



Dear Potential Volunteer Vanpool Driver,

Are you interested in becoming a volunteer vanpool driver? How can you know if you'll be qualified before you complete an application?

Pierce Transit strives to maintain the highest quality of volunteer drivers possible. A safe driver is the single most important ingredient in any vanpool program. Each successful Pierce Transit vanpool must have a volunteer primary driver and at least one volunteer backup driver. Your safety, the safety of our vanpool participants, and the program's risk management are our number one concerns. Providing for everyone's safety and comfort helps make vanpooling one of the best commute options available.

We base our volunteer driver approval decisions on a number of factors including:

- Your current motor vehicle report.
- Your application.
- Any other driving history information we may have.
- Successful completion of Pierce Transit's defensive driving and orientation class.

Although we look primarily at your most recent 3 years of driving history, several moving violations stay on your record for up to 10 years. An ongoing history of violations or any serious driving violations (e.g., DUI) will result in non-approval. These decisions help ensure the safety of all vanpool participants, including you. Pierce Transit reserves the right to refuse or revoke driving privileges from any volunteer driver at any time for any reason.

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

- Have you been convicted of or received a moving violation for DUI, DWI, reckless driving, negligent driving, vehicular homicide or a felony hit and run within the last 10 years?
- Have you received a moving violation for driving with a suspended license, driving with a revoked license or a misdemeanor hit and run within the last 5 years?
- Have you experienced any of the following combinations of moving violations and accidents during the last 3 years?
  - ✓ More than 2 moving violations.
  - ✓ One or more moving violations and one or more at-fault accidents.
  - ✓ Two or more moving violations and one or more not-at-fault accidents.
- Are you unable to secure vehicle insurance?

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

Sincerely,

Your Pierce Transit Vanpool Team



**Indicate all moving violations or citations (other than parking) that you have been convicted of, forfeited bail, or paid any fines for during the past 3 years. Please give full details, including dates, below. If more space is needed, use a separate sheet.**

<b>A</b>	Date:	Time:	Location (City and State):
Conviction:			
	If speeding, legal limit:	Your speed:	Amount of Fine: \$
Remarks:			
<b>B</b>	Date:	Time:	Location (City and State):
Conviction:			
	If speeding, legal limit:	Your speed:	Amount of Fine: \$
Remarks:			

**List ALL motor vehicle accidents of any type or cause that you have been involved in during the last 5 years.**

<b>#1</b>	Date:	Time:	Driver:	Violation:
	Who was at fault?		Damage to your vehicle?	Amount: \$
	Bodily injury?		Damage to other property?	Amount: \$
Description:				
<b>#2</b>	Date:	Time:	Driver:	Violation:
	Who was at fault?		Damage to your vehicle?	Amount: \$
	Bodily injury?		Damage to other property?	Amount: \$
Description:				

Can you perform all the requirements of operating the vanpool vehicle as explained in the Volunteer Vanpool Driver Selection Guidelines and have you completed the Essential Functions checklist? *Please attach the completed checklist.*  Yes  No  
*If no, please explain:*

Can you provide off-street parking for the van at your home?  Yes  No

Have you driven a vanpool before?  Yes  No  
*If yes, state for whom, when, where, how long:*

My signature below authorizes Pierce Transit to obtain, at its sole discretion as often as desired, 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 authorizes Pierce Transit to conduct a criminal history background check from the source 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 driver on a Pierce Transit vanpool vehicle.

**Print Name:**

**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 _____	Initials _____	Approved?	
MVR Date _____	Initials _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Training Date _____	Initials _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
GIN _____	Initials _____		





## VOLUNTEER VANPOOL DRIVER GUIDELINES

A good volunteer driver is the most important ingredient in any vanpool program. Pierce Transit has established specific guidelines to qualify those persons who have volunteered to drive a public vanpool vehicle and to assure safe, reliable transportation to the public. Because the responsibilities of a volunteer driver include defensive driving and getting a group of people to and from work on time, a number of important items must be reviewed.

- A record (abstract) of the applicant's personal and employment driving history will be obtained.
- A Washington State Criminal History Background Check will be obtained, as determined necessary by Pierce Transit.

Selection of volunteer drivers is primarily dependent upon the following:

**LICENSE AND EXPERIENCE.** A potential volunteer driver must possess a valid Washington State Driver's License and have at least five years of recent driving history.

**AGE.** A potential volunteer driver must be at least 25 years of age.

**SUSPENSION OR REVOCATION OF LICENSE.** Report of a suspension/revocation within the past 5 years will cause a potential volunteer driver's application to be rejected. Report of a suspension/revocation within the last 10 years for reckless driving, hit-and-run, leaving the scene of an accident, driving while under the influence of alcohol or drugs, driving while impaired, or a felony will result in application rejection.

**VIOLATIONS.** Any moving violations received by a potential volunteer driver will be reviewed and may result in application rejection. A "Failure to Appear" on a driving record may result in application rejection.

**ACCIDENTS.** Any accident in which a volunteer driver has been involved will be reviewed and may result in application rejection.

**INSURANCE HISTORY.** Cancellation or non-renewal of insurance coverage within the past 5 years will be reviewed. If the action is related to the applicant's driving behavior, the application may be rejected. Filing of a Certificate of Financial Responsibility by a potential volunteer driver due to his/her personal driving record may also result in application rejection.

**ABILITY TO PERFORM DRIVING FUNCTIONS.** A volunteer driver must be able to perform essential driving functions as listed on the Volunteer Driver Essential Functions form.

**VOLUNTEER DRIVER ORIENTATION COURSE.** All volunteer drivers must complete Pierce Transit's Volunteer Driver Orientation and Defensive Driving Course before receiving final approval and before driving the van. Applying volunteer drivers will only be insured once all requirements are met.

**OFF-STREET PARKING.** Approved volunteer drivers must provide off-street parking at home for the van or obtain written approval from a Pierce Transit vanpool coordinator for other off-street parking arrangements.

Final approval for a volunteer to drive a vanpool vehicle is dependent upon successful completion of the application process and volunteer driver orientation course. On-the-road observation of any applicant or currently approved volunteer driver may occur at any time and for any reason. Failure to meet any Agency criteria may result in application rejection or suspension of driving privileges. Pierce Transit reserves the right to refuse or revoke driving privileges from any volunteer driver at any time for any reason.



## VOLUNTEER VANPOOL DRIVER ESSENTIAL FUNCTIONS

A volunteer driver must be able to perform essential driving functions as listed below.  
This form must be completed and submitted with the Volunteer Driver Application.

- Safely operate 7-passenger, 8-passenger, 12-passenger, and 15-passenger vanpool vehicles on a planned route while adhering to an established time schedule.
- Understand, adhere to, and apply Washington State traffic regulations and Agency vanpool policies and procedures.
- Fuel vehicle or obtain assistance from riders or service station attendant.
- Clean interior and exterior of vehicle or obtain assistance from others.
- Change a flat tire or obtain assistance from others.
- Perform the daily inspections and immediately report any problems to your Pierce Transit vanpool coordinator.
  - ✓ Check for fluid leaks.
  - ✓ Check for body damage.
  - ✓ Ensure that no obstacles are in the path of the vehicle.
  - ✓ Check gauges after thirty-second vehicle warm-up.
  - ✓ Ensure mirrors are clean and properly adjusted.
  - ✓ Ensure windows are clean and clear of fog, ice, or snow before operating vehicle.
  - ✓ Report any chips or cracks at service time or immediately if they are serious.
  - ✓ Ensure that seatbelts are all operational.
  - ✓ Ensure that the interior of the van is clean and free of debris and that the area under the driver's seat is free of any items (flashlight, camera, etc.).
  - ✓ Check that the brakes are working properly.
  - ✓ Ensure that the steering operates properly.
  - ✓ Check exhaust system to ensure proper operation and ventilation.
- Perform weekly inspections.
  - ✓ Check oil level. Add oil, using container in van, if needed.
  - ✓ Check to ensure the coolant/antifreeze level is adequate. Add fluid if needed.
  - ✓ Check the windshield fluid level. Add fluid if needed.
  - ✓ Check the power steering fluid level. Add fluid if needed.
  - ✓ Check the transmission fluid level. Add fluid if needed.
  - ✓ Check the brake fluid level. Add fluid if needed.
  - ✓ Check the tire pressure and tire tread. Fill air to appropriate level. Report unusual tire wear.
  - ✓ Check the wipers. Replace or request to have them replaced at next maintenance.
- Perform monthly inspections.
  - ✓ Check belts and hoses. Report any unusual wear.
  - ✓ Check that headlights, taillights, directional signals, and emergency flashers work properly.
  - ✓ Check that the battery cable is tightly attached and free of corrosion.
  - ✓ Ensure that the heater, defroster, and air conditioner work properly.
- Swap primary van for spare van within 48 hours of a phone call from a Pierce Transit vanpool coordinator. This turnaround ensures timely maintenance of the vehicles.

My signature indicates that I have checked each of the Essential Functions and agree that I can complete each task.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX C**

Account Number  
\_\_\_\_\_  
*(For office use only)*

**EMPLOYEE, PROSPECTIVE EMPLOYEE, VOLUNTEER, OR VOLUNTEER VANPOOL DRIVER REQUEST**

That I, \_\_\_\_\_, am a prospective or current **volunteer vanpool driver** of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to the company or their agent. I further authorize the company to request a copy of my official Driving Record on an annual basis or at any other time as long as I remain a current volunteer vanpool driver with the company.

Authorization of, prospective or current volunteer vanpool driver for release of abstract driving record is for the purposes as defined in (C) below.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**WA License #**

\_\_\_\_\_  
**Print full name**

\_\_\_\_\_  
**Date of birth**

*(For office use only)*

**EMPLOYER, VOLUNTEER ORGANIZATION, OR TRANSIT AGENCY ATTESTATION**

(A) That Pierce Transit operates a vanpool program and that I am a representative authorized to bind said company.

(B) That American Driving Records/CoreLogic is acting as agent on behalf of Pierce Transit to obtain the abstract of driver records of the above named individual.

(C) That abstracts of driver record shall be used exclusively to determine whether the above named individual should be allowed to voluntarily operate a vanpool vehicle, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire and commercial vehicles as defined in Chapter 46.25 RCW.

(D) That the information contained in the abstracts of driver records obtained from the Department shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. By affirming my signature below, I declare under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

Pierce Transit  
3701 96<sup>th</sup> Street SW  
Lakewood WA 98499-4431

\_\_\_\_\_  
Authorized Officer's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This record must be maintained by the employer, prospective employer, volunteer organization or transit agency for a period of not less than five (5) years from the last date above. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.