off the road.
- Know what to do if your wheels drop off the roadway. If your wheels drop off the roadway, or pavement, gradually reduce speed and steer back onto the roadway when it is safe to do so.
- Properly maintain your tires. Make sure your tires are properly inflated and the tread is not worn down. Worn tires can cause your van to slide sideways on wet or slippery pavement. Improper inflation can cause handling problems and can lead to catastrophic tire failures, such as blowouts. Therefore, check tire pressure and tread wear once a month.

What are other considerations for safe driving?

When a 15-passenger van is not full, passengers should sit in seats that are in front of the rear axle.

More than 15 people should never be allowed to ride in a 15-passenger van.

Because a 15-passenger van is substantially longer and wider than a car, it:

- Requires more space and additional reliance on the side-view mirrors for changing lanes.
- Does not respond as well to abrupt steering maneuvers
- Requires additional braking time

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Print Name

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Vanpool Van #

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Vanpool Account #

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Signature

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Date

This Agreement establishes the rights and responsibilities of parties as participants in the Public Vanpool Program established by Community Transit, hereafter referred to as the Agency.

The Public Vanpool Program, as referred to below, means the Vanpool Program administered by the Agency. Driver, as referred to herein, means all persons who are authorized by the Agency to operate the vanpool vehicle as a volunteer. Bookkeeper, as referred to herein, means the person who has responsibility for collecting and submitting monies pertinent to the operation of the vanpool. Rider, as referred to herein, means all persons who ride in the vanpool vehicle, including the drivers and bookkeeper.

### Primary and Backup Drivers agree to:

- Maintain a valid driver's license as required by the State of Washington.
- Comply with all traffic laws and parking regulations, and practice safe driving habits. Any citation for a moving traffic violation resulting from driving the van is the responsibility of the driver. The cost of any parking ticket and/or impound fees resulting from improper parking of the van is the responsibility of the driver.
- Wear/use safety belts properly at all times while occupying the van.
- Notify the Agency when involved in an accident or upon receipt of any driving citation in any vehicle within 48 hours. The agency will monitor driver records and reserves the right to remove drivers from the program in the interest of public safety.
- Drive vans to and from place of employment or school, picking up and discharging riders in accordance with the mutually established routes approved by the Agency.
- Park the van only in areas approved by or in accordance with Agency Guidelines.
- Keep appropriate records as required by the Agency.
- Complete all required driver certification training prior to driving an Agency vehicle, and complete refresher training as requested by the Agency. Abide by all of the policies, procedures, and guidelines provided in the training curriculum.
- Maintain, clean, and service the van in accordance with Agency policy and guidelines. Maintain routine vehicle maintenance such as checking tire pressure, oil levels, and coordinate with the Agency when the vehicle requires service.
- Obtain prior approval from the Agency for any expenditures relating to the safe operation of the van.

- Refrain from modifying the vehicle without prior approval of the Agency. The cost of replacing or repairing any equipment, accessory, or graphics that is removed without Agency approval is the responsibility of the driver.
- Drivers will immediately report to the Agency any accidental loss or damage to the van.
- Up to 3 keys will be issued to authorized drivers per van. Drivers are responsible for lost or damaged keys.
- Maintain a minimum of two authorized drivers per van to ensure continued operation of the vanpool.
- Establish and enforce group rules for the day-to-day operation of the vanpool (e.g., waiting times, music, etc.).
- Strive to maintain the vanpool group at its maximum ridership and keep the Agency informed of ridership changes.
- Facilitate recruitment of riders with the Agency and agree to be contacted by prospective riders by the contact methods provided on the application (phone, email, etc.). The Agency will retain Driver contact information in accordance with applicable privacy laws.

### Bookkeepers agree to:

- Complete and pass the Agency Bookkeeper training program.
- Collect the fares from all riders according to the timelines provided in the Agency Bookkeeper training curriculum, or as otherwise notified by the Agency.
- Keep and submit records as required by the Agency.

### Riders agree to:

- Wear/use safety belts properly at all times while occupying the van.
- Pay their monthly fares to Bookkeepers prior to riding and not later than the first of each month. The Participant's monthly fare is their portion of the Fixed Rate/Monthly Agreement as determined by Community Transit.
- Obey the group-established day-to-day operation rules (i.e., waiting time, music, etc.).
- Notify vanpool group members in advance of all anticipated non-use of the van. Be responsible for alternate transportation when riding the van is not possible.
- Provide the Primary Driver with fifteen (15) calendar days' advance notice of planned termination from the vanpool group.
- Riders may not drive unless authorized by the Agency.
- Facilitate recruitment of riders with the Agency and agree to be contacted by prospective riders by the contact methods provided on the application (phone, email, etc.). The Agency will retain Driver contact information in accordance with applicable privacy laws.
- Wear/use safety belts properly at all times while occupying the van.

### The Agency agrees to:

- Provide a passenger van for use by the group.
- Execute Agreements with, Drivers, Bookkeepers and Riders, as needed.
- Provide proof of bodily injury and property damage liability coverage at statutory limits for all authorized users of the van.
- Assist in maintaining the vanpool's ridership at maximum level through program marketing, recruitment activities, and partnerships with employers and transportation agencies.
- Coordinate formation activities to assist groups in developing a daily route and schedule, operating rules, training, and general vanpool support.
- Provide an outline of all policy and operational aspects of the vanpool program.

- Provide all necessary forms, including instructions for their completion and a submission schedule.
- Establish a fare schedule for participation in the vanpool.
- Establish a schedule for routine service and maintenance of the van.
- Provide loaner vehicles for occasions when the vanpool's vehicle is out of service.
- Assist in providing alternate transportation when a vanpool vehicle is not available. For driving car pools of four or more people on such days, drivers shall be credited an agreed upon amount for each day on which they drive.
- Coordinate a guaranteed ride home for personal emergencies.

### The Agency, Drivers and Riders mutually agree to:

- The van shall at all times be operated in a manner complimentary to the public nature of this program. The van shall be kept clean, driven in a safe manner at all times and not operated while under the influence of alcohol and/or drugs. All members shall act in a courteous manner and the unique character of this van's use shall be explained if such is questioned.
- Operation of the van is restricted to Agency-authorized Drivers.
- The van shall be parked off-street at the residence of a vanpool driver, or other approved location during non-commute hours.
- The van shall not to be used for hire; to pull trailers, boats, etc.; to haul garbage or excessive loads; or for any purpose requiring the removal of seats.
- The van shall be driven only on hard-surfaced streets and highways and other normal access roads and driveways.
- The van shall never be left unattended with the engine running.



# Vanpool Agreement

The Agency and Driver is released from any liability, claims and demands for loss, theft, or damage to their personal property, and loss of income or consequential damages resulting from delays, tardiness, absence of the van on particular days or termination of the program.

Community Transit prohibits the use of alcohol and tobacco in an Agency vehicle. Driving a vanpool vehicle under the influence of any drugs or alcohol is grounds for immediate removal as a program participant. Alcohol not by carried in any Community Transit vehicle at any time.

This agreement shall be effective as of the date of its signing and shall continue in force until one of the parties gives the other party written notice 15 days prior to the planned date of termination. A Driver or Rider may terminate the Agreement for any reason. The Agency may terminate this Agreement if fares are below the break-even point for two consecutive months, operation of the vanpool becomes inconsistent with the evaluation criteria established by the Agency, and/or the program is terminated. The Agency may terminate an individual for involvement in an accident, incident or safety complaint; failure to pay the rider fare promptly; failure to abide by any of the program's operating policies; unauthorized personal use of the van; failure to abide by any of the terms of this Agreement; or for other good cause. Affected party shall cooperate fully in return of all vanpool records, materials, the van itself, and all keys thereto as appropriate within 48 hours of termination.

This agreement may be modified by subsequent written agreement if signed by each party.

The parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of the vanpool because of race, creed, color, sex, age, national origin, nor the presence of any sensory, mental, or physical handicap, nor in any way contrary to applicable local ordinances, state and federal laws and regulations, specifically including, but not limited to, Title VI of the Civil Rights Act of 1964; Title 46, Code of Federal Regulations, Part 21 -- Nondiscrimination in Federally Assisted Programs of the Department of Transportation; and, Chapter 49.60 Revised Code of Washington -- Law Against Discrimination.

I have read and understand this agreement.

(check all that apply)

- Primary Driver
- Backup Driver
- Bookkeeper
- Rider

Printed Name

Van #

Account #

Address

City

Zip

Phone

Email

Employer

Signature