

KITSAP TRANSIT ADMINISTRATIVE INSTRUCTIONS:

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VEHICLE INSPECTION REPORT**

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Van Number:

Vanpool Coordinator:

Vanpool ID Code:

CONTACT INFORMATION

Tommy Fernandez: 360-478-5858 x 1 or tommyf@kitsaptransit.com
Lindsay Bailey: 360-478-5858 x 2 or lindsayb@kitsaptransit.com
Dee Williams: 360-373-2586 or deew@kitsaptransit.com
Kitsap Transit Dispatch: 360-479-6966 or 360-479-6967
Maintenance: 360-478-6221

KITSAP TRANSIT ADMINISTRATIVE INSTRUCTIONS:

Vanpools are required to submit a monthly vanpool report due (or postmarked) by the 7th of each month. The monthly report is available in electronic and paper versions, and includes a Ridership Report, Sales Report, and Vehicle Inspection Report. The electronic report version can be obtained through:

www.kitsaptransit.org/Vanpool/ReportsSpreadsheets.html

The paper report version can be obtained through the vanpool program.

RIDERSHIP REPORT

Kitsap Transit <small>Vanpool/Ridership Program</small>		VANPOOL RIDERSHIP		Revised: 1/18/2011																														
Prepared by:	MICKEY MOUSE	A	Month	Nov'11	B																													
			Van	111	C																													
			ID Code:	CK123	D																													
Please refer to the Vanpool Fares tab below to identify your Monthly Fixed Rate.			Van Size:	Large	E																													
Monthly Fixed Rate:	\$625.00	F	Instructions for use: List each vanpool member and their driver/rider activity according to the Trip Key below. For driver trips: Place a [D] in the grid for the driver that drove one-way; Place a [DR] if the driver drove round trip; Place an [HD] if the driver drove AND rode one-way. For rider trips: Place a [/] back slash in the grid for a one-way ride; Place an [X] for round trips. Place an [L] if either driver or rider, is on leave. Please complete the Ridership, Sales, Vehicle Status and Van Cleaning Credit reports, then submit to Kitsap Transit.																															
Fare per rider:	\$62.50	G																																
Please list all Vanpool members and their Credit # (e.g., TIP, CrossSound, etc...) if applicable.			<table style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Trip Key</th> </tr> <tr> <td style="border-bottom: 1px solid black;">DRIVERS</td> <td style="border-bottom: 1px solid black;">RIDERS</td> </tr> <tr> <td>D = Drove One-Way</td> <td>J (back slash) = Rode One-Way</td> </tr> <tr> <td>DR = Drove Round Trip</td> <td>X = Rode Round Trip</td> </tr> <tr> <td>HD = Drove One-Way/Rode One-Way</td> <td>L = Leave</td> </tr> </table>			Trip Key		DRIVERS	RIDERS	D = Drove One-Way	J (back slash) = Rode One-Way	DR = Drove Round Trip	X = Rode Round Trip	HD = Drove One-Way/Rode One-Way	L = Leave																			
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Please begin all Orca numbers with an 'S'.																																		
Name	Pass #'s	Totals	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	*
1 MICKEY MOUSE	5515	43	DR	DR			DR	DR	DR	DR	DR			HD	HD	HD	HD	HD			DR	DR	DR	DR	D			DR	DR	DR	DR	DR	38	
2 DONALD DUCK	5523	34	X	X			L	L	L	L	L			HD	HD	HD	HD	HD			X	X	X	X	HD			X	X	X	X	6		
3 MINNIE MOUSE	S55689429	32	\	\			X	X	X	X	X			\	\	\	\	\			X	X	X	X	X			\	\	\	\	0		
4 DAISY DUCK		42	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	0		
5 JIMINI CRICKET	5530	37	X	X			\	\	\	\	\			X	X	X	X	X			X	X	\	\	X			X	X	X	X	0		
6 GRUMPY DWARF	UPASS	24	X	X			X	X	X	X	X			L	L	L	L	L			L	L	L	L	L			X	X	X	X	0		
7 SNEEZY DWARF	S88977468	36	\	\			X	X	X	\	X			X	X	X	X	X			\	\	\	\	\			X	X	X	X	0		
8 HAPPY DWARF		44	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	0		
9 CLAIRBELL COW	5516	36	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X				X	X			0		
10 SNOW WHITE		24					X	X	X					X	X	X					X	X	X					X	X	X		0		
11		0																														0		
12	H	I																														0		
13		0																														0		
14		0																														0		
15		0																														0		
16		0																														0		
				Vanpool Mileage (From A on Sales Report)		1100		K	Total		352		L																					
* Driver calculation for office use only																																		

Ridership Report tracks trip activity and fare for each vanpool member. The following list describes corresponding areas on the report:

- A.** Bookkeeper name
- B.** Reporting month
- C.** Primary van number

- D.** Each vanpool group has a unique ID Code assigned by Kitsap Transit. It is imperative that the ID Code is entered on every report.
- E.** Kitsap Transit has two van sizes: Small and Large. Small vans are minivans; large vans are any size larger than a minivan.
- F.** Monthly fixed rate is determined by the daily round trip mileage and van size (see Vanpool Fares).
- G.** Fare per rider is generally determined by dividing the monthly fixed fare by the number of vanpool members.
- H.** List the full names of each vanpool member.
- I.** List all eligible Pass numbers in this column. For an ORCA pass, enter the 8-digit card serial number preceded by an "S". For example, ORCA serial card number 22132342 would be reported as S22132342. Enter "UPASS" next to any member who qualifies under the UPASS program.
- J.** Use the trip key to input activity on the calendar for each member.
- K.** Enter the Total Actual Miles as shown on the Sales Report.
- L.** This is the total of all trips for the reported month. When using a printed version of the report, the total must be manually determined by using the following trip key values:
 - D = 1 trip
 - DR = 2 trips
 - HD = 2 trips
 - \ = 1 trip
 - X = 2 trips
 - L = 0 trips

SALES REPORT

Revised: 10.13.11

VANPOOL REPORT for the month of: Nov **A** Vanpool Number: **B** 111 **Narrows Bridge Transponders** **C** **KT Coordinator** **D**
 Tommy
 Dee
 Cyndi

Prepared by: **MICKEY MOUSE** **E** Van Size: Large **F** ID Code: **CK123** **G**

ACTUAL MILEAGE (Commute mileage with primary or spare van)						
Van #	Start Date	End Date	End Miles	- Start Miles	=	Totals
111	11/01/11	11/30/11	1950	- 1000	=	950
545	11/15/11	11/18/11	200150	- 200000	=	150
				-	=	0
				-	=	0
				-	=	0
				-	=	0
				-	=	0
				-	=	0
				-	=	0
				-	=	0
				-	=	0
				-	=	0
				-	=	0
				-	=	0
Total Actual Mileages All Vans						1100

CALCULATION FOR ALLOWABLE MILEAGE

Daily Round Trip Miles (RTM's)

Working Days Last Month =

Bonus Miles (unplanned deviations only) =

TOTAL ALLOWABLE MILES =

TOTAL ACTUAL MILES =

Miles Over Allowable =

CHARGES FOR MILES OVER ALLOWABLE =

Please count the days the van traveled on the Ridership Report and enter into Working Days Last Month.

Typical Work Week

NON-COMMUTE MILEAGE (trade-outs, etc.)							VAN WASH J	
Van #	Start Date	End Date	End Miles	- Start Miles	=	Totals	Date	Location
				-	=	15	11/18/11	DONALD'S HOUSE
545	11/15/11	11/18/11	200000	- 199985	=	15		
				-	=	0		
				-	=	0		
				-	=	0		
				-	=	0		
				-	=	0		
				-	=	0		
				-	=	0		
				-	=	0		
				-	=	0		
				-	=	0		
Total Non-Commute Mileages All Vans						30		

Comments

EXPENDITURE APPROVED BY DENNIS IN MAINTENANCE. RECEIPT ATTACHED.

K

CHARGES N	
Transponder Surcharge (\$60) =	\$60.00
Monthly Fixed Fare =	\$625.00
Miles Over Allowable Charge =	\$
Late Fee (if postmarked after the 7th) =	\$
TOTAL CHARGES =	\$685.00
TOTAL DEDUCTIONS =	\$452.50
TOTAL AMOUNT DUE =	\$232.50

PAYMENT METHODS O	
Commuter Checks (Vouchers) =	130.00
Cash =	\$
Checks =	102.50
TOTAL AMOUNT PAID =	232.50
Difference =	0.00

DEDUCTIONS

(# of Credits) (Credit Value)

	(# of Credits)	per Rider	(Credit Deduction)
*TIP	4	\$62.50	= \$250.00
*U-Pass Credit (up to \$70)	1	\$62.50	= \$62.50
*Orca Passport	1	\$62.50	= \$62.50
		\$0.00	= \$0.00
*Federal Flex Pass	1	\$62.50	= \$62.50
**Approved KT Credits/Expenditures		\$0.00	= \$0.00
Bank Account Fee	1	\$5.00	= \$5.00
Van Wash Expense	1	\$10.00	= \$10.00
TOTAL DEDUCTION			\$452.50

*Insert the Fare amount due from the TIP/ U-Pass/Fed Flex/Orca pass holder(s) for the appropriate credit deductions.

** All Credits and Expenditures must have prior approval from Kitsap Transit

Tip Numbers from Ridership Report P		
1	5515	0
2	5523	0
3	S55689429	0
4	0	0
5	5530	0
6	UPASS	0
7	S88977468	0
8		0
9	5516	0
10	0	0
11	0	0
12	0	0
13	0	0
14	0	0
15		0
16		0
17		0

The Sales Report accounts for all mileage activity, qualified deductions, service charges, and fare payment reconciliation in the reported month. The following list describes corresponding areas on the report:

- A. Reporting month.
- B. Primary van number.
- C. Tacoma Narrows Bridge Transponder (TNB) checkbox is for vanpool groups that routinely use TNB. A surcharge of \$60 will be added to the monthly fixed rate.
- D. Kitsap Transit Vanpool Coordinator checkbox for indicating the agency coordinator.
- E. Bookkeeper name.
- F. Kitsap Transit has two van sizes: Small and Large. Small and Large. Small vans are minivans; large vans include any size larger than a minivan.

- G.** Each vanpool group has a unique ID Code assigned by Kitsap Transit. It is imperative that the ID Code is entered on every report.
- H.** Actual Mileage is miles reported between the route point of origin and final destination. Columns in this area represent the following:
- Van #* - primary or spare van.
 - Start Date* – the date of the reporting month when van use began.
 - End Date* – the final date of the reporting month when van use ended.
 - End Miles* – mileage from the vehicle odometer following the last trip of the reporting month.
 - Start Miles* – mileage from the vehicle odometer before the first trip of the reporting month.
 - Totals* – totals from each line in the Total Actual Mileages field.
- I.** Non-Commute Mileage is miles reported for trips involving maintenance service calls or trips to get the van washed.
- J.** Van washing and vacuuming is required at least once a month. Enter the van wash date and location in this area.
- K.** Comments area is provided for anything notable, such as information for why Bonus Miles were used or information on approved expenditures by the vehicle maintenance department.
- L.** Deductions area accounts for all qualified credits and deductions. Each line represents a qualified deduction. The blank line, under “Orca Passport” provides input for qualified deductions such as new wiper blades, windshield cleaner, or items necessary for maintaining the van – all of which must be approved, in advance, by Kitsap Transit. The first column, right of the deductions list, is for entering the quantity of each deduction. The next column to the right is for entering the individual value of the credit. The third column is the deduction value multiplied by the quantity. Add the amounts to determine Total Deductions.
- M.** Calculation for Allowable Mileage compares total Actual and Bonus miles against Allowable miles to determine the correct fare due by the vanpool group. Input fields in this area represent the following:
- Daily Round Trip Miles (RTM's)* – trip mileage distance from route point of origin to final destination and back.
 - Working Days Last Month* – the number of days the van operated in the reporting month.
 - Bonus Miles* – the number of miles used during unplanned route deviations. For example, due to road construction or ferry disruptions, Bonus Miles are limited to 80 per month and cannot be carried over to future months. Bonus miles can only be used for route deviations.
 - Total Allowable Miles* – the number of miles a vanpool group is allowed.
 - Total Actual Miles* – the total Actual Mileage reported.
 - Miles Over Allowable* – the number of miles exceeding the Actual Mileage
 - Charges for Miles Over Allowable* – Charges is determined by multiplying the Miles Over Allowable by the current IRS rate standard mileage rate. If the charges continue into future months, the vanpool group must adjust the

daily round trip miles to keep allowable miles over, or equal to, the actual miles.

- N.** Charges area itemizes all charges and total deductions. Input fields in this area represent the following:

- Transponder Surcharge (\$60)* - charge added to Monthly Fixed Fare for use of Tacoma Narrows Bridge.

- Monthly Fixed Fare* – group rate determined by van size and daily round trip miles (see vanpool fare chart).

- Miles Over Allowable Charge* – carried over from Allowable Mileage area.

- Late Fee* – vanpool reports that arrive (or postmarked) after the 7th of the month will be charged a Late Fee.

- Total Charges* – monthly charge for vanpool service.

- Total Deductions* – carried over from Deductions area.

- Total Amount Due* – the result of Total Charges minus Total Deductions.

- O.** Payment Methods area itemizes and reconciles payment media, which include:

- Commuter Checks (Vouchers)*

- Cash*

- Checks*

- Total Amount Paid*

- Difference (should be 0)*

VEHICLE INSPECTION REPORT

Please call Kitsap Transit's Maintenance Department at 360-478-6221 with any immediate concerns.

KITSAP TRANSIT VEHICLE INSPECTION REPORT

Van #: Date:

Prepared by: ID Code:

E	Yes	No	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking brake holds on incline
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Headlights operate and are aimed properly
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stop, tail and signal lights are operational
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windshield/windows free of chips & cracks
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windshield wipers/washers are in good condition
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tires properly inflated, tread depth over 1/16"
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tires with no breaks, cuts or bulges/wearing evenly
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heater, defroster and air conditioner OK
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All safety belts operation/in good condition
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All belts and hoses free of cracks/bulges
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Horn operational
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exhaust system & muffler OK
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No vibration when steering
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gauges registering properly
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper coolant/antifreeze level
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper engine oil level
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Free of unusual noises
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All emergency equipment in van
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Free of exterior body damage
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Free of fluid leaks under van
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upon braking, van stops in straight line
			Explain each "No" response:
			Right rear tire appears to have tread depth below 1/16" <div style="text-align: center; background-color: #cccccc; width: 20px; margin: 0 auto;">F</div>

Vehicle Inspection Report is the last piece to the vanpool monthly reports. Its purpose is to inform Kitsap Transit of any concerns with the van during the reporting month. It is also imperative that the maintenance department be contacted directly if there are any issues that need to be addressed as soon as they appear. Input areas on the form are as follows:

- A.** Primary van number.
- B.** Date (last day of the month the van had been used).

- C.** Bookkeeper name.
- D.** ID Code.
- E.** Potential defects area. Check all that apply.
- F.** Area reserved for entering responses to “No” checked boxes or other comments.

VANPOOL POLICIES AND PROCEDURES

1. VANPOOL

A Vanpool is a group of people who share the ride back and forth to work in a van. Vanpool groups must work together to make the vanpool rules for the daily operation of the van (please see example in appendix). Rules can include radio station preference, heat, seating, and topics of discussion. Topics that could be offensive are not permitted. All vanpool participants must abide by the Vanpool Agreement.

2. AUTHORIZED DRIVERS

Only those approved by Kitsap Transit are allowed to operate the van! All authorized drivers are required to maintain an acceptable driving record, which is verified by Kitsap Transit on an as needed basis. Drivers must report any citation to Kitsap Transit within 48 hours. Authorized drivers must abide by Kitsap Transit's policy and procedures and all traffic laws. Drivers are to be courteous to others inside and outside of the van. Vanpools are moving billboards and are a reflection of Kitsap Transit. Kitsap Transit has the right to remove a driver for any reason.

To get a potential driver authorized, they must fill out a Driver Application, Vanpool Agreement and complete driving record which must be submitted to Kitsap Transit. Kitsap Transit must approve and authorize a potential driver to attend orientation. This clearance process takes some time, so **DO NOT WAIT UNTIL THE LAST MINUTE** to get a new driver certified. All Kitsap Transit vanpool drivers must keep their driving records clear of moving citations in order to continue driving our vans.

3. UNAUTHORIZED DRIVERS

Any unauthorized person driving the van may void all insurance coverage for the van and its occupants. The unauthorized driver may also be charged with theft. The van may be removed from the group. The vanpool group will be responsible for any damages made by an unauthorized driver.

4. RIDERS

All riders must fill out a Vanpool Agreement prior to riding in the van. The original signed agreement must be sent to Kitsap Transit. Vanpool participants must follow all vanpool rules and regulations. Kitsap Transit has the right to remove a rider for any reason.

5. FUEL CARDS

Kitsap Transit will issue a Comdata fuel card to specified vanpools. When fueling you must enter the van number and current odometer reading. Kitsap Transit uses the van odometer reading at the pump for maintenance purposes. Make sure you know which type of fuel your van requires. If you happen to use the wrong fuel type, **Do Not** start the van. Call Maintenance immediately! You will be responsible for damages to the van resulting from wrong fuel type usage.

6. FERRIES

Riders of vanpools using the ferry as part of their commute route must pay all ferry fares directly to the ferry system.

7. MAINTENANCE/BREAK DOWNS

Kitsap Transit will contact the vanpool driver/coordinator to schedule routine maintenance services. Maintenance appointments should be made as soon as possible after initial contact. One of the vanpool drivers will be asked to drop the van off at the Kitsap Transit building on 200 Charleston Boulevard. For “A” or “B” services (40 minutes to 1 hour), the driver will be asked to wait or come back for the van, rather than taking a spare van, so that spares are available for longer services and repairs. When notified by Maintenance that your van is ready, must retrieve your primary van as soon as possible. Prolonging the return of spare vans may result in unavailable spares for other groups. If you have a break down or a maintenance problem that prevents driving the van to Kitsap Transit, notify a Maintenance Supervisor at **(360) 478-6221**. If you discover a problem or defect on the van that does not require immediate attention, please call the maintenance department to find out how to proceed.

8. COLLISIONS

If you and the van are involved in a collision or have any other emergency, notify **911 and the Kitsap Transit Dispatcher at (360) 479-6966/6967**. Then call your Vanpool Coordinator at 360-478-5858. Accident kits are in a manila envelope in your van. Please check and make sure your van has one. Follow all steps inside the envelope (see Appendices).

9. VAN CLEANLINESS

It is the vanpool’s responsibility to keep the van clean inside and out. Contracted washing facilities are provided at various locations in Kitsap (see Appendices) for this purpose. Vans that are returned to Kitsap Transit must be clean inside and out. There will be a fee for vans that are returned unclean.

No smoking is allowed in the van.

10. PERSONAL USE/INSURANCE

Kitsap Transit does not allow personal use of the vans: however, it is permissible to stop at the store on your way to or from work as long as it is on your route. The insurance policy covers commuting trips and legitimate non-commuting trips (maintenance service trips, fuel stops, van washes, etc...).

Only authorized Kitsap Transit drivers may operate the van! Unauthorized persons driving the van may void insurance coverage.

11. MINIMUM VAN USAGE PER WEEK/RIDERSHIP

Vanpools must be in service at least four days of a five-day workweek, (Minimum usage of 16 days per month). Exceptions are holidays, vacations, leaves of absences, or in the event the van cannot run due to low ridership. Vanpool groups are expected to keep a minimum ridership level of half the van seating capacity plus one. A prominent resource for finding riders is www.rideshareonline.com. RideshareOnline.com is a free, self-serve ride match database. Groups decide how far they will adjust their current route to accommodate new riders and are expected to

be flexible with the route if ridership falls below the minimum requirement. If a vanpool's ridership falls below minimum for an extended period of time, Kitsap Transit reserves the right to fold the vanpool. **ALL VANPOOL MEMBERS ARE EXPECTED TO ASSIST WITH RECRUITMENT.** We recommend that you keep a waiting list of names and telephone numbers of people who have called about joining the vanpool during times when the van is full, and refer back to the callers when ridership falls.

12. PARKING

The vanpool driver/coordinator is responsible for obtaining parking for the van at the worksite. The van must be parked **off the street at a driver's home** during non-work hours. With the exception of George's Corner, Harper and Mullenix Park & Rides, overnight parking at Park & Rides is not permitted.

13. ROUTE

The vanpool driver/coordinator must keep Kitsap Transit updated on route changes. Please provide a schedule of your route including stops at commencement and as changes occur.

14. UNSAFE DRIVING

Kitsap Transit occasionally receives reports of unsafe driving by vanpool drivers from other motorists, and from vanpool riders. **BE CAREFUL! Driving one of our vans is like driving a billboard!** Other motorists often call us to report aggressive driving: calls also come from riders whom no longer have confidence in their driver. If a Vanpool driver receives a moving violation while operating any vehicle, the driver must notify Kitsap Transit within 48 hours. Repeated aggressive driving complaints may result in revocation of driving privileges. Please remember that as a public transit agency, Kitsap Transit has a responsibility to assure safe driving practices of all of our drivers – employees and volunteers. You represent Kitsap Transit every time you get behind the wheel of a Kitsap Transit van.

15. RIDER COMPLAINTS

From time to time, Kitsap Transit receives complaints from vanpool riders. A common complaint is "The driver left me". Another frequent complaint is unsafe driving. In almost all cases there is a lack of communication between the rider and the driver/coordinator. Please keep the lines of communication open in the van. Drivers are expected to inform riders well ahead of time of schedule, route, or other vanpool changes. Riders must keep their driver informed of when they will not be riding the van. Complaints should be brought to the driver/coordinator first, with subsequent attempts made within the group to resolve any problem. Majority rule works best in a vanpool.

16. CARGO

Cargo is not permitted in any Kitsap Transit van.

APPENDICES

VANPOOL FARES

Small Vans		Large Vans	
Trip	New	Trip	New
Miles	Rate	Miles	Rate
20	\$276.00	20	\$396.00
25	\$309.00	25	\$434.00
30	\$321.00	30	\$472.00
35	\$375.00	35	\$510.00
40	\$428.00	40	\$548.00
45	\$482.00	45	\$587.00
50	\$536.00	50	\$625.00
55	\$589.00	55	\$648.00
60	\$643.00	60	\$707.00
65	\$696.00	65	\$766.00
70	\$750.00	70	\$825.00

COLLISIONS

CONTACT DISPATCH:

- **ROUTED - (360) 479-6966**
- **ACCESS - (360) 373-7602**

VANPOOLS - Between 4:00 A.M. & 10:30 P.M. report accident to Dispatch and follow their instructions; after hours call 911. (Vanpool Coordinators – 360-478-5858)

ENVELOPE - Use front of this envelope to gather information at the scene; information will later be transferred to the WSTIP/Kitsap Transit Event Report form. Refer to back of this envelope for Important Instructions.

DRIVER'S CARD - Exchange insurance information and request other driver to complete "Driver's Card".

INSURANCE INFORMATION - Give insurance information card to Other Party or Parties involved.

COURTESY CARD - You may request the KT passengers to please complete the Courtesy Card.

NON-PASSENGER COURTESY CARD - Request witnesses (people who saw or heard the occurrence) to complete a card.

VEHICLE INSURANCE CARDS - KT vehicles carry a WSTIP Insurance ID card, which may be requested by the Police. Sometimes the cards in the vehicles say our insurance has expired – that never happens. KT always has insurance with Washington State Transit Insurance Pool.

WSTIP/KITSAP TRANSIT EVENT REPORT - All information written on this envelope must be transferred to the WSTIP/Kitsap Transit Event Report form, completed and turned into Dispatch or a Supervisor.

STATE OF WASHINGTON VEHICLE COLLISION REPORT - Completed when any vehicle involved in a collision in which any person is injured (transported to the hospital by ambulance or other means immediately from the scene), including one's self, or in which any person's property sustains damages in the amount of \$700.00 or more. **See Dispatch for the form.**

VAN WASH LOCATIONS

Kitsap Transit's designated van washing facilities:

<p>Express Car Wash 6301 Hwy 303 Bremerton, WA 98311</p>	<p>Burwell Landing Car Wash (Union 76 Station). 2556 Burwell St. Bremerton, WA 98312</p>
<p>Mike's Car Wash 19774-7th Ave. N.E. Poulsbo, WA 98370</p>	<p>Madison/Mike's Car Wash 499 Madison Ave N. Bainbridge Island, WA 98110 (206). 842-7167 Hours of operation: Mon-Sat 8:00AM-5:30PM, Sunday 9:00AM-5:30PM (Hours may change during inclement weather.)</p>
<p>Olympic Ten Minute Oil Change and Auto Wash 1445 Olney Ave. Port Orchard, WA 98366</p>	
<p>Cruise-N-Carwash & Detail Center 2990 Bethel Rd Port Orchard, WA 98366 (360) 874-2787</p>	<p>Express Car Wash 3082 NW Bucklin Hill Rd Silverdale, WA 98383</p>

These facilities will provide a log sheet requiring your van number and your signature. The van exterior will be washed by staff. The van interior must be cleaned (vacuumed and wiped down) by the van driver.

If these facilities are inconvenient, you may wash and clean the van at your home and take a \$10.00 wash credit off of your vanpool fare. If you take the van to a washing facility other than those listed above, make sure you attach the receipt (\$10.00 credit limit) to your Monthly Sales Report.

SAMPLE VANPOOL RULES

Goal Statement: The goal of this vanpool is to coordinate people that not only live close to each other but also work near each other.

Mission Statement: The mission of this vanpool is to provide efficient transportation from the Port Orchard Fred Meyer to building 943 and 467 at PSNS. Ideally this means that people in the vanpool will work in building 943 or 467 or be able to get to the vanpool as soon as people from the building 943/467 area can get to the vanpool.

Pickup Time: The van leaves the Port Orchard Fred Meyer parking lot at 6 am. The driver can elect to wait an extra 5 minutes for riders. Reasons to wait are not limited to but may include weather conditions such as fog and snow as well as known road construction or accidents.

Leave Time: The van leaves PSNS when all the morning riders arrive at the van or 3:08 pm, whichever comes first.

Contact Info for Ride to Work: It is nice to know if you will not be in the van in the morning but if the driver is not notified don't worry. If you are not in the van in time it will leave without you.

Contact Info for Ride Home: If you ride to work in the van and are not able to return home in the van please contact the vanpool driver or make sure someone in the van knows you will not be riding home. Contact information is listed below for the van drivers authorized by Kitsap Transit:

		Work #	Contact #

Seat Belts: Seat belts must be worn whenever the van is moving. Note that the gate guards sometime check to see if seat belts are fastened. Seat belt violators are responsible for seat belt fines, not the driver.

Seat Assignment: Seat assignment is first come first serve.

Radio: During the commute, take up any radio issues with the copilot.

Temperature: If it is too hot or cold in the van feel free to complain to the copilot.

Smoking: This is a no smoking van.

Curtailment: The vanpool schedule will adapt to PSNS & IMF published curtailments. For example, if the published delay is 2 hours the van will leave Fred Meyer at 8 am instead of 6 am. Note that schedules used by other entities (e.g. DLA, and NAVFAC) might not be the same. The reference information the vanpool will use is www.kitsaptransit.com and 1-866-291-1160.

Ridership Termination: Kitsap Transit must review and approve exclusion of any vanpool member.

Modification of these Rules:

Vanpool members can vote to modify these rules. The current copy of the rules is maintained by the vanpool driver.

The Golden Rule: Follow the Golden Rule. Simply treat your fellow passengers as you yourself would like to be treated.

Rider Printed Name

Rider Signature

Date