



Smart Commuter Option of Today

“To encourage commuters who work in target areas in Kitsap County to use alternatives to driving to work alone by offering a ‘smart option’ for personal errands”

Registration: Drivers must register with Kitsap Transit’s Smart Commuter Program and work in a targeted SCOOT area. To get your application go to <http://www.kitsaptransit.org>. You must be approved and attend orientation to become a SCOOT participant.

Abstracts: All drivers must sign a release (located on the last page), which will give Kitsap Transit permission to retrieve their driving record. Kitsap Transit will periodically review all driving records.

Credit Card: Drivers must have a valid Visa or MasterCard credit card to submit to Kitsap Transit to put on file. Credit card information can be submitted to Kitsap Transit by submitting your credit card information below. Kitsap Transit reserves the right to charge for any late fees or any damages to the vehicle due to misuse.

Driver’s License: Drivers must be at least 21 years old and have five years of driving experience. Drivers must maintain a valid Washington State Driver’s License. Drivers must carry their Washington State Driver’s License when driving the SCOOT vehicle. If your driver’s license is suspended or revoked for any reason, or if it expires SCOOT driving privileges will be revoked immediately.

Insurance: Drivers must have their own auto insurance coverage. If the driver has an accident and is at fault, the drivers’ insurance coverage is primary and the liability insurance coverage provided by Kitsap Transit is excess or secondary. Kitsap Transit’s liability insurance coverage limits are as follows: (1) bodily injury - \$300,000 and (2) property damage - \$100,000. A driver’s bodily injury is **not** covered under Kitsap Transit’s policy.

Driving Record: Drivers with the following items on their driving records will not be eligible to participate in SCOOT:

Within the last seven years, prospective drivers shall not have:

- Suspension/revocation for reckless driving, hit and run, leaving accident scene, failure to appear, DUI, negligent, or vehicle-related felony.

Within a three-year period, prospective eligible drivers shall have:

- No more than one minor, non-cited accident and one minor moving violation
- No more than two minor, non-cited accidents and no moving violations
- No major moving violations
- No major cited accidents
- A driver's license without any probationary status imposed (indicated with an * on the front of the license)
- No convictions for a seatbelt violation

For existing SCOOT drivers, eligibility shall be terminated if (within a three- year period) you have:

- More than one minor, non-cited accident and one minor moving violation
- Two minor moving violations
- Any major moving violation
- Any major preventable accident, cited or non-cited
- More than two minor accidents
- A drivers license in probationary status (indicated with an * on their license)
- A conviction for a seatbelt violation
- Multiple complaints (based on severity, frequency, and validity)

SCOOT reserves the right to suspend or terminate a driver for any reason.

Definitions:

1. "Minor Accident" shall be defined as involving less than \$2,500 in total damage and no bodily injury.
2. Major accident shall be defined as involving more than \$2,500 in damage and/or bodily injury.
3. "Cite," means an accident in which the driver was given a traffic citation for a violation of a law or regulation in connection with any accident.
4. "Verifiable" means that the SCOOT staff is provided with copies of documents, which establish damages, facts, and legal outcomes.
5. "Major Moving Violations" shall be defined as those in which an accident resulted in a DUI (alcohol/drugs), careless, reckless, negligent, felony, or leaving the scene (hit and run) convictions occurred; suspensions or revocations took place; or speed greater than 10 mph over limit; passing/center line violations; failure to stop; failure to yield; or speeding in a school zone, following too close, driving too fast for conditions, and disobeying construction road signs.
6. "Minor Moving Violations" are listed as any violation less significant than those referenced as major violations.

Orientation: All members must attend a SCOOT Car Orientation. All members will need to sign an agreement and provide a copy of a valid Washington State driver's license.

Orientation shall include:

- Rules and regulations

- Reservations
- SCOOT car utilizations
- Car breakdown/accident procedures
- Late procedures

Deposit for Key card: Kitsap Transit will issue you a key card at no charge. There will be a \$20.00 charge to your credit card for each key card replacement.

Emergency Repairs: You must call 360-876-7433 for approval of an emergency repair.

Fueling: Kitsap Transit provides the fuel for the car. Please let us know if the fuel level drops below half a tank.

Scheduling: Go to <http://www.kitsaptransit.org> and click on SCOOT. SCOOT usage is limited from 7:00am to 5:00pm, Monday thru Friday (except holidays). To schedule a car during the peak hours of 11:00 am through 2:00 pm, Monday thru Friday, reservations must be made no more than five days in advance. Reservations for the car during peak hours are limited to a maximum of three times per week. Same day reservations are on a first come first served basis. For non-peak hours, vehicles may be reserved up to 30 days in advance.

Late fees: If the car is returned late, you will be responsible for the taxi fare for the person(s) booked after you. You will also be charged \$10.00 for returning the car up to five minutes late, \$25.00 for being 10 minutes late, and an additional \$5.00 for each minute over 10 minutes. All fees will be charged to your credit card. Two late car returns will result in the forfeiture of your SCOOT membership.

Absent car at the time of your reservation: Please call 360-876-7433. Kitsap Transit will arrange a taxi ride for you.

Tickets/Towing: It is your responsibility as the driver to pay any parking or impound fees incurred while the car is reserved under your name. If Kitsap Transit is notified of an expense that occurred during the time that the car was reserved under your name, that charge will be billed to your credit card.

Children riding in the car: As prescribed by law, children are required to ride in the back seat and in a certified child/booster seat. You are responsible for providing and installing the child/booster seat.

Valid Driver's License: You must have a valid Washington State Driver's License.

Changing trips: If you have reserved a vehicle and need to change all or part of your trip, please go to <http://www.kitsaptransit.org> and click on SCOOT, or call 360-876-7433.

Cancellations: If you have reserved a vehicle and need to cancel all or part of your trip, please go to <http://www.kitsaptransit.org> and click on SCOOT or call 360-876-7433.

Suspension and Termination: Kitsap Transit reserves the right to suspend or terminate your SCOOT membership at any time.

Availability: Kitsap Transit will make every effort to ensure the vehicle you reserved is there for you. Kitsap Transit shall not be held liable for any missed appointments.

Cleanliness: SCOOT cars are to remain clean. Cars must be cleared of trash at the end of each trip. Leaving trash in a car may result in a cleaning charge and/or termination of your SCOOT membership. Please report to SCOOT any car that you find in less than satisfactory condition.

Returns: The car must be returned on time and clean. The car must be parked in a SCOOT designated parking space. Failure to do so may result in the termination your SCOOT membership.

Disruption of service: Kitsap Transit is not responsible for any unplanned disruption of service.

Vehicle inspection: Pre-trip inspections are required before driving the car. It is your responsibility to make sure there is no damage to the car. If you notice damage, please mark it on your pre-trip inspection card and call Kitsap Transit at 360-876-7433. You must drop your card in the pre-trip inspection box before you start your trip. Without a pre trip inspection, you may be held liable for any damage to the car. The inspection box is emptied daily.

Travel Boundaries: Cars are not to leave Kitsap County.

Bad weather: In the case of ice and snow, we reserve the right to cancel the use of the cars.

Attachments to vehicles: Nothing shall be attached to the vehicle.

Emergency Drivers: If the life or safety of the driver is in danger, you may allow another licensed driver to operate the vehicle.

Accidents: All accidents must be reported to Kitsap Transit at 360-876-7433 and to 911 immediately. There is an accident kit in the car. Please follow the instructions in the kit.

Usage: Cars are to be used for personal use only within Kitsap County. Cars are not to be used as a staff vehicle or for business purposes.

Smoking: There is **NO SMOKING** allowed in SCOOT cars.

Drivers shall follow all Washington State Traffic Laws at all times. My signature below authorizes Kitsap Transit to obtain, at its sole discretion, my employment, and non-employment 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 participate in the SCOOT program. I agree to abide by the rules and regulations set forth by Kitsap Transit's SCOOT Program.

Please fill-out the required information below and bring a copy of this page to your SCOOT Orientation. *A copy of your proof of insurance will also be required.*

Credit Card Type: *M/C Visa*

Credit Card Number:

V-Code Number (the last 3 digits of the number printed in the signature area on the back of the card):

Expiration Date:

Name Printed on Card:

Signature: