

VANPOOL DRIVER GUIDELINES

Volunteer drivers are the most important ingredient in any vanpool program. Pierce Transit has established 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:

- Your current driver's license report
- Your vanpool driver application
- Any other driving history information we may have
- Your Washington State Criminal History Background Check, as determined necessary by Pierce Transit

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 may result in non-approval. Pierce Transit reserves the right to refuse or revoke driving privileges from any volunteer driver at any time for any reason.

Selection of volunteer drivers is primarily dependent upon the following:

LICENSE AND EXPERIENCE. A potential volunteer driver must possess a valid driver license and have at least five years of recent driving history.

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 negligent driving, reckless driving, hit-and-run, leaving an accident scene, or driving under the influence of alcohol or drugs will result in application rejection.

VIOLATIONS. Any moving violations received by a potential volunteer driver will be reviewed during the application process. 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 during the application process.

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 Vanpool Driver Essential Functions list.

VANPOOL DRIVER TRAINING. All volunteer drivers must complete Pierce Transit's vanpool driver training and receive final approval 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 vanpool driver training. 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.

VANPOOL DRIVER ESSENTIAL FUNCTIONS

A vanpool driver agrees to perform essential driving functions as listed below:

- ✓ Safely operate 7-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.
- ✓ Operate the van in a manner complimentary to the public nature of the program, at all times.
- ✓ Fuel vanpool vehicle.
- ✓ 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 area under & around the driver's seat is free of any loose 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. If the level registers one quart low, add oil, using container in back of van. We replace used containers when your van comes in for routine servicing.
 - Check to ensure coolant level is adequate. If it registers low, notify Pierce Transit to add at next service. If no coolant is visible in the reservoir, do not drive the van; call Pierce Transit immediately for instructions.
 - Check the windshield fluid level. Add fluid if needed. Only use a winter blend if fluid is added outside of service.
 - Check the power steering fluid level. If low, notify Pierce Transit to add at next service. If no fluid is registering, contact Pierce Transit for instruction.
 - Check the transmission fluid level. If low, notify Pierce Transit to add at next service. If no fluid is registering, contact Pierce Transit for instruction.
 - Check the brake fluid level. If low, notify Pierce Transit to add at next service. If no fluid is registering, contact Pierce Transit for instruction.
 - Check the tire pressure and tire tread. Fill air to appropriate level per vehicle information sticker, typically on driver's side door jam. 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 two business days of notification. This turnaround ensures timely maintenance of the vehicles.

VANPOOL DRIVER THINGS YOU SHOULD KNOW

Driving a Pierce Transit vanpool is a privilege with responsibilities. The following are important things you should know and adhere to about vanpool policies, once we approve you to drive the van. Your safety and the safety of all vanpool participants is our number one priority.

Do's and Don'ts to Remember:

- **Wear your seatbelt, always.** Also ensure that all passengers properly buckle their seat belts before operating the van. Report non-complying passengers to your Pierce Transit vanpool coordinator.
- **Conduct a vehicle inspection before every trip** and immediately report any leaks, damage or missing items to your Pierce Transit vanpool coordinator.
- **Always lock the van** when leaving it unattended.
- **Do not use a cell phone or any other wireless communication device** (including Bluetooth) while operating the van.
- **Do not drive the van in inclement weather (snow, black ice, sleet), if you feel uncomfortable.** All Pierce Transit vans are equipped with tire cables and all-weather tires. We do not provide studded tires. We encourage vanpool groups to create a vanpool roster with phone numbers so you can communicate information about trips in inclement weather.
- **Do not drive the van if you leave the vanpool program and then return.** When you leave the vanpool program, your driving authority ceases, your Voyager PIN is deactivated, and you are no longer insured to drive the van. If you wish to rejoin a vanpool and drive again, you must reapply and be reapproved by Pierce Transit. Note: If you are leaving the vanpool for a temporary period (medical leave, sabbatical, or TDY) let your vanpool coordinator know your planned return date. This may shorten the reapproval process.
- **Do not park the van overnight at a location other than off-street at a vanpooler's home, without pre-approval from Pierce Transit.** We hold vanpool drivers responsible for all interior and exterior damage and losses to the van due to negligence or vandalism that occur when not parked in accordance with Agency rules.
- **Do not transport intoxicated persons, alcohol, drugs, firearms or other weapons** in the van. Marijuana is considered a banned substance per the federal government, and Pierce Transit vanpoolers may not drive or ride in the van while carrying or after consuming any substances containing marijuana, including medication, food and candy. If a participant must carry a firearm as part of his job, he must inform Pierce Transit and Pierce Transit must preapprove transporting the firearm in the van.
- **Do not use the van for business purposes, e.g.** work-related errands, meetings, etc.

Vanpool Accidents

If you are involved in an accident while operating the van, follow the steps outlined in your van's accident kit and contact your Pierce Transit vanpool coordinator within 24 hours of the accident.

Driving Incidents

Report to Pierce Transit any accidents you are involved in as driver, and any traffic citations you receive, whether in your personal vehicle or the vanpool van.

Fuel Card: All Pierce Transit vans have an assigned Voyager card. This card is accepted as a fuel credit card at nearly all major gas stations (*except Fred Meyer, Safeway, and Costco*). As an approved driver, you will complete a fuel card agreement form to receive your PIN (Personal Identification Number). When fueling the van, you will be prompted for your six-digit PIN and the current odometer reading. Rules associated with the use of the card are explained on the back of the PIN form and include:

- DO NOT share your PIN with anyone. DO NOT leave your PIN in the van.
- The card is for authorized vanpool purchases only (fuel and van wash).
- Please fuel with Unleaded, octane 87 only.

Keep the fuel card in the van in an agreed-upon location. Your assigned PIN works with every van in our fleet; when exchanging vans, please do not move the card from your van to the spare.

Report a lost or stolen card to your Pierce Transit vanpool coordinator immediately.

We allow up to \$30 per month to wash and vacuum the van, which should pay for two washes. Fully subsidized groups must use the Voyager card for washes. We strongly encourage all groups to use the Voyager card for van washes.

Van Maintenance: We service Pierce Transit vanpool vehicles every 5,000 miles or every five months – whichever comes first. We contact the primary driver and at least one backup driver to schedule regular service, and provide van swap instructions at that time. We expect swaps to be completed within two business days of notification.

When swapping vans, make sure you accurately record the spare van's starting and ending odometer and provide this information to your group's bookkeeper.

Vanpool Gate Pass: All vanpool vehicles are equipped with a Vanpool gate pass. This card allows access to our parking lots and training facility after hours. Keep this card in an agreed-upon location with the Voyager card, so that it is available to any vanpool driver who may need to swap the van for service. Report a lost or stolen gate pass to your Pierce Transit vanpool coordinator immediately. Replacement cost for a lost card is \$25.

Mechanical Problems/Unscheduled Service: If you experience mechanical difficulty with the van, call your vanpool coordinator. For emergencies, call 253.581.8000. We'll provide a spare van for you as quickly as possible. Vanpool drivers are responsible for resolving the following issues: flat tires, running out of gas, installing tire chains, and locking keys in the van.

Personal Use: All approved commuter vanpool drivers may use the van for personal needs, with restrictions. Drivers must record these miles on the Vanpool Personal Use Mileage Form and pay for them at the current mileage rate. The maximum personal use allowed per group is 150 miles per month for all approved drivers combined. If your personal trip includes tolls, you will reimburse Pierce Transit for those as well.

As an approved vanpool driver using the van for personal use, you may transport your own child or any child related to you as long as the child's parent or legal guardian is present in the van. Do not transport any other child. Other restrictions apply. Consult with your Pierce Transit vanpool coordinator or refer to the Vanpool Participant Manual, available on our website at www.piercetransit.org, before driving the van for personal use.

Customer Comments: We take all comments about vehicle operation seriously, investigating each incident and taking appropriate action. If you are operating the van at the time of the incident, you will be reminded to use defensive driving techniques at all times, to give other drivers plenty of negotiating room, and to err on the side of safety. In more serious cases, or in cases where more than one negative comment has been received, removal of driving privileges, either temporarily or permanently, may occur.

Pierce Transit vanpool staff must manage risk and reserves the right to deny or revoke driving privileges at any time for any reason, and remains the final decision maker.

INSURANCE

Pierce Transit carries auto liability and uninsured motorist coverage for its vanpool program, including approved personal use of the van, but does not carry personal injury protection (PIP) for its volunteer drivers or passengers. Pierce Transit vanpool drivers are volunteers; they are not considered employees under any circumstances. Furthermore, volunteer vanpool drivers are specifically excluded from Worker's Compensation (RCW 51.08.013). Volunteer vanpool drivers are not subject to regulations that relate to vehicles operated for hire (RCW 46.74.030).

If you are involved in an accident, no matter how minor, please follow the instructions under **Vanpool Accidents**. You must contact your Pierce Transit Vanpool Coordinator as soon as possible after the accident and no later than 24 hours after the accident. Please contact Pierce Transit Risk Management at 253.581.8087 with any questions.

Pierce Transit carries \$20,000,000 auto liability coverage through the Washington State Transit Insurance Pool. If you are involved in an accident and the **volunteer vanpool driver is deemed at-fault**, the following coverage typically applies:

Claims	Pierce Transit Insurance Program
Vanpool Vehicle Damage	YES (WSTIP Collision Coverage less deductible)
Volunteer Vanpool Driver Injury (the person driving at the time of the accident)	NO, personal injury protection insurance is not available to Pierce Transit. You will be responsible for your own medical expenses.
Vanpool Passenger Injury	YES (WSTIP Auto Liability Coverage)
Other Driver and/or Passenger Injury	YES (WSTIP Auto Liability Coverage)
Other Vehicle Damage	YES (WSTIP Auto Liability Coverage)

If you are involved in an accident and the **volunteer driver is deemed not at-fault and the other driver is insured**, the following coverage typically applies (NOTE: you will be referred to the insurance company that covers the other driver to make any injury claims. Pierce Transit cannot act as your representative or intercede on your behalf):

Claims	Other Driver's Insurance Coverage
Vanpool Vehicle Damage	YES (Other Driver's Auto Liability Coverage)
Volunteer Driver Injury	YES (Other Driver's Auto Liability Coverage)
Vanpool Passenger Injury	YES (Other Driver's Auto Liability Coverage)
Other Driver Injury	N/A
Other Vehicle Damage	N/A

If you are involved in an accident and the **volunteer vanpool driver is not at-fault and the other driver is not insured**, the following coverage typically applies:

Claims	Pierce Transit UIM Coverage *
Vanpool Vehicle Damage	NO (WSTIP Collision Coverage less deductible)
Driver Injury	YES *
Vanpool Passenger Injury	YES *

* Maximum coverage per accident for all injuries is \$60,000