

Dear Potential Volunteer Vanpool Bookkeeper,

Thank you for your interest in becoming a volunteer vanpool bookkeeper.

Each Pierce Transit vanpool group must have an approved volunteer bookkeeper. Accurate record keeping and receipt of appropriate revenues is vital to the success of the vanpool program and each vanpool group. A participant who rides regularly is in a good position to keep track of ridership and collection of fares and become a volunteer bookkeeper, versus a participant who rides less often. A potential volunteer bookkeeper must be an active participant on their vanpool van.

The volunteer bookkeeper agrees to be responsible for collecting the proper fares (monthly and occasionally daily) according to our established fare chart, daily record accurate ridership, report accurate mileage for any and all vans the group is assigned. S/he is required to provide neat, clean and legible reports for audit purposes. We base our volunteer vanpool bookkeeper approval decisions on a number of factors, including:

- Your application
- Understanding and acceptance of the information and requirements
- Your current credit report*
- Attendance at and successful completion of the Volunteer Vanpool Bookkeeper Orientation course provided by Pierce Transit

*Note: for a fully subsidized vanpool group who collects and submits no monies, a credit report is not required. However, if at any time it becomes necessary for the volunteer vanpool bookkeeper to collect any revenue, Pierce Transit will run a credit report on the affected volunteer vanpool bookkeeper. Pierce Transit reserves the right to refuse or revoke bookkeeping privileges from any volunteer at any time for any reason.

Please take the time to answer the questions below before you complete your application. If you answer, "yes" to any of these questions, you will not qualify as a Pierce Transit volunteer vanpool bookkeeper at this time. If any of these conditions change in the future, please feel free to apply at that time.

- Have you been reported to any collection agency for unpaid balances in the last 7 years?
- Have you filed for any bankruptcy in the past 7 years?
- Are you routinely late in making scheduled payments to your creditors?

Even if you are unable to qualify as a Pierce Transit volunteer bookkeeper at this time, we hope you'll still consider vanpooling and enjoy your commute as a rider.

Sincerely,

Your Pierce Transit Vanpool Team



VOLUNTEER VANPOOL BOOKKEEPER APPLICATION

All volunteer vanpool bookkeeper applicants are required to submit this application.

This application will be used to establish your eligibility as a volunteer bookkeeper of a Pierce Transit vanpool. The information you provide helps us assure you, our vanpool groups, and the public that the highest standards of accountability and risk management are maintained. We appreciate your cooperation and interest in our vanpool program. Return completed application to your Pierce Transit Vanpool Coordinator.

All applicants must read, complete all questions, and sign in the signature block on this application.

PLEASE PRINT

New Vanpool Group Current Vanpool # _____ Primary Volunteer Driver Name _____

To be completed by potential Volunteer Bookkeepers

| | |
|--|--|
| Full Name: | Spouse: |
| Address/City/State/Zip: | |
| <i>If less than 2 years at this address, previous address:</i> | |
| Home Phone: | Work Phone: |
| Date of Birth: | Social Security Number: |
| Email Address: | SSN used only for purposes outlined below. We will not release it for any other purpose and will not keep it in our computer database. |
| Employer: | Job Title: |
| Work Address/City/Zip Code: | |
| Supervisor: | Supervisor's Phone: |

Pierce Transit respects your privacy. We understand that your personal information is very sensitive. We will not disclose your information to others unless needed for the purposes outlined below, the law authorizes or requires us to do so, or you tell us, in writing, to do so.

My signature below authorizes Pierce Transit to obtain, at its sole discretion as often as desired, my credit record from the credit bureau of its choice. It further authorizes Pierce Transit to verify my employment. I agree to any other conditions described herein. This release continues in effect as long as I continue to serve as a volunteer bookkeeper on a Pierce Transit vanpool vehicle.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

Please fax your completed application to:
253.984.8227

Or mail to: Pierce Transit, Vanpool Operations,
PO Box 99070, Lakewood WA 98496-0070

| FOR OFFICE USE ONLY | | | |
|-----------------------------|-----------------|------------------------------|-----------------------------|
| Application Recd Date _____ | GSC Inits _____ | Approved? | |
| Credit Check Date _____ | GSC Inits _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Training Date _____ | GSC Inits _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| GIN _____ | GSC Inits _____ | | |