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VAN NUMBER: VANPOOL COORDINATOR:

CONTACT INFORMATION

TOMMY FERNANDEZ: 360-478-5858 X 1; TOMMYF@KITSAPTRANSIT.COM
DEE WILLIAMS: 360-373-2586; DEEW@KITSAPTRANSIT.COM
KITSAP TRANSIT DISPATCH 360-479-6966 OR 360-479-6967
MAINTENANCE 360-478-6221

VANPOOL POLICIES AND PROCEDURES

VANPOOL

A vanpool is a group of people sharing the ride in a Kitsap Transit van. Our vanpools serve groups traveling to and from work, whose trip origin or destination is within Kitsap County. Vanpoolers pay a low monthly fare that covers the van, fuel, maintenance, and insurance costs.

AUTHORIZED DRIVERS

Only Kitsap Transit approved drivers are permitted to operate the van! Every authorized driver isr equired to maintain an acceptable driving record which is monitored by Kitsap Transit on a continual basis. Vanpool drivers must abide by Kitsap Transit's policy and procedures, obey all traffic laws, and please be courteous to other motorists. Further, vanpool drivers must report any traffic vehicle related citation to Kitsap Transit within 48 hours even if in your personal vehicle. Kitsap Transit vanpool vans display contact information for program promotion and as a means of reporting unsafe vanpool drivers. Our business information is on the side of the van. Kitsap Transit has the right to remove a driver for any reason.

In order to become an authorized vanpool driver, applicants must successfully complete the vanpool driver application process which includes an online defensive driver course and, in some cases, a behind the wheel evaluation. This process can take some time, so please **DO NOT WAIT UNTIL THE LAST MINUTE** if there is an urgent need to qualify an additional driver.

UNAUTHORIZED DRIVERS

Any unauthorized person driving the van voids 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.

RIDERS

All riders must fill out a Vanpool Agreement and submit the Agreement signature page to Kitsap Transit, prior to riding in the van. Vanpool participants must follow all vanpool rules and regulations within the Agreement. Vanpool groups are asked to set rules for their group. We ask that the rules are set by the majority of the vanpool members. Kitsap Transit has the right to remove a rider for any reason.

FUEL CARDS

Kitsap Transit will issue a Comdata fuel card to vanpools for the purpose of keeping the van fueled. When using the Comdata card at the pump, enter the van number and current odometer reading when prompted. Kitsap Transit subsequently uses the van odometer reading for vehicle 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 and call the maintenance shop immediately! You will be responsible for damages to the van resulting from wrong fuel type usage.

FERRIES

Riders of vanpools using the ferry as part of their commute must pay all ferry fares directly to the ferry system. Make the most of your commute and get preferential loading by registering your vanpool with the Washington State Ferries (https://wsdot.wa.gov/ferries/rider-information/groups-events/carpools-vanpools)

MAINTENANCE/BREAK DOWNS

Kitsap Transit will contact the vanpool driver/coordinator to schedule routine maintenance services. Vanpool drivers are required to drop off the van for service at either the Charleston base or North base maintenance facility. A spare van may be assigned to your group, while the primary van undergoes service. When notified that your van is ready, the vanpool driver must retrieve the primary van as soon as possible. Prolonging the return of spare vans may result in unavailable spares for other groups. For urgent vehicle maintenance matters, please contact the vehicle maintenance shop: (**360) 478-6221.** If you discover a problem or defect on the van that does not require immediate attention, please report it on your vanpool's monthly Vehicle Inspection Report.

VAN CLEANLINESS

It is the vanpool's responsibility to keep the van clean inside and out. Contract-washing facilities are provided at various locations in Kitsap County for this purpose. We ask that you wash your van twice a month. Vans that are returned to Kitsap Transit must be clean both inside and out. There will be a fee for vans that are returned unclean.

WASH LOCATIONS

http://www.kitsaptransit.com/vanpool-carpool-scoot/vanpool/vanpool-wash-locations

Some of the facilities require the driver to log the van # and their signature. The van exterior will be washed by the facility; The van interior must be cleaned (vacuumed and wiped down) by the van driver.

No smoking or vaping is allowed in the van.

PERSONAL USE/INSURANCE

Kitsap Transit allows drivers to use the van to go to and from some appointments during the day. You must contact your vanpool coordinator and let them know you will be using the van for your appointment. It is also permissible to stop at
the store on your way to or from work if the stop is along the vanpool route. The insurance policy covers commuting trips and legitimate non-commuting trips (maintenance service trips, fuels tops, van washes, etc.).

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

COLLISIONS

If your van is involved in a collision, notify 911, followed by contacting your Vanpool Coordinator. Accident Kits are in a marked envelope in the van; Please make sure that your van has an Accident Kit. Follow all steps on the front and within the accident kit.

You must notify your vanpool coordinator right away. If it is after hours contact dispatch or maintenance.

Tommy Fernandez: 360-478-5858 X 1 or tommyf@kitsaptransit.com

Dee Williams 360-373-2586 or deew@kitsaptransit.com

Dispatch 360-479-6966

Maintenance 360-478-6221

IN CASE OF ACCIDENT/INCIDENT Secure the Van
Check for injuries. (Do not move injured unless in danger of further injury.) Call 911 to report the accident.
Report Accident to Dispatch if between 4:00a.m. And 10:30p.m. Call and follow instruction of dispatchers. Other hours call 911 and accident/emergency numbers.
Ask passengers to fill out "Courtesy Cards."
Exchange information with another driver.(There is an insurance card to for the other driver with your information on it and a card for the other driver to complete for you.)
COMPLETE ACCIDENT REPORT AND RETURN TO OUR OFFICE NO LATER THAN 24 HOURS AFTER ACCIDENT.
TAKE PICTURES BOTH OF THE VAN AND THE OTHER VEHICLE IF POSSIBLE.

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 include 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 the driver. A prominent resource for finding riders is www.rideshareonline.com. RideshareOnline.com is a free, self-serve ride match resource. 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 the vanpool ridership falls below minimum for an extended period, 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, then refer to the list when ridership falls.

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 or a Kitsap Transit approved location** during non-work hours.

ROUTE

The vanpool driver/coordinator must keep Kitsap Transit updated on route changes, using the Vanpool Route Information Form that Kitsap Transit initially provides to vanpool groups.

UNSAFE DRIVING

Kitsap Transit occasionally receives reports of unsafe driving by vanpool drivers, other motorists, and 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 who 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 vanpool driving privileges. Please remember that as a public transit agency, Kitsap Transit has a responsibility to assure safe driving practices of all our drivers – employees and volunteers. You represent Kitsap Transit every time you get behind the wheel of a Kitsap Transit van. Please exercise safe and courteous driving!

MEMBER COMMUNICATION

From time to time, Kitsap Transit receives other complaints from vanpool riders. A common com plaint is "The driver left me". Another frequent complaint is unsafe driving. In almost allcases there is a lack of communication between the rider and the driver/coordinator. Please keep the li nes of communication open in the van. Drivers are expected to inform riders well ahead of time of schedule, route, or other vanpool changes. Riders should 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.

CARGO

Cargo is not permitted in any Kitsap Transit van.

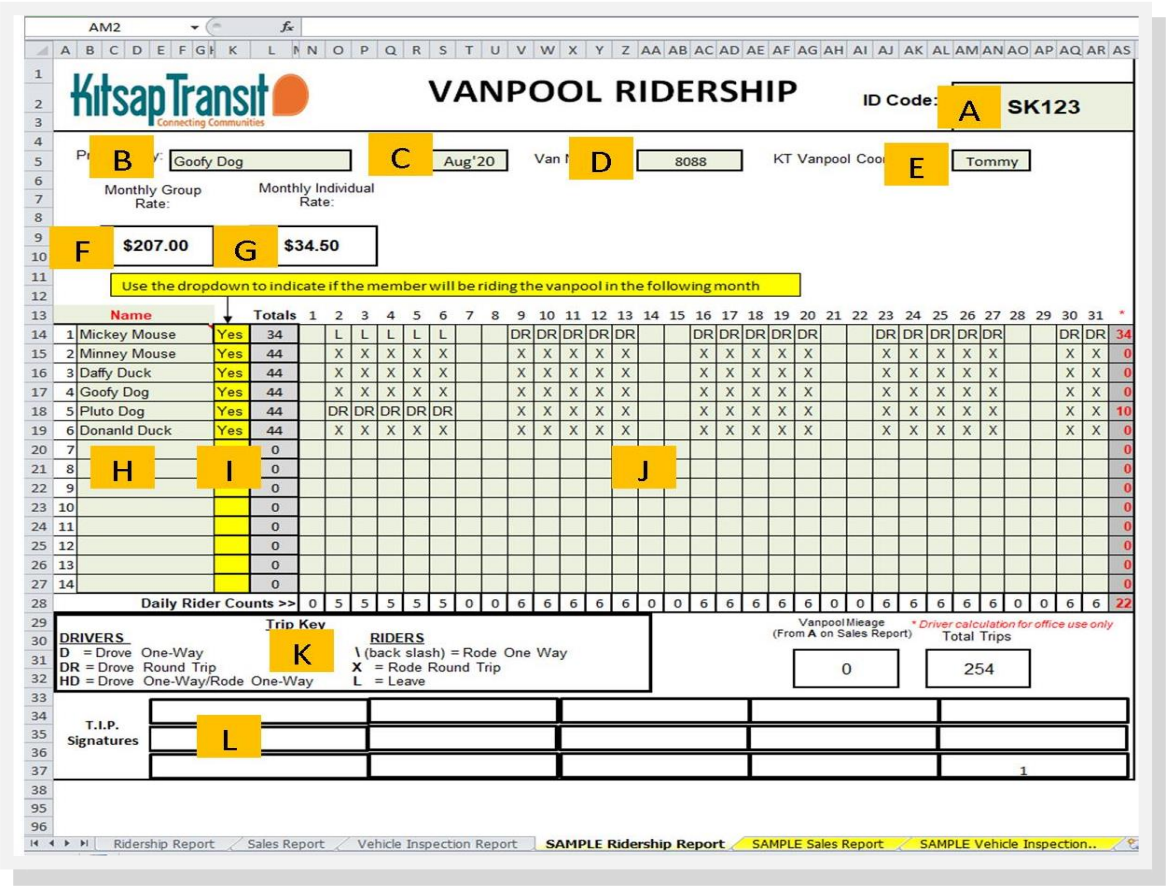
VANPOOL BOOKKEEPER INSTRUCTIONS:

Vanpools are required to submit a monthly vanpool report due (or postmarked) by the 9TH of each month. The monthly report is available in electronic (Excel) and paper versions, and includesa Ridership Report, Sales Report, and Vehicle Inspection Report. The electronic report version can be obtained through: https://www.kitsaptransit.com/uploads/docs/vanpool/vanpool-report_2021_2.xlsm (The paper report version can be obtained through the vanpool program)

VANPOOL RIDERSHIP REPORT **(Start on this report first. Fill in fillable boxes A though J and all passenger names. This information will then transfer to the sales report).**

The Ridership Reports logs the names of each vanpool member and their daily trip activity within the reporting month.

Figure 1. Vanpool Ridership Report



A. Vanpool ID Code. Each vanpool has its own unique ID Code which is initially assigned by Kitsap Transit. If you do not know your vanpool ID Code, please contact your vanpool coordinator. Vanpool ID Code must be present on each of the vanpool monthly reports, including any checks or invoice payments for the vanpool.
B. The name of the vanpool bookkeeper who prepared the reports.
C. The reporting month.
D. The number of the primary van. Spare van(s) used during the month can be noted on the Sales Report.
E. The Kitsap Transit Vanpool Coordinator assigned to the vanpool.
F. The monthly group rate amount comes automatically from the Sales Report.
G. The monthly individual rate amount comes automatically from the Sales Report.
H. The vanpool members first and last names.
I. Use this column to indicate if the member will be riding in the following month.
J. The trip activity – based on the Trip Key [K] – for each vanpool member that participated during the reporting month.
K. Trip Key for indicating the trip ype for drivers and riders.
L. TIP Signatures is a handy signature area for DoD vanpools that must submit this information to the TIP authorities.

VANPOOL MONTHLY FARES

Vanpool group fares are determined by daily round trip miles (rtm) the van will travel and the van size (see vanpool fares: https://www.kitsaptransit.com/vanpool-carpool-scoot/vanpool/vanpool-fares). To estimate the vanpool daily rtm, divide the total miles by the number of days the van operated in the calendar month. Round up to the next 5-mile increment, if necessary (e.g. 1000/21 = 47.61 or 50 rtm). Vanpool fares are paid in advance of the usage month; For example, a group that starts in September must pay the total fare due by September 9th. Come October, the group will report ridership and mileages for September, but all fares collected will go toward October vanpool usage.

VANPOOL SALES REPORT

The Sales Report is used to report the following:

1. All mileages – Commute miles, Non-Commute miles, Unplanned Deviation miles, and Allowable miles (based on the monthly group fare).
2. Charges based on qualified miles accrued, miles over the Allowable miles, and applicable late fees.
3. Vanpool subsidies, approved credits, and payment methods.

Figure 2. Vanpool Sales Report

Home Insert Page Layout Formulas Data Review View Developer Acrobat

B	C	D	E	F	G	H
PREPARED BY:	VAN #	ID CODE	KT VANPOOL COORDINATOR	MONTH	TOTAL MILES E	410
Goofy Dog	8088	SK123	Tommy	Aug'20	DAYS DRIVEN F	22
WORK WEEK 5 DAY A	SIZE	8-psg B	NON COMMUTE MILES D		DAILY ROUND TRIP MILES G	19
VAN MILEAGE	ODOM	VAN #	PRIMARY VAN MAINT MILES	30	ROUND TRIP MILES IN FARE TABLE H	20
VAN START MILES	12000	8088	SPARE VAN MAINT MILES		ALLOWABLE MILES I	440
VAN END MILES C	12450	8088	UNPLANNED DEVIATION (80 MAX)		CHARGES FOR MILES OVER THE ALLOWABLE MILES J	$0.00
SPARE/NEW VAN	ODOM	VAN #	FUELING MILES	10		
#2 VAN START MILES			VAN WASH MILES		$30.00 LATE FEE IF AFTER THE 9TH	$0.00
#2 VAN END MILES			TOTAL NON COMMUTE MILES	40	TOTAL FARE DUE K	$207.00
#3 VAN START MILES			MILES LESS NON COMMUTE	410	TOTAL ORCA CREDITS	$34.50
#3 VAN END MILES			COMMENTS		TOTAL UPASS CREDITS	$69.00
#4 VAN START MILES					KT APPROVED CREDIT L	
#4 VAN END MILES			V		VAN WASH AT HOME CREDIT M	
MILES USED	450				FIRST MONTH FREE CREDIT N	
					TOTAL CREDITS	$103.50
FARE PER RIDER	$34.50		ENTER THE PAYMENT AMOUNT IN THE CORRECT BOX		BALANCE DUE (TOTAL PAYMENTS CREDITS) U	$0.00
VANPOOL MEMBERS	UPASS	ONLINE	ORCA PASSPORT NUMBER	VALUE OF PASSPORT	CHECK/VOUCHER AMT.	TOTALS
Mickey Mouse	$34.50					$0.00
Minney Mouse	$34.50	Q	R	S	T	$0.00
Daffy Duck		$34.50				$34.50
Goofy Dog O	P				$34.50	$34.50
Pluto Dog		$34.50				$34.50
Donanld Duck			10255487	$34.50		$0.00
0						$0.00
0						$0.00
0						$0.00
0						$0.00
0						$0.00
0						$0.00
0						$0.00
0						$0.00
	$69.00	$69.00		$34.50	Total Payments	$103.50
NON COMMUTE MILES ARE FOR UNPLANNED DEVIATION ONLY				KT FINANCE ONLY		DATE
DAYS DRIVEN MUST MATCH DAYS USED ON THE RIDERSHIP REPORT				ONLINE$	CHECK$	CASH$
ORCA PASSPORT CREDIT CAN NOT BE WORTH MORE THAN THE RIDERS FARE				CHECK $	TOTALS $	GT$

Ridership Report | Sales Report | Vehicle Inspection Report | SAMPLE Ridership Report | SAMPLE Sales Report | SAMPLE Vehicle Inspection..

A. Work week (4-, 5-, 6-, 7-day week) that the vanpool operates.
B. Van size based on the number of seats.
C. Commute mileages used from primary van and spare vans.
D. Non-Commute mileages (non-chargeable miles) from maintenance trips, fueling trips, van washes, or unplanned deviations (road construction detours, abrupt road closures, ferry disruptions, etc.).
E. Total miles results from the Non-commute miles subtracted from the Commute miles.
F. Days driven automatically derive from the Ridership Report.
G. Daily round trip miles automatically derive from the total miles divided by the days driven.
H. If the daily round trip miles [G] is not a multiple of 5, then round up to the next 5-mile increment. For example, if [G] is 64, then [H] should be 65.
I. Allowable miles automatically derive from the days driven multiplied by the adjusted daily round trip miles.
J. Charges for miles over the allowable miles automatically derive from the miles over multiplied by the current IRS mileage rate.

K. Total fare due automatically derive from the sum of the group fare, miles over allowable charge, and the late fee.
L. KT approved credit is the value applied toward the reduction of the total balance due. This value must be approved by Kitsap Transit.
M. Van wash credit ($10.00) is available to vanpools whose driver washes and vacuums the van at their residence.
N. First month free credit is the value a new member would otherwise pay. This credit is available only for a limited time.
O. Vanpool members list automatically derive from the Ridership Report.
P. UPASS is the individual value each UPASS holder can apply toward the vanpool fare.
Q. Online column is for entering the payment value of each member that paid online.
R. ORCA Passport Number is the 8-digit card number that Kitsap Transit needs to verify the Passport value for each card number listed.
S. Value of Passport is the subsidy value that employers provide toward the vanpool fare.
T. Check/Voucher amount is where to list the value of each of these payment media submitted by vanpool members.
U. Balance due automatically derive from the total payments minus total credits. The balance should be $0.
V. Comments box.

VEHICLE INSPECTION REPORT

Van preventative maintenance services (PM) are scheduled on a mileage accrual basis. Kitsap Transit will contact the driver to schedule the van for routine PM services. For some vanpools, PM services may occur every other month. **If there is a concern about your vehicle, please call our Maintenance Department at 360-478-6221**.

The vehicle inspection form provides information on the health of the van on a monthly basis. If “No” is checked, contact the maintenance department about the issue as early as possible.

Figure 3. Vanpool Vehicle Inspection Report

CONTACT INFORMATION

TOMMY FERNANDEZ: 360-478-5858 X 1; TOMMYF@KITSAPTRANSIT.COM

DEE WILLIAMS: 360-373-2586; DEEW@KITSAPTRANSIT.COM

KITSAP TRANSIT DISPATCH 360-479-6966 OR 360-479-6967

MAINTENANCE 360-478-6221

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

KITSAP TRANSIT VEHICLE INSPECTION REPORT

Van #: 8088 **Month:** Aug'20

Prepared by: Goofy Dog

Yes	No	
☑	☐	Parking brake holds on incline
☑	☐	Headlights operate and are aimed properly
☑	☐	Stop, tail and signal lights are operational
☐	☑	Windshield/windows free of chips & cracks
☑	☐	Windshield wipers/washers are in good condition
☑	☐	Tires properly inflated, tread depth over 1/16"
☑	☐	Tires with no breaks, cuts or bulges/wearing evenly
☑	☐	Heater, defroster and air conditioner OK
☑	☐	All safety belts operation/in good condition
☑	☐	All belts and hoses free of cracks/bulges
☑	☐	Horn operational
☑	☐	Exhaust system & muffler OK
☑	☐	Free of vibration when steering
☑	☐	Gauges registering properly
☑	☐	Proper coolant/antifreeze level
☑	☐	Proper engine oil level
☑	☐	Free of unusual noises
☐	☑	All emergency equipment in van
☑	☐	Free of exterior body damage
☑	☐	Free of fluid leaks under van
☑	☐	Upon braking, van stops in straight line

Explain each "No" response:

Small chip on passenger side of the windshield. First Aid kit needs replenishing.

Ridership Report | Sales Report | Vehicle Inspection Report | SAMPLE Ridership

ACKNOWLEDGEMENT OF THE VANPOOL ADMINISTRATIVE INSTRUCTIONS

I _____, acknowledge that I have read and understand the Kitsap Transit Vanpool Administrative Instructions. I agree to hold harmless Kitsap Transit and its employees from any liability arising from an accident, injury, theft, or damages to myself or my property except as covered by Kitsap Transit's current Washington State Transit Insurance policy. I have received a copy of Kitsap Transit Vanpool Programs Administrative Instructions and will adhere to them strictly. This agreement shall continue until terminated by either party.

The terms of this agreement form shall be construed as the entire agreement. It may not be altered, amended, or modified except in writing and signed by both parties. The terms of this agreement shall be governed by the laws of the State of Washington.

Signed_____Date_____