



# **Kitsap Transit Vanpool**

---

## *Participant Reference Manual*



Kitsap Transit  
60 Washington Ave #200  
Bremerton, WA 98337  
Phone: 360.478.5858 Fax: 360.377.7086

# Table of Contents

<u>Welcome</u>	3
<u>Kitsap Transit Contacts</u>	4
<u>Kitsap Transit Responsibilities</u>	5
<u>Vanpool Driver Responsibilities</u>	6
<u>Vanpool Driver Eligibility/Retention Criteria</u>	7
<u>Bookkeeper Responsibilities</u>	9
<u>Rider Responsibilities</u>	10
<u>Vanpool Group Dynamics</u>	11
<u>Behind The Wheel</u>	15
<u>Maintenance</u>	19
<u>Kitsap Transit Facilities</u>	22
<u>Van Inspection</u>	23
<u>Special Situations</u>	26
<u>Vanpool Fares</u>	28
<u>Vanpool Fare Table</u>	29
<u>Kitsap Transit Monthly Report Administrative Instructions</u>	30
<u>Accident Procedures</u>	32
<u>Sample Driver Application</u>	33
<u>Sample Ridership Report</u>	37
<u>Sample Sales Report</u>	38
<u>Sample Vehicle Inspection Report</u>	39
<u>Sample Vanpool Agreement</u>	40
<u>Vanpool Insurance Coverage Summary</u>	45

# Welcome to Kitsap Transit's Vanpool Program

*Why we do what we do*

Kitsap Transit provides vans to people like you who travel to and from work and whose commute trip originates in Kitsap County. In exchange for a monthly fare we provide vehicle maintenance, fuel, insurance and other services. Vanpooling not only saves you money and wear and tear on your personal vehicle, it also helps to conserve our natural resources and reduce congestion.

This guide is designed to provide you with information necessary for a successful vanpool operation. We have detailed the procedures and policies you will need to follow in your vanpool. These procedures and policies may be updated from time to time, as necessary. This guide is designed so you can easily insert updates.

***Please take the time to carefully read this guide so that all members of the vanpool know and understand the rules and regulations of the Kitsap Transit Vanpool Program as well as the responsibilities and opportunities of all parties concerned.***

# Kitsap Transit Contacts

## Kitsap Transit

60 Washington Ave #200

Bremerton, WA 98337

Fax: 360-377-7086

### Vanpool Coordinators

*General information*      *Policy questions*      *Monthly reports*      *Driver orientations*  
*Driver application processing*      *Passenger assistance*      *Fares*      *Reporting accidents*

	<b>Work</b>	<b>Cell</b>	<b>E-mail</b>
Tommy Fernandez	360-478-5858 x 1	360-340-1352	<a href="mailto:tommyf@kitsaptransit.com">tommyf@kitsaptransit.com</a>
Dee Williams	360-373-2586	360-340-2251	<a href="mailto:deew@kitsaptransit.com">deew@kitsaptransit.com</a>
Cyndi Griffey	360-478-5858 x 2	360-340-3930	<a href="mailto:cyndig@kitsaptransit.com">cyndig@kitsaptransit.com</a>

### Maintenance 200 Charleston Blvd Bremerton, WA 98312

*Vehicle services*      *Vehicle information*      *Vehicle repair*

	<b>Work</b>	<b>E-mail</b>
Maintenance Supervisors	360-478-6221	
Maintenance Manager Jeff Dimmen	360-824-4911	<a href="mailto:jeffd@kitsaptransit.com">jeffd@kitsaptransit.com</a>

### Other Numbers

		<b>Phone</b>	<b>E-mail</b>
<i>John Clauson</i>	Executive Director	360-478-6223	<a href="mailto:johnc@kitsaptransit.com">johnc@kitsaptransit.com</a>
<i>Accident reporting</i>	Routed Service Dispatch	360-479-6966	
<i>Rideshare registration</i>	Rideshare Processing	360-373-2877	<a href="mailto:rideshare@kitsaptransit.com">rideshare@kitsaptransit.com</a>
<i>Searching for riders</i>	www.RideshareOnline.com		

# Kitsap Transit Responsibilities

1. Provide a passenger van for use by the group.
2. Execute agreements with primary contacts, drivers, bookkeepers and riders as needed.
3. Provide auto liability insurance that includes damage to our vehicle, to other vehicle(s), property damage, and injury to passengers for accidents caused by our driver, at statutory limits for all authorized users of the van. Please contact Kitsap Transit for current coverage amounts.
4. Assist in developing and maintaining the vanpool's ridership at its maximum level.
5. Coordinate establishment of the vanpool's daily route and schedule.
6. Provide an outline of policy and operational aspects of the vanpool program.
7. Provide all necessary report forms, including instructions for their completion and a submission schedule.
8. Establish a fare schedule for the operation of the vanpool.
9. Establish a schedule for routine service and maintenance of the van at agency-approved maintenance facilities.
10. Provide loaner vehicles, when available, by reservation on a first-come, first-served basis for occasions when the vanpool's vehicle is out of service.
11. Provide sample rules and regulations for the daily operation of the vanpool.

# Vanpool Driver Responsibilities

1. Maintain a valid driver's license as required by the State of Washington.
2. Notify Kitsap Transit when (s)he is no longer in accordance with the established vanpool driver eligibility/retention criteria.
3. Coordinate with Kitsap Transit the daily operation of the van to and from places of employment, education, or other institutions, picking up and discharging riders in accordance with the mutually established route and schedule. (RCW 46.74.010)
4. Keep and submit appropriate records as required by Kitsap Transit.
5. Prior to driving the vehicle, have an acceptable driving record in accordance with the criteria set forth by The Washington State Transit Insurance Pool. Attend a mandatory van driver orientation.
6. Observe safe driving habits and all traffic regulations. Any citation resulting from the illegal operation of the van is the responsibility of the person driving the van when the citation is issued. All agency-approved drivers will report any citations to Kitsap Transit within 48 hours, whether received while driving the van or any other vehicle. Kitsap Transit reserves the right to conduct annual Motor Vehicle Record checks and Washington State Patrol Background checks to determine if a driver continues to meet the established vanpool driver eligibility/retention criteria. **Do not allow unauthorized drivers to operate the van.**
7. Be responsible for reporting any vanpool vehicle accident or incident involving bodily injury, property damage, damage to the van and/or its accessories, or a third party immediately to Kitsap Transit. Such reporting is to include any injury to a passenger of the van even though no third party was involved (e.g., passengers falling and injuring themselves while entering the van). The driver is responsible for completing a Washington State Transit Insurance Pool Report and submitting it directly to Kitsap Transit for all accidents or incidents, regardless of severity within 24 hours. Kitsap Transit will forward copies to the relevant agencies as needed. The Driver may also be required to complete a Washington State Patrol accident form
8. Pay for any damages to the van resulting from fueling your van with the wrong fuel, for example, putting gasoline in a diesel engine.
9. **Do not allow unauthorized drivers, those that are not approved by Kitsap Transit, to operate the van.**
10. Wear/use safety belts properly at all times while occupying the van.
11. Personal use is prohibited.
12. Transport of cargo is prohibited.

# Vanpool Driver Eligibility/Retention Criteria

Drivers with the following items on their records will not be eligible to participate as a vanpool driver: Suspension/revocation within seven years for reckless driving, hit and run, leaving accident scene, failure to appear, DUI, negligent or vehicle-related felony.

## **Within a three (3)-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 their license)

No convictions for a seatbelt violation

## **For existing vanpool drivers, eligibility shall be terminated if (within a three (3)-year period) they 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, vanpool staff reserves the right to suspend or terminate a driver.

## **Reinstatement of Vanpool Drivers**

Any vanpool driver that requests reinstatement after being ineligible due to an accident in a member van requires expressed approval from Kitsap Transit and WSTIP's Executive or Deputy Director or Member Services Manager.

## **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) "Cited" 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 Vanpool Coordinator 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; speed greater than 10 mph over limit; passing/center line violations; failure to stop; failure to yield; speeding in a school zone; following too close; driving too fast for conditions; or disobeying construction road signs.
- 6) "Minor Moving Violations" are listed as any violation less significant than those referenced as "Major Moving Violations".



# Bookkeeper Responsibilities

1. Collect the fares and fare media from all riders in advance.
2. Arrange expenditures with Kitsap Transit and pay for miscellaneous operating expenses of the van in accordance with procedures established by Kitsap Transit when applicable.
3. Keep and submit records as required by Kitsap Transit.
4. Complete Kitsap Transit provided training.
5. Pay any late fees resulting from late reports that are turned in, or postmarked after the 7th of each month.
6. Wear/use safety belts properly at all times while occupying the van.

# Rider Responsibilities

1. Pay his/her fare as established by Kitsap Transit; this payment will be made in advance to the bookkeeper or agency by the first of the month.
2. Abide by all day-to-day operational rules (i.e., waiting time, music, etc.) as established by a majority of the vanpool members.
3. Notify his/her primary contact (the contact person for the vanpool) in advance of all anticipated non-use of the van. Find his/her own alternate transportation when work, personal schedule, or illness does not allow for riding the van.
4. Provide his/her primary contact with fifteen (15) calendar days advance notice of planned termination.
5. Not drive without agency approval.
6. Comply with reasonable requests from the driver, speak and behave in a reasonable and courteous manner, cooperate with other riders and demonstrate good personal hygiene as a courtesy to the entire vanpool (includes using colognes/perfumes in reasonable amounts, etc.).
7. Understand that smoking and drinking alcohol in the van is not allowed.
8. Notify Kitsap Transit immediately if a driver is operating the van in a non-defensive or unsafe manner.
9. Wear/use safety belts properly at all times while occupying the van.
10. Assist in fueling, washing the windows, correspondence and updating contact information. Assist the vanpool group in its responsibilities when needed.
11. Please be considerate of your drivers and bookkeeper and remember they are volunteers.
12. Transporting cargo is prohibited.
13. Dispose daily of any waste that you accumulate in the van.

# Vanpool Group Dynamics

## *Minimum Ridership*

All vanpool participants as well as the many employers who help subsidize fares appreciate keeping fares as low as possible, and each member you add to your vanpool group reduces every individual's fare. As a reminder, Kitsap Transit is a public agency and cannot deny ridership to a new vanpool participant based on any discriminatory factor simply because the vanpool group would prefer to keep ridership low for more comfort or because they want to avoid additional bookkeeping. For example, TIP affected vanpools can not exclude contractors.

Kitsap Transit's minimum ridership requirement is 50% seating capacity plus one:

- 8-passenger van: 5 people
- 11/12-passenger van: 7 people
- 14/15-passenger van: 8 people

As a group, you may not deny riding privileges to any individual who wants to join the vanpool, pays his/her fare on time and does not require a route change. However, we realize that it can be very uncomfortable to completely fill vans, especially during lengthy commutes. If this becomes an issue, please contact your Kitsap Transit Vanpool Coordinator.

## *Non-Discrimination*

To reinforce state and federal laws and regulations, Kitsap Transit requires that vanpool participants cooperate to ensure that no person is denied the opportunity to participate in a vanpool, nor be subjected to discrimination in the conduct of the vanpool. This non-discrimination requirement includes, but is not limited to: race, creed, color, sex, age, national origin, political or union affiliation, or the presence of any sensory, mental or physical disability.

The conduct of the vanpool may not be 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; Chapter 49.60 Revised Code of Washington – Law Against Discrimination; and the Americans with Disabilities Act of 1990.

This non-discrimination requirement applies to all current and potential new participants. If your van has a seat available, you cannot deny an individual the opportunity to ride (refer to the “Minimum Ridership” above).

## *Operational Rules*

A commuter vanpool is a cooperative investment involving the volunteer drivers, the volunteer bookkeeper, the riders and Kitsap Transit. The creation of common operational rules benefit the group by highlighting courtesy issues that help make vanpooling more enjoyable for all. Kitsap Transit sets some rules and, in addition, we suggest that each vanpool group set their own operational rules.

## *Kitsap Transit Rules*

The following rules can only be changed by Kitsap Transit.

- **Vanpool Agreement** – Please read it carefully; it contains most of Kitsap Transit’s rules, policies, and procedures. All vanpool participants must have this agreement on file with us to participate in the Vanpool Program.
- **Smoking** – is not allowed in any Kitsap Transit vehicle, including any vanpool vans.
- **Cell Phone** – usage by volunteer drivers while operating the vehicle is strictly prohibited. Please ask someone else in the vehicle to answer your phone should it ring while you are driving the van. Always pull over and stop in a safe spot if, as the driver, you must make or receive a phone call.
- **Pets** – are not permitted in the vanpool vehicle at any time, except for qualified service animals used by individuals with disabilities.

## *Other Suggested Rules*

Group rules are allowed as long as they do not conflict with any of Kitsap Transit’s rules. Group rules should be set by group consensus, not determined solely by any one individual in the group. Your group needs to agree on other rules such as the ones listed below. If the group cannot reach a consensus, then the majority rules.

It is also important that rules are documented and distributed to each participant so everyone knows what’s expected. New riders should receive a copy as well. Group rules must be applied consistently to *all* participants, including the point of contact, volunteer drivers and bookkeeper. Established rules can only be changed by group consensus.

For example, a volunteer driver cannot arbitrarily decide to discontinue a three minute wait period that was previously agreed upon. Likewise, the volunteer bookkeeper cannot suddenly decide that while (s)he used to accept late payments from one or several riders, it’s no longer allowed. And, a rider can’t decide to talk all the way to work when the group agreed that the trip to work would be quiet time.

If several new participants join the van and they wish to revisit the rules, a process must be set up to allow them to do so. Your Kitsap Transit Vanpool Coordinator will be happy to assist you in the process of establishing rules and putting them in writing. Please provide your Kitsap Transit Vanpool Coordinator with a copy of your group’s rules.

## *Sample Vanpool Group Rules*

### **Seating Arrangement.**

- Sample rule: Seating will be arranged on a first come, first served basis.
- Sample rule: Seating will be arranged according to specialized needs of individual riders with full cooperation and agreement of all riders.
- **Radio**
  - Sample rule: The radio may be played softly but shall not be tuned to rock stations.

- Sample rule: The radio will be tuned to KRPM on the way to the destination and to KPLU on the return trip.
- **Wait Time**
  - Sample rule: The van will wait no more than three minutes after the scheduled departure time.
- **Carpool Back-Up Plan**
  - Sample rule: If the van is not available for commuting please call your designated back-up carpool driver and verify meeting places and times.
- **Illness**
  - Sample rule: If a vanpool member is ill they must find another means of transportation if they choose to go to work.

### *Conflict Resolution*

In the event a conflict arises, the group should attempt to resolve it as soon as possible. Assistance from a Kitsap Transit Vanpool Coordinator may be requested if the group is unable to resolve the conflict. The following suggestions may help in settling the dispute:

- Do not argue while the van is in operation
- Sit down together, separate from the vanpool commute time.
- Take turns listening without interruption.
- Summarize, clarify and acknowledge what the other person said.
- Courteously say what you think the other person's position is, and ask if this is correct.
- Don't make accusations. Say "I feel \_\_\_\_\_ when you \_\_\_\_\_ because...."
- Separate personalities from problems.
- Look for creative solutions. Brainstorm.
- Break the problem down into smaller parts.
- Look for criteria to make the agreement enforceable.
- Write down your agreements.
- If you can't agree, take a break and come back later.
- Write down what you want the other person to do and what you will do to end the dispute.
- Go on to other issues.

- Split the difference.
- Look for trade-offs.
- List and prioritize all possible solutions.
- Ask someone trusted, such as your Kitsap Transit Vanpool Coordinator, to mediate the dispute.

# Behind The Wheel

## *Van Driving Tips*

Driving a van is very different from driving a car. The increased height, length and weight of a van require you, the volunteer driver, to be especially careful to ensure the safety and comfort of your passengers. Appreciation of defensive driving techniques is the first step in sharpening your driving skills so you can prevent sudden braking and collisions. These techniques also help you avoid “meeting” the not-so-defensive driver.

Safe driving means driving to prevent collisions. A preventable collision is one in which the driver failed to do *everything* reasonable to prevent it. Driver failure is a contributing factor in an estimated 66 percent of all collisions. This figure can be reduced. Studies have shown that all drivers are capable of driving at least twice as safely as they do now.

Following are some simple, but important, practices to observe when you operate the van. They reinforce the good driving habits emphasized in Kitsap Transit’s van driver orientation.

### **Distractions**

Distractions inside and outside the vehicle are the number one cause of accidents in the United States. Distractions typically listed as the cause of accidents include eating, drinking, smoking, cell phone usage, turning to talk with passengers, scenery and looking at other accidents. Kitsap Transit prohibits smoking in our vehicles and cell phone usage by the driver. Do your best to eliminate or ignore activities that take your attention away from driving-your primary concern while on the road. If you feel distracted or tired, ask another approved volunteer driver to drive for that commute.

### **Turning Room**

Give yourself plenty of turning room. The turning radius required for your van is greater than that of a regular vehicle. You should remember to reduce speed, start your turn farther into the intersection, make a square or wider turn and look through the turn.

### **Height, Length and Width Restrictions**

Always carefully observe the height and width restrictions on your van, which can be found in the owner’s manual inside the van. In general, you should expect the following dimensions for Kitsap Transit, *including clearance needs*:

- Mini vans – 16’ long, 8’ wide and 6’6” high
- 11 & 12 passenger – 18’ long, 8’6” wide and 7’6” high
- 14 & 15 passenger – 20’ long, 8’6” wide and 7’6” high

The taller, longer, wider characteristics of the vans provide poorer visibility for the driver. Also, the vans are heavier and may have a slightly more unstable rear end than you are used to. Be aware of height restrictions in car washes, parking garages, bridges and overpasses. If in doubt, do not enter.

## **Backing Up**

In general, you should avoid backing up whenever possible. The one exception to this general rule is when you are parking the van. When you must back up, always use your rear and side-view mirrors. Roll your window down, turn off the radio, and back to the driver's side. Use a spotter if one is available. If not, get out of the van to see what is behind you. You may also briefly sound your horn to alert those nearby.

## **Merging**

When merging into traffic, remember to do the following:

- Reduce or increase your speed to create space around you.
- Maintain at least your 4-second following distance.
- Allow for increased acceleration time.
- Look for a large gap in traffic so you can enter highway traffic smoothly.
- Signal your intentions early, at least 100 feet before your merge.
- Use the merge lane.
- Use your mirrors, look over your shoulder, and use spotters if available.
- Yield the right-of-way.

## **Passing Other Vehicles**

Please avoid trying to pass other vehicles on two-lane roads. Although you may be tempted, passing can be very dangerous in a longer, slower-to-accelerate vehicle such as a van and rarely puts a driver in a safe position.

## **Scanning the Mirrors**

Your van has three mirrors: one inside, one on the left front and one on the right front. Check or “scan” the mirrors continuously for traffic, hazards, tailgaters, etc. Check each mirror every three to five seconds. Also, scan the roadway in front of and behind you. Look at least 12 to 15 seconds ahead for hazards, traffic, pedestrians or changing road conditions.

## **Parking and Securing Your Van**

When not in use, the van must be parked off-street at the volunteer driver's home or at the home of another vanpool participant (provided that only authorized drivers operate the van). Kitsap Transit must approve all other parking arrangements and must have the primary location of the van on file.

Make sure that you take the following precautions:

- Never leave your van running and in an operating gear.
- Never leave your van running and unattended (e.g., while warming up in your driveway, even if locked).



- Park off-street.
- Choose a parking space with plenty of room.
- On a hill, turn your wheels so the van will roll against the curb.
- Secure your van by following these steps:
  - Apply the parking brake first, and then put the transmission in park (first on, first off rule).
  - Turn the electrical accessories off.
  - Close all the windows.
  - Turn the engine off, remove the keys and lock all doors.

### Stopping and Following Distances

Allow longer stopping and following distances. Following distances between you and other vehicles increase in a van. You need to be constantly aware of, and allow for, these differences. Vehicle speed and weight are two factors that affect your ability to stop quickly. Remember the following:

- The van weighs over 9,000 pounds and takes longer to stop than a car.
- Allow at least **four** seconds following distance between your van and the vehicle in front of you in ideal conditions.
  - Increase that distance when...
    - Driving in adverse weather
    - Driving on rough or curving roads
    - Visibility is limited
    - Another vehicle is tailgating your van

### Use of Seatbelts

All vanpool participants must properly wear seatbelts at all times – no exceptions. Washington State has a very strict law regarding seatbelts. The figures are clear. Motorists who use seatbelts significantly decrease their chances of serious injury or death in automobile accidents. As a volunteer driver, you are responsible for seeing that everyone in the van has and uses seatbelts before you start driving. You should:

- Make sure all seatbelts are in good operating order.
- Make sure they are available for use.
- Make sure they are fastened and worn properly (e.g., rider must be sitting up, not lying down).
- Not operate the vehicle until all riders are buckled up.

- Immediately report any vanpool participant who refuses to properly wear his/her seatbelt whenever the vanpool is in operation.
- Never allow more individuals to ride in the vehicle than the number of working seatbelts (e.g., a 12-passenger van with all seatbelts in good working order will never have more than 12 total passengers).
- Notify Kitsap Transit if you need a seat belt extension.

### **Loading and Unloading Riders**

Always use extreme caution when loading and unloading riders. Adhere to these rules:

- Move out of traffic.
- If a curb is available, pull as close to it as possible.
- Turn on hazard flashers.
- Park the van on a level surface and apply the parking brake.
- Never leave the driver's seat with the engine running.
- Have riders walk behind the van to get to and from their cars.
- Check the passenger door to assure it is closed.
- When unloading, wait for riders to get to their cars, if possible.
- Never wave your riders across the street; let them judge when it is safe.

# Maintenance

Volunteer vanpool driver responsibilities include ensuring that the van is properly maintained, notifying your Kitsap Transit Vanpool Coordinator and/or Kitsap Transit Maintenance Department of any vehicle issues, promptly bringing the vehicle in for service when Kitsap Transit requests that you do so and becoming familiar with the vehicle owner's guide kept in the van.

## Routine Servicing

Our vans are routinely serviced at 5,000 miles to keep them in good running order. Kitsap Transit's Maintenance Department will contact you when your van is due for service. It is the volunteer driver's responsibility to bring the van to the Charleston Facility in Bremerton for service. Please be sure to enter accurate mileage when fueling and on your monthly paperwork, as this is how Kitsap Transit tracks your vans mileage.

## Servicing Procedure

Kitsap Transit's Maintenance Department will contact you when your vehicle is due for service. It is important to keep your appointment for service. If you are unable to keep your appointment, notify the Maintenance Department at 360-478-6221 and reschedule the van's service appointment. Some services can be done while you wait and, in those cases, you are encouraged to do so. If your van is being repaired or requires service taking longer than an hour you will be offered a maintenance spare van if one is available. Please return your spare van as soon as possible once your van's service is complete. Doing so ensures that there are spare vans available for other vanpool groups having their van serviced.

## Maintenance spare & Your Monthly Report

If you use a maintenance spare van make sure to:

- Document your van's ending mileage on your monthly report form at the point you leave route to bring it in for service (commute miles).
- Document the spare van's number and starting mileage on your monthly report and take any permits or passes necessary for your commute out of your van and place them in the spare van.
- Document the spare van's ending mileage when you bring back the spare van and retrieve *your* van, remove all of your property including permits and passes from the spare van, and document *your* van's starting mileage when you return to your commute route.

## Tire Inflation

Tire pressure information is located inside the driver's door and on the tire itself. The front and rear tires often require different air pressure levels. The volunteer vanpool driver must ensure tire pressures are maintained within prescribed limits.

## Flat Tire Policy

If you find your van has a flat or damaged tire:

*Inside Kitsap County:*

Call Kitsap Transit Maintenance at 360-478-6221

### *Outside Kitsap County:*

Notify Kitsap Transit Maintenance and call the Les Schwab Tire Center nearest your present location. Tell them Kitsap Transit has an open account with the Bremerton store. Give them the van number and the license plate number. ***Be sure get a receipt and turn it in to Kitsap Transit.***

### **Tire Chains**

Kitsap Transit provides tire chains for each of its vanpool vans. Please be sure to check that your van has chains and they are in good repair. Kitsap Transit does not provide snow tires for its vanpool vans. Please use good judgment when determining if road conditions permit operation of the van. If you do not feel it is safe to operate the van, don't. Notify your riders that they will need to find another means of transportation. It is a good idea to have a back up plan for such situations, like carpools.

Generally speaking, to install chains, park on secure ground with hand or emergency brake set. Drape chain over tire so that end hooks are toward front of vehicle and first cross member almost touches the ground. Make sure smooth sides of cross member connectors are against the tire; otherwise sharp edges may cause tire damage. Reach behind the tire and pick up end with bushings for inside connection. Connect with hook facing away from tire; usually placing inside on third bushing. Using both hands, grasp side cables and pull to remove slack. Now connect outside cable in the same way as inside cable. Again, take care that the end hook faces away from the tire and that cables are not twisted. Be certain to insert leftover cable into metal clip(s). Adjustment should be the same or not more than one bushing (notch) difference on the inside and outside connection. Do not use chain-tightening devices.

After you have driven about one quarter mile, you must stop and hand-tighten the chains. Adjusting the lock mechanism and adjusters by a link or two may be necessary for each tire. Always drive slowly and cautiously and do not drive with chains on dry pavement for any length of time. Such driving may severely damage the tires and may cause the chains to break and cause damage to the van.

After using chains, please put them back in their original container. ***Please refer to the chains in your van for specific installation instructions.***

### **Van Upkeep**

If your van requires minor maintenance, such as a quart of oil or a windshield wiper, please contact Kitsap Transit's Maintenance Department or just drop in to the Charleston facility. If you are unable to come to Kitsap Transit you may purchase the necessary item *with Kitsap Transit authorization*. You may either use your Voyager card at a fueling station or you may make the purchase yourself and submit the receipt to Kitsap Transit for deduction from monthly vanpool fares or reimbursement.

### **Fueling**

You should make a reasonable attempt to locate the least expensive fueling station convenient to your trip route or to the van's overnight parking location. If your van uses gasoline, **please do not use super (Octane 92)**. Payment for fuel should be made with your Voyager fuel card if your group has been issued one. Voyager is accepted at all major gasoline stations, excluding Costco or grocery store fueling stations. Please refer to the brochure that came with your Voyage card for a list of stations. If your van has a diesel engine you may also fuel at our Charleston facility, and if it is relatively convenient, we prefer that you do so, except between 3:30pm and 4:15pm. Please be sure not to put gasoline in a diesel van or vice versa. If you inadvertently put the wrong type of fuel in your vanpool van, **DO NOT START YOUR VAN!** Call the maintenance department immediately for instructions. If you put the wrong fuel in your van you may be held financially responsible for any costs incurred in rectifying the problem.

### **Cleaning – Primary Van**

Vans should be washed and the interiors cleaned at least once a month, a maximum of two times *if approved by your Kitsap Transit vanpool coordinator*. Please refer to our list of approved van wash facilities. If none of these facilities is convenient you may use your Voyager card for van washing with a maximum of \$10 per wash. *Please be sure the wash facility you are using can accommodate your van's height and width*. You may also wash the van at home and take a \$10 deduction on your monthly fare.

Kitsap Transit expects normal wear and tear on the vans but does not tolerate obvious abuse. If van participants have clearly mistreated the vehicle, the vanpool group will be charged to pay for a professional cleaning and/or repairs and the vanpool may be terminated. Vanpool staff periodically checks both the interior and exterior condition of the van.

### **Cleaning – Spare Van**

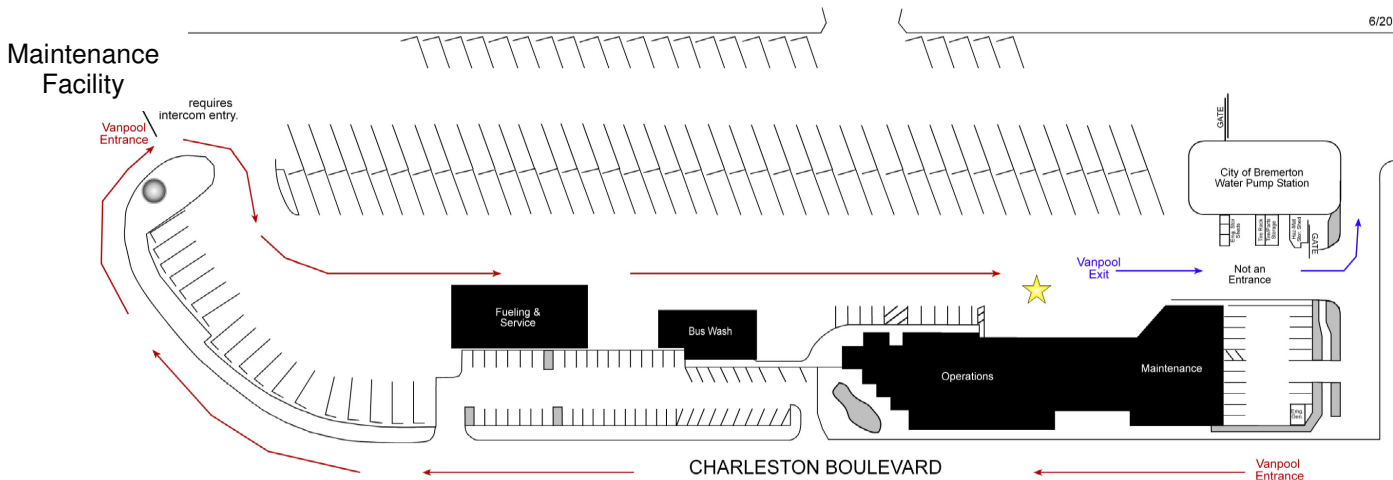
Spare vans are used while your van is being serviced. Please pick up after yourselves and, if in a spare van for a significant period of time, wash and vacuum it as you would your assigned vanpool van.

# Kitsap Transit Facilities

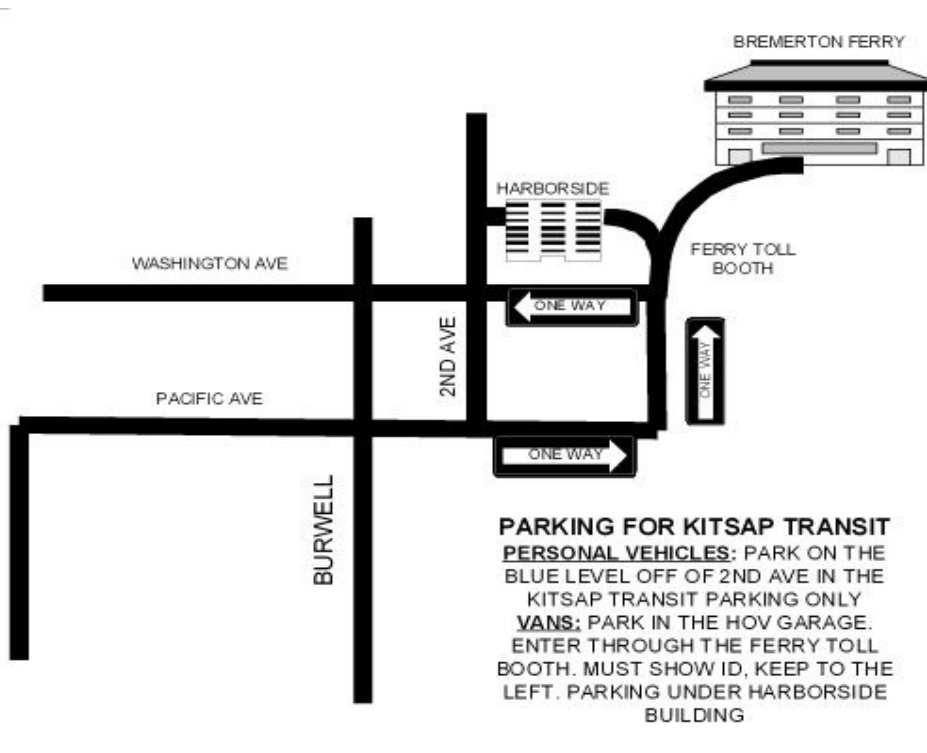
## Charleston Facility

**KITSAP TRANSIT**  
 Charleston Base  
 200 S Charleston Blvd, Bremerton, WA 98312

6/2010



## Harborside Parking



# Van Inspection

Inspections are an important part of your vehicle maintenance routine. When doing any inspection, use the following guidelines:

- Be thorough.
- Don't assume anything.
- Don't rush.
- Don't wait to fix a problem.
- Be alert and be aware.

## Daily

These items should be checked on a daily basis

### *Exterior*

- Are there any fluid leaks – black, green, pink?
- Is there any observable body damage?
- Are there any obstacles in the path of the parked vehicle?

### *Gauges*

- Always check after a thirty-second warm-up.
- Check that they operate correctly.
- Check that there are no irregularities.

### *Mirrors/Windows*

- Are the mirrors adjusted properly to minimize blind spots and provide for maximum viewing?
- Are windows and mirrors clean and clear of fog, ice and/or snow?
- Are there any cracks or chips in the windows or mirrors?

### *Seatbelts*

- Are they operational and easily accessible?
- Is everyone properly buckled up at all times while you're operating the vehicle?

### *Interior Cleanliness*

- Make sure that the interior of your van is clean and free of debris.
- Do not store anything under the driver's seat. Items under the seat can roll forward and interfere with safe driving.

While driving, check the following:

### *Brakes*

- Do the brakes work properly?
- Is there any squeaking, grinding or other unusual noise?
- Does the emergency brake operate correctly?

### *Steering*

- Does the power steering operate correctly?

### *Exhaust System and Muffler*

- Does the exhaust system make noise?
- Are there excessive fumes from the muffler?

### *Fuel System*

- Are there excessive fumes from the fuel system?

## **Weekly**

These items should be checked on a weekly basis:

### *Oil Level*

- Are there any evident leaks in the motor area or on the ground?
- If oil level is low, contact the Kitsap Transit Maintenance Department.

### *Coolant/Antifreeze Level*

- Is the level between the minimum and maximum indicator on the surge tank?

### *Windshield Fluid Level*

- Is the fluid container at least half full?

### *Power Steering Fluid Level*

- The level can be read when hot or cold.



### *Transmission Fluid Level*

- The fluid should have pinkish color.
- It should not have a burnt odor.

### *Brake Fluid Level*

- Is the fluid filled to the top?

### *Tire Pressure*

- The correct pressure is found in the owner's guide, on the driver's door and on the tire.
- Check tires when they are cold.
- Use a tire gauge.

### *Tire Tread*

- Measure the tread depth by using a penny. The tread should go beyond the top of Lincoln's head.
- Look for signs of damage or uneven wear (cuts, bulges, exposed ply or cord).

### *Wipers*

- Replace worn or stiff blades.

## **Monthly**

These items should be checked on a monthly basis:

### *Belts and Hoses*

- Check the belt tension.
- Look for cracks or holes in hoses

### *Lights*

- Make sure that headlights, taillights, directional signals and emergency flashers are clean and operate properly.

### *Battery*

- In most vans you will not have access to the batteries. Please direct your battery related concerns to the Maintenance Department.

### *Air System*

- Ensure that the heater, defroster and air conditioner operate properly.

# Special Situations

## Unanticipated Maintenance

If your van develops a mechanical problem or needs repairs between service dates, please contact the Kitsap Transit Maintenance Department to schedule an appointment.

## Backup Carpool Plan

There may be times when your van experiences mechanical failure or for other reasons is not operational, and a spare van is not available. Inclement weather may also cause the vanpool group to need other transportation to work. For these occasions, it's important that you establish in advance an alternate transportation plan that can be implemented at the last minute. Remember to verify meeting points and pick-up times.

## Route Deviation

A typical commuter van travels a set number of commute miles every day. Each passenger pays a monthly fare based on the consistency of these miles. On occasion, circumstances may cause your van to deviate from its normal route, thereby increasing the number of miles traveled.

Additional miles can be accumulated for a number of reasons. For example, if the ferry between Southworth and Fauntleroy isn't running, you may be forced to drive around through Tacoma. This detour adds miles to that day's commute. You may also accrue additional miles because of inclement weather or other detours.

Kitsap Transit allows up to 80 bonus miles per month for unplanned route deviations. To use these bonus miles you must give an explanation in the comment box on the monthly paperwork. Personal use of Kitsap Transit vans is not permitted.

## Labor Actions

Special conditions such as labor actions (strikes, work stoppages), plant closures and natural or other disasters may result in operating the van with partial ridership, putting the van on reserve status or disbanding the vanpool. When this is likely, the vanpool's point of contact must notify Kitsap Transit Vanpool Services. The vanpool group should, by majority vote, decide whether to continue vanpooling based on options discussed below. The vanpool's point of contact must tell Kitsap Transit Vanpool Coordinator the group's decision immediately. It is also the point of contact's responsibility to inform Kitsap Transit when conditions change.

### *Operating with Partial Ridership*

If a special condition at the work site doesn't involve all riders, the vanpool may continue to operate with a minimum of five. If less than five commute, the group should carpool. Only Kitsap Transit approved drivers are authorized to operate the van.

- Only Kitsap Transit approved drivers are authorized to operate the van. Only Kitsap Transit approved bookkeepers are authorized to collect fares. If this is a problem for your group, contact Kitsap Transit.
- Vanpool groups that continue using the van will pay their normal fare.
- Riders who discontinue using the van will pay no fare.
- The van can operate with partial ridership for up to 45 days.

### *Reserving Your Van*

A special condition at the work site may mean the vanpool does not operate. To reserve your van and ensure its availability when the group resumes normal operation, a group may choose to reserve the vehicle, although it will not be used for the commute.

- Reserved vans should be taken home by an authorized driver and parked off-street at the residence of a vanpool member.
- Your group will be required to pay a fixed rate (full cost recovery of vanpool monthly fare less average fuel cost).
- The van can be reserved for up to 45 days, after which Kitsap Transit will evaluate conditions.

### *Disbanding the Vanpool*

If the decision is made to disband, even temporarily, the vehicle must be returned to Kitsap Transit. An attempt will be made to reassign the van to the group when normal operations resume. However, Kitsap Transit cannot guarantee the availability of the same or similar vehicle. Coordinators should contact Kitsap Transit Vanpool staff for instructions on disband and return procedures.

### **Prorated Vanpool Fare**

Kitsap Transit will only allow new vanpools beginning on or later than the 10<sup>th</sup> of the month to prorate their vanpool fare. No other prorating will be allowed.

### **Washington State Ferries**

- It is the vanpool group's responsibility to know the rules and regulations for Washington State Ferries.
- It is the vanpool group's responsibility to register with the ferries
- Be kind to the ferry workers as they are the ones who determine how you load and unload.

### **Narrows Bridge Toll**

For those vanpools commuting over the Tacoma Narrows Bridge, Kitsap Transit will supply the Way to Go transponder for your vehicle and pay the tolls associated with the bridge. A \$40 surcharge will be charged to those vans that commute over the bridge.

# Vanpool Fares

Kitsap Transit charges each vanpool a monthly fare based on the vanpool group's daily round trip mileage and the size of their van. These costs include insurance, maintenance, tires, fuel, vehicle cost, and administration. In addition to the standard 5-day work week fare table, exceptions for 4-day, 6-day, and 7-day work weeks, based on the average days per month that the van commutes, can be determined by your Kitsap Transit Vanpool Coordinator. Please contact your Kitsap Transit Vanpool Coordinator for the most current Vanpool Fare Table.

## *NSF Checks*

In the event a vanpool participant submits an NSF or "uncollectible" check, the participant will be required to pay the vanpool's fare by cash or money order within 48 hours of notification. Checks that are returned to Kitsap Transit as NSF have already been submitted twice and cannot be resubmitted. A \$30 NSF check fee will also be required with your fare. If your vanpool has more than one NSF check future vanpool fare payments will require cash or money order. Personal checks will not be accepted.

# Vanpool Fare Table

Vanpool Fares Beginning January 1, 2009

Small Vans		Large Vans	
Trip Miles	New Rate	Trip Miles	New 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
75	\$803.00	75	\$884.00
80	\$857.00	80	\$942.00
85	\$910.00	85	\$1,001.00
90	\$964.00	90	\$1,060.00
95	\$1,017.00	95	\$1,119.00
100	\$1,071.00	100	\$1,178.00
105	\$1,125.00	105	\$1,237.00
110	\$1,178.00	110	\$1,296.00
115	\$1,285.00	115	\$1,355.00
120	\$1,323.00	120	\$1,414.00
125	\$1,339.00	125	\$1,473.00
130	\$1,392.00	130	\$1,532.00
135	\$1,446.00	135	\$1,590.00
140	\$1,499.00	140	\$1,649.00
145	\$1,553.00	145	\$1,707.00
150	\$1,607.00	150	\$1,767.00
155	\$1,660.00	155	\$1,825.00
160	\$1,714.00	160	\$1,885.00
165	\$1,767.00	165	\$1,944.00
170	\$1,821.00	170	\$2,003.00
175	\$1,874.00	175	\$2,062.00
180	\$1,928.00	180	\$2,121.00
185	\$1,981.00	185	\$2,179.00
190	\$2,035.00	190	\$2,238.00
195	\$2,088.00	195	\$2,297.00
200	\$2,142.00	200	\$2,356.00

Small Vans =  
8-passenger minivans

Large Vans =  
11, 12, 14, & 15  
Passenger full size  
vans

Sample Only

Please Ask for Most Current Version

# Kitsap Transit Monthly Report

## Administrative Instructions

- **Vanpool Reports must be submitted or postmarked by the 7<sup>th</sup> of each month.**
- **Ridership Report**

Ridership reports are to have the following filled out: Prepared by, Month of, Year, Van Number and ID code on the top of the report. Please list all drivers and riders including first and last name. List all passes along with pass number next to the rider's name. Make a copy of the front and back of the pass with the rider's name on it. To get credit for a pass the rider must ride at least eleven times. Use the appropriate symbol in the Trip Key for the type of ride. Total all trips at the end of the month for each rider and driver. Enter the Grand Total.

- **Vanpool Monthly Fares**

Vanpool fares are based on the Daily Round Trip Miles and the number of seats in the van. (See Fare Schedule)

Total monthly miles divided by number of days the van is used equals your round trip miles.

- **Actual Commute Mileage**

Actual commute mileages are the miles used by a vanpool from its place of origin to its destination, and then back to its place of origin. These miles are also referred to on a daily basis as Daily Round Trip Miles.

- **Non-Commute Mileage**

These miles are used when a van makes extra trips for fueling, driver changeover, maintenance service call or any special trips to Kitsap Transit for business. Stopping for fuel or washing your van on the commute to or from work should not be listed under non-commute miles unless you must travel more than two miles off of your route.

- **Approved Credits and Deductions**

From time-to-time you may notice that you need a quart of oil, windshield wiper fluid, etc. If you feel it would be more convenient to go and purchase it yourself, first you must call Maintenance for approval. Maintenance has almost everything you might need for your van and would prefer that you come in and pick up the item at Kitsap Transit rather than purchasing it. If Maintenance feels this would be a great inconvenience, they will approve the purchase. That purchase may be a deduction to the buyer on his/her monthly fare. Approved purchases must be noted on the appropriate space in the monthly Sales Report and the receipt must be attached.

- **Allowable Mileage**

Allowable miles are the miles on which the vanpool's monthly fixed fare is based. Daily Round Trip miles multiplied by the number of working days is your allowable mileage. Vanpools that exceed the miles allowed will be charged the going IRS rate for the additional mileage used.

- **Bonus Mileage**

Bonus miles are extra miles allowed in the event of a road closure, sudden detour or any *UNPLANNED DEVIATIONS* on your normal route. Vanpools are allowed up to 80 bonus miles per month. Bonus miles cannot be carried over to the following month, *nor can they be added to your Actual Commute Mileage to reduce your monthly fixed fare.* If bonus miles are needed, then a note and a phone call to the Kitsap Transit Vanpool Coordinators must follow explaining why the bonus miles were used.

- **Late Fee**

Kitsap Transit has a \$30.00 late fee for any report that is not submitted or postmarked by the 7<sup>th</sup> of the month.

- **Total Fares**

Total fares are your monthly fixed fare, miles over your allowable and late fee, all which are minus your deductions. The ending balance needs to be zero.

- **Accepted Media**

Accepted Media for vanpool fare payment are cash, check, commuter vouchers, and Orca Passport. TIP passes are accepted for those whose destination is within Kitsap County.

- **Vehicle Inspection Report**

Vehicle inspection reports must be turned in every month with your reports. If there is a concern about your vehicle please call our Maintenance Department at 360-478-6221.

*Monthly Vanpool Reports can be found on our website at <http://kitsaptransit.org/Vanpool/ReportsSpreadsheets.html>. If you do not have access to the internet, paper report forms can be mailed to you. Please contact your Kitsap Transit Vanpool Coordinator for more information.*

# Accident Procedures

## *In Case of Accident*

1. Secure van
2. Check for injuries. (Do not move injured unless in danger of further injury.)
3. Report accident to Kitsap Transit Vanpool Coordinator during business hours and/or Dispatch if between 4:00a.m and 10:30p.m. Call 911 for collisions with other occupied vehicles.
4. Ask passengers to fill out “Courtesy Cards.”
5. Ask witnesses not in either vehicle to fill out “Non-passenger Courtesy Cards”.
6. Exchange information with other driver. (There is a card to give him/her with your information on it and a card for the other driver to complete for you.)
7. Complete Accident Report and return to our office no later than the end of business on the day of the accident, or if the accident was in the evening, before 9a.m. the following morning. Report must be to us absolutely no later than 24 hours after the accident.
8. Complete “State Accident Report” within 24 hours if damage exceeds \$750.00 or if there are any injuries. If this is the case, and a law enforcement official was not on the scene, we will provide the report for you to complete.

Kitsap Transit Dispatch 360-479-6966

Kitsap Transit Vanpool Coordinator 360-478-5858

Kitsap Transit Maintenance 360-478-6221

Cell Numbers	
Tommy Fernandez	360-340-1352
Dee Williams	360-340-2251
Cyndi Griffey	360-340-3930

## *In Case of Incident*

If there is an incident involving your van you will need to contact us within 24 hours and you will be required to fill out an accident report. For example:

- Your van is damaged while parked
- Someone is injured inside of, or getting into, or out of your van
- An argument in which physical blows are exchanged or a threat occurred

If you are not sure if something occurring with the van would require a report, please contact your Kitsap Transit Vanpool Coordinator for assistance.



# KITSAP TRANSIT DRIVER'S 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. Applicants must answer all questions.

**\*NOTE: Applicants must have at least five years of licensed driving experience to be eligible.**

<p style="text-align: center;"><b>Application for: <u>VANPOOL</u></b></p> <p><input type="checkbox"/> Volunteer Primary Driver</p> <p><input type="checkbox"/> Volunteer Back-up-Driver</p> <p><input type="checkbox"/> New Van    <input type="checkbox"/> Current Van#</p> <p><input type="checkbox"/> Primary Driver</p>	<p style="text-align: center;"><b>Application for: <u>VANLINK</u></b></p> <p>Agency:</p> <p>Agency Contact Person:</p>
Sample Only	
Full Name:	
Alias/Maiden Name:	
Home Phone:	Cell Phone:
E-Mail Address:	
Address/City/State/Zip:	
Mailing Address (if different from home):	
Date of Birth: (Must be at least 21 years at time of license, or 18 if resident of Kitsap County)	
Employer:	
Work Address/City/Zip Code:	
Work Phone:	
Do you have a current Washington State Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How long have you had a Driver's License? Years:      Months:	
Driver's License Number:	State of Issue:
Expiration Date:	
If licensed in Washington State less than five years, list licenses previously issued:	
License Number:	State of issue:
Are there any restrictions on your driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever had your driver's license suspended, revoked, or refused? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has an insurance company ever refused, cancelled, non-renewed, or given notice of intention to non-renew. <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please explain:	
During the last 10 years of driving have you been convicted of driving while intoxicated or under the influence of drugs? If yes please explain: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>TICKETS</b>		
1:Date:	Time:	Location:
Conviction:		
If speeding legal limit:	Your speed:	Amount of fine:\$
2:Date:	Time:	Location:
Conviction:		
If speeding legal limit:	Your speed:	Amount of fine:\$
<b>ACCIDENT'S</b>		
1:Date:	Time:	Location:
Violation:	Bodily injury? <input type="checkbox"/> Yes <input type="checkbox"/> No Who was at fault?	
Damage to your vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$	
Damage to other vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$	
Description:		
2:Date:	Time:	Location:
Violation:	Bodily injury? <input type="checkbox"/> Yes <input type="checkbox"/> No Who was at fault?	
Damage to your vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$	
Damage to other vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount: \$	
Description:		
<b>Driving Record(s): Place a check mark next to any accident or violation(s) that you have received in the last seven years.</b>		
<input type="checkbox"/> Accident (not at fault)		
<input type="checkbox"/> Following to close.		
<input type="checkbox"/> Speeding (5-9 miles/hours over limit.)		
<input type="checkbox"/> Improper lane chng.		
<input type="checkbox"/> Illegal turn.		
<input type="checkbox"/> Suspension of license within past 7 years.		
<input type="checkbox"/> Accident (at fault)		
<input type="checkbox"/> Failure to stop, yield, signal.		
<input type="checkbox"/> Illegal passing.		
<input type="checkbox"/> Speeding (10 or more miles over limit).		
<input type="checkbox"/> Too fast for conditions.		
<input type="checkbox"/> Violation in school zone.		
<input type="checkbox"/> Failure to appear.		
<input type="checkbox"/> Driving with suspended/revoked license.		
<input type="checkbox"/> Eluding a police vehicle.		
<input type="checkbox"/> Reckless or negligent driving		
<input type="checkbox"/> DUI		
<input type="checkbox"/> Vehicular assault/homicide		
<input type="checkbox"/> Hit and run		
<input type="checkbox"/> Have you ever been refused a license		
Can you provide off street parking for the van at your home/agency? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you driven a Vanpool or VanLink van before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have an condition, which may or does result in physical or mental impairment (For example, but not limited to, sight in only one eye, missing limbs, deafness, paralysis, convulsive or seizure disorder, epilepsy, blackouts, diabetes, etc)? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please fill out the information requested below.		
Physician's Name:		Physician's Phone Number:

Sample Only

Please Ask for Most Current Version

Name and nature of condition:	
Date of onset or last attack:	
Years of driving with condition:	Driving aids:
Drugs/Medication:	Effect(s) on driving ability:

**KITSAP TRANSIT  
Disclosure Statement**

Pursuant to the requirements of RCW 43.43.830-840, we must ask you to complete the following disclosure statement. This information will be kept confidential.

Have ever been convicted of any of the following crimes against persons:

**YES NO**

- Aggravated, first or second-degree murder
- First or second degree kidnapping
- First, second or third degree assault
- First, second or third degree rape
- First, second or third degree statutory rape
- First or second degree robbery
- First-degree arson
- First-degree burglary
- First or second-degree manslaughter
- First or second-degree extortion
- Indecent liberties
- Incest
- Vehicular homicide
- First-degree promoting prostitution
- Communication with a minor
- Unlawful imprisonment
- Simple assault
- First or second-degree custodial interference
- Malicious harassment
- First, second or third degree child molestation
- First, second or third degree sexual misconduct with a minor
- First or second-degree rape of a child
- Patronizing a juvenile prostitute
- Child abandonment
- Promoting pornography
- Selling or distributing erotic material to a minor
- Custodial assault
- Violation of a child abuse restraining order
- Child buying or selling
- Felony indecent exposure
- Sexual exploitation of minors
- First or second-degree criminal mistreatment
- Or any of these crimes as they have been renamed

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.
--

Has a (a) dependency action, (b) domestic relations proceeding, or (c) disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor?  
YES  NO

If your answer is "yes", please describe and provide the date(s) of the finding(s) and the penalty (ies) imposed.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am certified, I can be discharged for any misrepresentation or omission in the above statement. I also understand that if I am certified, my status is conditioned on your receipt of a satisfactory report from the Washington State Patrol.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

This application warrants a Washington State Patrol Background Check (RCW's 43.43.830 through 43.43.845), employment verification, and or verification of my motor vehicle record as authorized by my signature below.

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. It also authorizes Kitsap Transit to conduct a criminal history background check from the source of its choice. This release continues in effect as long as I continue to operate a Kitsap Transit vehicle.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_.

## VANPOOL RIDERSHIP

Revised:12/16/2008

Prepared by:  Month of: Dec'08  Van  ID Code:

**Please refer to the Fare Schedule tab below to identify your Monthly Fixed Rate, based on the Size of your van, and the Daily Round Trip Mileage of your route.**

Van Size: Large

Monthly Fixed Rate:

Fare per rider:

**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.

Please list all Vanpool members and their Credit # (e.g., TIP,CrossSound,etc...) if applicable.

Trip Key

<b>DRIVERS</b>	<b>RIDERS</b>
D = Drove One-Way	\ (back slash) = Rode One-Way
DR = Drove Round Trip	X = Rode Round Trip
HD = Drove One-Way/Rode One-Way	L = Leave

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		0																																	0
2		0																																	0
3		0																																	0
4		0																																	0
5		0																																	0
6		0																																	0
7		0																																	0
8		0																																	0
9		0																																	0
10		0																																	0
11		0																																	0
12		0																																	0
13		0																																	0
14		0																																	0
15		0																																	0
16		0																																	0
17																																			0

Sample Only

Vanpool Mileage  
(From A on Sales Report)  Total Trips

\* Driver calculation for office use only

Please Ask for Most Current Version



***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:

**Yes**

**No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Parking brake holds on incline                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Headlights operate and are aimed properly           |
| <input type="checkbox"/> | <input type="checkbox"/> | Stop, tail and signal lights are operational        |
| <input type="checkbox"/> | <input type="checkbox"/> | Windshield/windows free of chips & cracks           |
| <input type="checkbox"/> | <input type="checkbox"/> | Windshield wipers/washers are in good condition     |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires properly inflated - tread depth over 1/16"    |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires without cracks, cuts or bulges/wearing evenly |
| <input type="checkbox"/> | <input type="checkbox"/> | Heater, blower and a/c conditioner OK               |
| <input type="checkbox"/> | <input type="checkbox"/> | All safety belts operation/in good condition        |
| <input type="checkbox"/> | <input type="checkbox"/> | All belts and hoses free of cracks/bulges           |
| <input type="checkbox"/> | <input type="checkbox"/> | Horn operational                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Exhaust system & muffler OK                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Control arm, tie rod steering                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Washers, wipers operating properly                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Proper coolant/antifreeze level                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Proper engine oil level                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Free of unusual noises                              |
| <input type="checkbox"/> | <input type="checkbox"/> | All emergency equipment in van                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Free of exterior body damage                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Free of fluid leaks under van                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Upon braking, van stops in straight line            |

→ Explain each "No" response:

Sample Only  
Please Ask for Most Current Version

# Kitsap Transit Public Vanpool Program



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

**The Public Vanpool Program, as referred to below, means the Vanpool Program administered by the Agency. Vanpool Group Primary Contact, hereafter referred to as Primary Contact, means the person or institution who governs the activities of an individual vanpool group. Driver, as referred to herein, means all persons who are approved by the Agency to operate the vanpool vehicle as an independent contractor. Bookkeeper, as referred to herein, means the person who has responsibility for collecting and submitting monies and reports pertinent to the operation of the vanpool. Rider, as referred to herein, means all persons who ride in the vanpool vehicle, including the Primary Contact, Drivers, and Bookkeeper. If applicable, the Primary Contact, Driver, or Bookkeeper may be one responsible individual.**

**THE PRIMARY CONTACT, (MUST ALSO BE APPROVED AS A DRIVER OR BOOKKEEPER) AGREES, DURING THE TERM OF THIS AGREEMENT, TO:**

1. Establish, in cooperation with the Agency, the vanpool route and schedule to places of employment, education, or other destinations.
2. Attempt to maintain the vanpool at its maximum ridership and keep the Agency informed of ridership changes.
3. Coordinate maintenance, cleaning, and servicing of the van as prescribed by the Agency.
4. Obtain prior approval from the Agency for any expenditures relating to the safe operation of the van. Accessories, including appearance items or additional equipment, will not be added or removed without prior approval of the Agency. Any loss of such equipment will be reported to Kitsap Transit's Vanpool Coordinators by the Primary Contact immediately. The vanpool group will reimburse the Agency for the loss or damages of such equipment.
5. Enlist sufficient Drivers (minimum of two per van) to ensure continued operation of the vanpool.
6. Coordinate the development of rules for the day-to-day operation of the vanpool (e.g., waiting times, music, etc.).
7. Be responsible for the condition of the van (e.g., maintaining proper oil level, maintaining Agency tire air pressure requirements and be accountable for vandalism when the van is not parked in accordance with Agency guidelines).
8. Complete the Agency-provided training.
9. **Wear/use safety belts properly at all times while occupying the van.**

**THE DRIVER AGREES, DURING THE TERM OF THIS AGREEMENT, TO:**



1. Maintain a valid driver's license as required by the State of Washington.
2. Notify the Agency when (s)he is no longer in accordance with the established Vanpool driver eligibility/retention criteria.
3. Coordinate with the Agency approved Drivers the daily operation of the van to and from places of employment, education, or other institutions, picking up and discharging riders in accordance with the mutually established route and schedule. (RCW 46.74.010) **Do not** allow unauthorized drivers to operate the van.
4. Keep appropriate records as required by the Agency.
5. Prior to driving the vehicle, have an acceptable driving record in accordance with the criteria set forth by The Washington State Transit Insurance Pool. Attend a mandatory vanpool driver workshop.
6. Observe safe driving habits and all traffic regulations. Any citation resulting from the illegal operation of the van is the responsibility of the person driving the van when the citation is issued. All Agency-approved Drivers will report any citations to the Agency within 48 hours, whether received while driving the van or any other vehicle. The Agency reserves the right to conduct annual Motor Vehicle Record checks and Washington State Patrol Background checks to determine if a Driver continues to meet the established Vanpool driver eligibility/retention criteria. **Do not** allow unauthorized drivers to operate the van.
7. Be responsible for reporting any vanpool vehicle accident or incident involving bodily injury, property damage, damage to the van and/or its accessories, or a third party immediately to the Agency. Such reporting is to include any injury to a passenger of the van even though no third party was involved (e.g., passengers falling and injuring themselves while entering the van). The Driver is responsible for completing a Washington State Transit Insurance Pool Report and submitting it directly to the Agency for all accidents or incidents, regardless of severity. The Agency will forward copies to the relevant agencies as needed.
8. Be responsible and pay for any damages to the van resulting from improper fueling.
9. Collect the fares from all riders in advance. Submit fares and records as required by the Agency.
10. **Wear/use safety belts properly at all times while occupying the van.**

**THE BOOKKEEPER, (MAY ALSO BE A DRIVER OR PRIMARY CONTACT) AGREES, DURING THE TERM OF THIS AGREEMENT, TO:**

1. Collect the fares from all riders in advance.
2. Pay for miscellaneous operating expenses of the van in accordance with procedures established by the Agency.
3. Keep and submit records as required by the Agency.
4. Arrange expenditures with the Agency.
5. Complete the Agency-provided training.
6. Pay any late fees resulting from **late reports** that are turned in, or postmarked after the 7<sup>th</sup> of each month.
7. Wear/use safety belts properly at all times while occupying the van.

**THE RIDER AGREES, DURING THE TERM OF THIS AGREEMENT, TO:**

1. Pay his/her fare as established by the Agency; this payment will be made in advance to the driver or agency by the first of the month.

2. Abide by all day-to-day operational rules (i.e., waiting time, music, etc.) as established by a majority of the vanpool members.
3. Notify his/her Primary Contact in advance of all anticipated non-use of the van. Find his/her own alternate transportation when work, personal schedule, or illness does not allow for riding the van.
4. Provide his/her Primary Contact with fifteen (15) calendar days advance notice of planned termination.
5. **Not drive** without agency approval.
6. Comply with reasonable requests from the Driver, speak and behave in a reasonable and courteous manner, cooperate with other riders, and demonstrate good personal hygiene as a courtesy to the entire vanpool (includes using colognes/perfumes in reasonable amounts, etc.).
7. Understand that smoking and drinking alcohol in the van is not allowed.
8. Notify Kitsap Transit immediately if a Driver is operating the van in a non-defensive or unsafe manner.
9. Wear/use safety belts properly at all times while occupying the van.

**THE PRIMARY CONTACT, DRIVER AND RIDERS MUTUALLY AGREE, DURING THE TERM OF THIS AGREEMENT, TO:**

1. Assist in maintaining the vanpool ridership at its maximum level.
2. Be held responsible for the cleanliness of the interior and exterior of the vanpool vehicle.
3. Be held responsible for the van and pilferable equipment (e.g., chains, reflector kit, spare tire, etc.).
4. Abide by all rules, which may from time-to-time, be established by the Agency. Abide by arbitration provided by the Agency in disputes arising out of the day-to-day operational vanpool rules.
5. Release the Driver and the Agency from any liability, claims and demands for:
  - \* loss, theft, or damage to their personal property
  - \* loss of income or consequential damages resulting from delays, tardiness, absence of the van on particular days or termination of the program.
6. **Wear/use safety belts properly at all times while occupying the van.**

**THE AGENCY AGREES, DURING THE TERM OF THIS AGREEMENT, TO:**

1. Provide a passenger van for use by the group.
2. Execute Agreements with Primary Contacts, Drivers, Bookkeepers and Riders as needed.
3. Provide bodily injury and property damage liability coverage at statutory limits for all authorized users of the van.
4. Assist in developing and maintaining the vanpool's ridership at its maximum level.
5. Coordinate establishment of the vanpool's daily route and schedule.
6. Provide an outline of all policy and operational aspects of the vanpool program.
7. Provide all necessary report forms, including instructions for their completion and a submission schedule.
8. Establish a fare schedule for participation in the vanpool.
9. Establish a schedule for routine service and maintenance of the van at Agency-approved maintenance facilities.
10. Provide loaner vehicles by reservation on a first-come, first-served basis for occasions when the vanpool's vehicle is out of service.

11. Provide sample rules and regulations for the daily operation of the vanpool.

**THE AGENCY, PRIMARY CONTACT, DRIVER AND RIDERS MUTUALLY AGREE, DURING THE TERM OF THIS AGREEMENT THAT THE FOLLOWING REGULATIONS APPLY TO OPERATION OF THE VAN:**

1. 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.
2. Operation of the van is restricted to Agency-approved Drivers.
3. The van is to be parked off-street at the residence of a vanpool driver, or other approved location, during non-commute hours.
4. The van is 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.
5. The van is to be driven only on hard-surfaced streets and highways and other normal access roads and driveways.
6. The van will never be left unattended, with the engine running.
7. **Wear/use safety belts properly at all times while occupying the van.**

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 Primary Contact, 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 any reasonable cause. Termination notification shall be confirmed by telephone, electronic mail, or by mail to the last provided address. 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 only by subsequent written agreement signed by each of the parties.

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 received, read and understand this agreement.**



## **VANPOOL INSURANCE COVERAGE SUMMARY**

Kitsap Transit purchases its insurance coverage through the Washington State Transit Insurance Pool (WSTIP). WSTIP insures 14 transit agencies in the state of Washington. The following insurance is provided to Kitsap Transit vanpools:

### **Auto Liability Coverage:**

Kitsap Transit has auto liability insurance with limits of \$12,000,000 for accidents caused by our Vanpool Driver. This policy covers any damage to our vehicle, to other vehicle(s) or property involved in the accident, injury to our passengers, or to passengers in other vehicle(s). It does not cover injury to our driver (see Medical Expense Protection section).

### **Underinsured Motorist Coverage:**

Kitsap Transit has underinsured motorist coverage with limits of \$60,000 for bodily injury, vehicle and property damage, if the accident is caused by the other driver who has insufficient or no insurance coverage.

### **Medical Expense Protection:**

For an accident caused by our Vanpool Driver, s/he has protection up to \$35,000 for medical and hospital benefits as a result of his/her injuries. This protection does not apply if the driver has coverage from another source, such as a medical plan from his/her employer.

All coverages are subject to the terms, conditions and exclusions of the insurance policies. These are available for inspection and copying.