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# **ASOTIN COUNTY PTBA**

## **VANPOOL PROGRAM DRIVER REFERENCE GUIDE**



October 2016 (Revised)

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## WELCOME TO ASOTIN COUNTY PTBA'S VANPOOL PROGRAM

As a full-service transportation agency, Asotin County PTBA provides vans for use by commuters like you, who travel to or from work in several Counties. Commuters receive comfortable, convenient travel in exchange for a monthly fare, which covers the cost of the van's operation. The vanpool driver/coordinator rides for free in exchange for the safe operation of the van and other responsibilities such as, collecting monthly fares from the passengers, fueling the van, scheduling maintenance, cleaning the van, and recruiting riders and drivers when necessary. The driver is not employed by Asotin County PTBA.

This manual is designed to provide you with information and forms needed for a smooth vanpool operation. We have detailed the procedures and policies you will need to follow while facilitating as a vanpool driver or coordinator. These procedures and policies may be updated from time to time, as necessary. This manual is designed so you can easily insert updates as they become available.

**Please** take the time to carefully **read this manual** and **share it with your passengers** so everyone knows and understands all aspects of Asotin County PTBA's Vanpool Program and your responsibilities and opportunities as a driver, coordinator, bookkeeper, or a passenger.

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## INTRODUCTION

Passengers pay a monthly fare for the ride to work; Asotin County PTBA purchases the equipment and administers the program. Drivers have a choice not to pay; instead, they drive the van as their contribution to the vanpool's success.

Drivers and passengers make up the pool of resources. The *driver's* major benefits include, but are not limited to:

- The "free ride"
- Possible lower insurance rates on personal vehicle
- Less miles on personal vehicle
- Maybe not having to own that extra commuter car
- Personal satisfaction for doing the right thing

The *passenger's* major benefits include, but are not limited to:

- A very affordable ride
- A safe, relaxed, reliable commute
- Less wear and tear on personal car
- Potentially lower insurance rates on personal vehicle
- Maybe unnecessary to own extra commuter car
- Personal satisfaction for easing traffic congestion and air pollution

As a driver or passenger, it is expected that you will adhere to the Vanpool Agreement and follow policy as it relates to this manual. WELCOME ABOARD!

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## ASOTIN COUNTY PTBA CONTACTS

### Asotin County PTBA

1494 Poplar Street  
Clarkston, WA 99403

**Admin.** 509-758-3567   **Vanpool** 509-758-3567   **Fax** 509-758-3594

### Routine Business Needs

General Information

Monthly Reports

Passenger Assistance

Policy Questions

Scheduling Driver Workshops

Fares

Maintenance

Driver Applications

Reporting Accidents

### Work

### e-mail

**Jenny George**

509-758-3567

jgeorge@asotinctba.com

**Greg Gill**

509-758-3567

gill@asotinctba.com

### Additional Emergency Assistance

### Work

### Shop Hours

**Vanpool Office Answering Service**

**509-758-3567**

24 Hours a Day – 7 days a week

**Les Schwab Tire Service**

**509-751-9661**

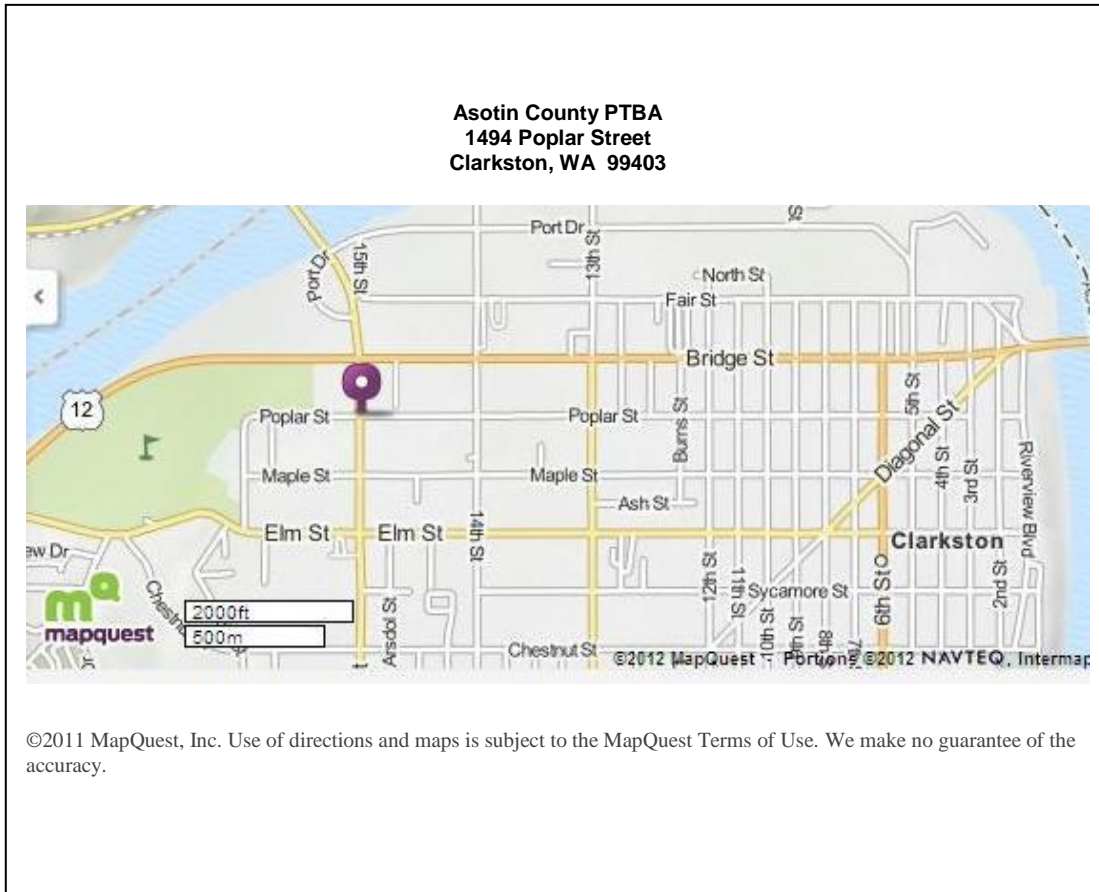
M-Sat 7:30 – 6:00

**Bernards Towing Service**

**208-743-9504**

24 Hours a Day – 7 days a week

**Figure 1. Asotin County PTBA Facility Map.**



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## VANPOOL DRIVER QUALIFICATIONS

A safe driver is the single most important ingredient in any vanpool program. In order for the Asotin County PTBA Vanpool Program to ensure safe, reliable transportation to the public, the transit agency has established specific criteria to qualify those persons who have volunteered to drive a public vanpool vehicle.

Asotin County PTBA will look at your MVR, Motor Vehicle Record (driving history) for the past three years. This ensures that any driver we allow behind the wheel of a van has a safe, consistent driving background. Asotin County PTBA checks Washington drivers MVR monthly with "Envision", a driver monitoring software. Each year, Asotin County PTBA will request our Idaho Drivers provide us with a MVR; there will be a cost for this. If there is any new information, it could affect eligibility. Please report any moving violations, accidents, or health changes that you incur while acting as a driver in the Asotin County PTBA Vanpool Program.

- The use of an Asotin County PTBA vanpool vehicle is a privilege.
- Asotin County PTBA vans must be driven by authorized van drivers only.
- Asotin County PTBA reserves the right to revoke the use of a van.
- Report any moving violations, accidents, or health changes that may affect your driving record.

Prospective drivers are required to fill out and sign:

- A Release Authorization
- A Vanpool Agreement
- Driver Function List
- Driver Application

These forms can be found in your van's log book. Please mail or deliver the forms promptly to expedite processing. All information will be kept confidential.

Because the responsibilities of a vanpool driver include defensive driving, fare collection, and delivering a group of people to and from work on time, a number of important items must be reviewed.

- Asotin County PTBA will obtain a copy of your unrestricted license.
- Asotin County PTBA will obtain a record (abstract) of the applicant's three-year personal and employment driving history.
- Asotin County PTBA may contact the applicant's employer, insurance company, and/or physician to obtain information necessary for approval. This will be accomplished only with the applicant's consent.

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Form 1. Asotin County PTBA Release Authorization.



**Asotin County PTBA  
RELEASE AUTHORIZATION**

I authorize Asotin County PTBA to conduct a complete driving record search in conjunction with the review of my application for the position of a volunteer vanpool driver.

I do \_\_\_ do not \_\_\_ have any mental or physical handicaps or health problems that would affect my performance as a vanpool driver. If the above answer is "yes," please explain.

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Date of Birth is \_\_\_\_\_

My Driver's License No. is \_\_\_\_\_

Signature \_\_\_\_\_

Name (print clearly) \_\_\_\_\_

Vanpool No. \_\_\_\_\_

Date \_\_\_\_\_

e-mail Address \_\_\_\_\_

Work: \_\_\_\_\_

Home: \_\_\_\_\_

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**Form 2. Vanpool Driver Application. (2 Pages)**

**ASOTIN COUNTY PTBA  
VANPOOL DRIVER 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 standards of safety and accountability are maintained. We appreciate your cooperation and interest in our Vanpool program.

Driver applicants must answer all questions. Return completed application to your Vanpool program representative.

Application for (circle):                  Driver                  Backup-up Driver                  Bookkeeper

1.    Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
      Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
      Years/Months at this address: \_\_\_\_\_  
      If less than 2 years, previous address: \_\_\_\_\_

2.    Do you have a current and valid Driver's License?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, please explain: \_\_\_\_\_

How long have you had a driver's license? Years/Months: \_\_\_\_\_

Driver's License Number : \_\_\_\_\_

Expiration date: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Are there any restrictions on your driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

If restricted, state type (including vision) and date of restriction:

Have you ever had your driver's license suspended, revoked, or refused? Yes \_\_\_\_ No \_\_\_\_

If so, please explain: \_\_\_\_\_

Have you ever been involved in an auto accident when you were the driver? Please explain the circumstances of the collision(s) including date and who's at fault.

Did you receive a traffic citation (ticket)? Yes \_\_\_\_\_ No \_\_\_\_\_

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3. Name of your automobile insurance company:

\_\_\_\_\_

Has an insurance company ever refused, cancelled, not renewed, or given notice of intention to refuse automobile insurance to you? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list company and agent's name and phone:

\_\_\_\_\_

\_\_\_\_\_

Indicate which (circle):	Cancelled	Refused	Non-renewal
Date: _____	Reason: _____		

4. Current job title: \_\_\_\_\_ Employer: \_\_\_\_\_  
Work address: \_\_\_\_\_  
Supervisor's phone number: \_\_\_\_\_  
In the last year, how many times have you been late to work? \_\_\_\_\_  
In the last year, how many times have you had to work overtime? \_\_\_\_\_  
How long have you worked for this employer? Years \_\_\_\_\_ Months \_\_\_\_\_

5. Have you ever been required by the State to file evidence of Fiscal Responsibility (SR22)?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

I hereby grant permission for PTBA to request information to obtain a credit, insurance, medical, or job history report or other documentation they require. I understand that this information will be kept confidential.

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

I have read and agree with the stated terms for Driver Selection and Driver Functions.

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

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## VANPOOL DRIVER FUNCTION LIST

As an Asotin County PTBA volunteer vanpool driver, you must be able to:

- Understand and uphold State traffic laws.
- Understand, uphold, and apply Asotin County PTBA Vanpool policies and procedures.
- Understand and apply the principals of defensive driving.
- Safely operate a 15- to 21-foot van, carrying 7 to 15 passengers on a planned route, in potentially heavy traffic, over a variety of roadways and narrow city streets, while attending to an established time schedule.
- Wear a seat belt at all times.
- Bend, kneel, reach, stretch, and turn, as appropriate, to inspect all items in the van that you are going to operate.
- Bend, reach, stretch, and turn, as appropriate, to manipulate all controls, while safely operating the vehicle.
- Read vehicle instrument panel/gauges and traffic signs, and watch for pedestrians and other obstructions while driving during the day and night.
- Assess rapidly changing traffic situations, evaluate hazardous conditions, and take prompt evasive action to deal with them safely.
- Provide for the well-being of yourself and passengers in emergencies and special situations.
- Communicate orally and in writing with the public, vanpool participants, Asotin County PTBA representatives, and public safety officers.
- Be sure that written and verbal reports are completed accurately and on time.
- Ensure that daily, weekly, and monthly vehicle maintenance inspections are performed, and the vehicle receives servicing at established intervals.
- Ensure that vehicle interior and exterior are cleaned at regular intervals.
- Make sure that vehicle is fueled at self-service pumps.
- Be reachable by phone or e-mail during normal business hours. Be responsive to our communications when we leave a message.

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

Vanpool # \_\_\_\_\_

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## AUTHORIZED DRIVERS

Asotin County PTBA vans must be driven by authorized van drivers only. Authorized drivers are those that have attended the mandatory driver workshop and meet the selection criteria established by the staff at Asotin County PTBA. Any commuter group found operating a van by an unauthorized driver will lose their van. Asotin County PTBA's vanpool insurance coverage will not be extended to any incident occurring while the van is driven by an unauthorized driver. The liability for any incident would be assumed by the unauthorized driver. Please do not risk the financial liability to yourself.

- Only authorized drivers are permitted to operate Asotin County PTBA vans.
- Authorized drivers must first complete a mandatory Driver Workshop and meet the selection criteria established by Asotin County PTBA.

## EMERGENCY AUTHORIZATION

In an emergency, a rider may request temporary authorization to drive, from the Transit Agency Vanpool staff. After Vanpool staff review, if authorized, a rider may drive for a one day trip. No one may drive without authorization. This emergency authorization must be followed up with attendance at one of the next two scheduled mandatory driver orientations. A short interview at the time of the request would include information on the following:

- Full name of the individual
- State driver's license number
- Date of birth
- Years of driving experience
- Past accidents or traffic violations

## DRIVER WORKSHOP

Asotin County PTBA requires that all drivers complete a vanpool Driver Workshop. This orientation course is typically 1 hour. It is offered to you by the vanpool service staff. Agenda items covered include defensive driving with hands on practice, maintenance, fueling options, bookkeeping practices, passenger sensitivity, fare structures, and accident procedures. It is mandatory that all drivers attend the workshop.

The workshop will be scheduled at a time of your convenience; weeknights, Saturday mornings, or on a day off. All in all, the course is designed to benefit you, so that you are comfortable doing business with Asotin County PTBA, safely and efficiently.

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## VANPOOL DRIVER ELIGIBILITY CRITERIA- MINIMUM STANDARDS

Within a three-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 with no minor moving violations
- No major moving violation
- No major at-fault accidents
- No seat belt violations

For existing vanpool drivers, eligibility will be terminated if within a three-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 at-fault accident, cited or non-cited
- More than two minor accidents
- Multiple complaints (Asotin County PTBA Vanpool staff reserves the right to terminate a driver or take disciplinary action, such as suspension, based on frequency, severity, and validity)
- No seatbelts violations

### *Definitions*

1. "Minor accident" shall be defined as involving less than \$3,500 in total damage and no bodily injury.
2. "Major accident" shall be defined as verifiable event involving more than \$3,500 in total 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 an accident.
4. "Verifiable" means that the Vanpool Coordinator is provided with copies of documents that establish damages, facts, and legal outcomes.
5. "Major Moving Violations" include convictions for speeding greater than 10 mph over the speed limit, failure to yield, failure to stop, speeding in a school zone, following too close, driving too fast for conditions, disobeying road signs, improper lane travel, illegal overtaking/passing, cell phone/texting violations, and seatbelt violations. Traffic camera violations received while driving a vanpool vehicle are considered major moving violations. Major violations are also any convictions for driving under the influence of drugs or alcohol, open container, refusal to take a drug/alcohol test, careless or reckless driving, reckless endangerment, felony or negligent driving, leaving the scene of an accident, and or hit and run convictions.

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6. "Minor Moving Violations" include anything less than a major moving violation defined below, speeding 10 mph over the limit or less, and violation of the carpool lanes.

## **SELECTION CRITERIA**

Selection of primary drivers, as well as back-up drivers, is dependent upon the criteria discussed in the following sections.

### ***License and Experience***

A potential driver must possess a current, unrestricted driver's license (prescription lens requirement is acceptable). Review of other restrictions on an individual basis for applicability to safety. Driver must have five years of driving experience in the U.S. or Canada.

### ***Suspension or Revocation of License***

Report of a suspension/revocation within the past three years will cause a potential driver's application to be rejected. Report of a license suspension/revocation within the last seven years for reckless driving or hit and run or leaving the scene of an accident or driving while under the influence of alcohol/drugs or driving while impaired, and or a felony violation will result in application rejection.

### ***Violations***

A "Failure to Appear" (FTA) on a driving record in the last three years will result in application rejection. No felony convictions are allowed. FTA, failure to yield, failure to stop, or speeding in excess of 11 mph, are all considered major violations. The driver would automatically lose eligibility for at least a three-year period with the combination of circumstances or violations described in the list on page 10.

### ***Physical Condition***

The potential driver must be in good health. Any condition that may impair the driver's ability to operate the van will result in application rejection. Poor eyesight (correctable by lenses) is acceptable. A potential driver may be required to have a physical examination, at the driver's expense, to determine good health. Please self-report any health status change, including use of prescription or non-prescription drugs which would affect driving performance.

### ***Employment***

As an indicator of a driver's reliability and availability, a potential driver must show stable employment. Work attendance record and amount of business travel or training may be considered.

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## BACK-UP DRIVERS

Many of the vanpools now divide driving responsibilities between two or more people. From the standpoint of driver fatigue, burn-out, and attitude adjustment, this system is what we prefer. If you have been the sole driver of your vanpool for several months and are doing virtually all the driving, please discuss the idea of obtaining some help for yourself within your vanpool. We strongly recommend that primary drivers, who do the majority of the work, rotate out as primary driver for at least one month out of the year. We recommend that at least two other back-up drivers be trained and ready to assist for a variety of reasons: business appointments, classes, vacation, sick time, or temporary work location re-assignments.

### ***Back-Up Driver Reimbursement***

When required to drive, the back-up driver should be credited a daily fare for each day of driving. The Vanpool Program allows credits of two days per month and in addition, to be fair, a driver may include one (five day) work week of vacation credit per year. The days can be saved up to use together, but must be applied within a specific 12-month period. (See discussion of Vacation credit, page 22.) This makes a total of **29 business days per year** the primary driver can have someone cover their duties and get paid to do so. The primary driver is responsible for paying the cost of any days exceeding the 29-day limit. **The formula for calculating back-up driver credits is:** Divide your individual monthly fare by the number of average work days in the month (work shifts determine variable days. **Shift 8 x 9's = 19 days** average, **5 x 8's = 21 days** average, **4 x 10's = 17 days average and a rotating 12-hour shift = 15 days.**) This will give you a daily rate to deduct. Deduct only one-half of the daily rates if you only drive one trip, one direction. Reimbursement would be written off on a back-up driver's next monthly fare check.

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## **ASOTIN COUNTY PTBA RIGHTS AND RESPONSIBILITIES**

Asotin County PTBA is the legal owner of the vanpool vehicle and, therefore, has specific rights and responsibilities to the Vanpool Program, which are discussed below. Please remember, the use of an Asotin County PTBA vanpool vehicle is a privilege, one that should be treated with respect.

Asotin County PTBA reserves the right to revoke the use of a van, as detailed in the following sections.

### **REMOVAL OF A VANPOOL DRIVER**

- Operating the van in a manner inconsistent with the agreement
- Unsafe driving (reckless, negligent, or illegal)
- Involvement in an "at-fault" accident
- Citation(s) for traffic violation(s)
- Complaints; based on frequency or severity. Complaints from a Police Official. (Asotin County PTBA reserves the right to hire a private/confidential 3<sup>rd</sup> party to investigate)
- Using the van for hire, hauling garbage, pulling boats, trailers, debris, towing, or other unapproved purposes
- Using the van to push or jump-start another vehicle
- Driving the van outside Asotin County PTBA's 50-mile radius boundaries
- Using the van off road, on beaches, infields or any other unsafe environment
- Removal of seats for any reason
- Personal use of the van
- Operation of the vehicle under the influence of drugs or alcohol
- Unreported accident or incident in a vanpool vehicle
- Consistently late or unreliable service
- Failure to abide by Asotin County PTBA's no smoking policy
- Failure to accurately submit revenues (fares) in accordance with reporting requirements and comply with accounting deadlines

### **REMOVAL OF A VANPOOL GROUP/VANPOOL VEHICLE**

- Condone or encourage a driver to speed, hide the fact from Asotin County PTBA staff
- Unauthorized drivers operating the van
- Unreported damage or abuse of the van
- Consistently low passengers or revenues, below required levels
- Consumption of alcoholic beverages, or smoking cigarettes

### REMOVAL OF AN INDIVIDUAL PASSENGER

- Failure to pay monthly fees
- Not using seat belts
- Failure to abide by majority consensus, as established in the Vanpool Agreement
- Rude, abusive, or intimidating behavior, as determined by the majority
- Failure to abide by Asotin County PTBA's no smoking policy

### INSURANCE

Asotin County PTBA provides appropriate insurance coverage for vanpools through the Washington State Transit Insurance Pool (WSTIP). The premiums for this coverage are paid by the monthly passenger fares. The insurance rates charged for vanpools are a reflection of market trends and the accident history of the transit program. Please remember, **only drivers and back-up drivers authorized by Asotin County PTBA may drive vanpool vehicles.**

- **Intentional malicious or illegal acts are excluded from insurance coverage, including driving under the influence of alcohol or other drugs.**
- **Any incident involving the van or a person must be reported immediately.**

#### ***Coverage Summary – Liability***

The agency will pay all sums resulting from the use of a covered vehicle of the agency when the authorized user of the van is held legally liable for bodily injury or property damages caused in the accident. The limit per occurrence is \$12 million.

**Passengers:** Passengers are covered for bodily injuries that they may receive while occupying a covered van involved in an accident, which the agency's insurance would customarily respond under the terms and conditions of its ensuing agreement.

**Drivers:** The agency will provide coverage to all vanpool drivers who, while operating the vehicle within the terms and conditions of the Vanpool Agreement, suffer a bodily injury to a limit of \$35,000 per occurrence. This is known as Personal Injury Protection (PIP).

- This medical expense protection limit shall be secondary to any medical plan the vanpool driver may already have available at the time of the accident that resulted in bodily injury.
- If no other medical benefit source is available, this PIP shall be primary and will provide benefits up to the limits provided (\$35,000.00).

**Operators and Passengers:** Uninsured and Underinsured motorist coverage (UIM): The agency will provide UIM coverage to a limit of \$60,000 per occurrence.

## Asotin County PTBA Rights and Responsibilities

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**Minor Incidents:** Any incident involving the van or a person around the van, (where Asotin County PTBA may have a liability issue) must be reported immediately to Asotin County PTBA Vanpool. Always be sure to record and report the person's name, phone number, and address. This requirement includes such occurrences as a passenger injured upon entering or exiting the van, acts of vandalism, hitting an animal, or any other minor incidents taking place within a 20-foot radius of the van that pertain to the van or riders.

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## VANPOOL DRIVER RIGHTS AND RESPONSIBILITIES

### PERSONAL USE OF THE VAN

No personal use of the van is permitted at any time. We are bound by this constraint because of our company policy and liability limits. Please do not have your family on board for any reason, unless they are paid participants in the Asotin County PTBA Vanpool Program. Also, do not run errands in our vans. The public perception of our program focuses on “their tax dollars spent wisely” and grocery shopping with the vanpool or dropping your child at a sports practice, for examples, would look wrong.

### OFF-STREET PARKING

The van is to be parked off street at the residence of the vanpool group member during non-commute hours and as often as possible at other times. The van can also be parked in a secured agency approved location.

### DEFENSIVE DRIVING

The defensive driving formula:

<u>Awareness</u>	+	<u>Alertness</u>	+	<u>Caution</u>	+	<u>Consideration</u>	=	<b>A SAFE DRIVER ATTITUDE</b>
(Knowledge of traffic laws and limits)		(To traffic situations and how van is performing)		(Practice patience)		(Act as you would like others to act toward you)		

#### ***Pre-Trip Inspection***

- Walk around the van – see any obstacles or vandalism?
- Check underneath for fluid drips and obvious mechanical defects.
- Check condition of tires’ tread and proper air inflation psi.  
FORD = 55 front / 80 rear      CHEVY/GMC = 50 front / 80 rear
- Unplug the block heater cord if in use.

- Clean windshield and all windows, tail and headlights if needed.
- When starting up, watch the van gauges. Have fuel? Alternator OK?
- Test if turn signals, lights and horn are working.
- Adjust and clean mirrors if necessary.
- Weekly – check fuel, oil, washer fluid, belt, transmission fluid and brake fluid

### ***Proper Use of Seat Belts***

- Seatbelts must be worn at all times.
- Shoulder straps must be properly worn.
- Do not pull away until all passengers are seated and buckled in.
- Remove passengers for non-compliance of seat belt law.

### ***Plan Ahead***

- Allow yourself time.
- Know the hazards on your route.

### ***Van Versus Cars***

- Safe operation is a different challenge; abrupt maneuvers may create risk of roll-overs.
- More blind spots.
- More height and clearance /weight /width considerations.
- Center of gravity is higher and shifted to the rear; increasing the propensity to roll.
- Meets more wind force resistance.
- Acceleration may feel slower in diesel vans.
- Stopping distance when fully loaded is longer; vans equipped with ABS.
- Turning radius is wider, may require a different sight line at corners.

### ***Accident Avoidance***

- Make sure the van windows are not blocked by decals or decorations. No hanging objects from the rearview mirror.
- Watch out for the other guy!
- Recognize the difference between taking "unnecessary chances" and taking a "calculated risk."
- Secure the van when boarding or off-loading passengers – set your emergency brake and the transmission in park. Remember this safety feature: you cannot shift out of park again until your foot is on the brake pedal.
- It is a good idea to drive with your headlights on. At end of trip, turn them off.
- Drive with your hands at 3 and 9 on the steering wheel due to the air bag.
- No cellular phone use while you are driving.
- A moment's inattention or simple distraction can be a serious mistake.
- Remember to keep scanning your mirrors.
- Follow the 4 second "cushion of safety" rule.
- Leave yourself an out.
- Respect intersections and right-of-way. Stop lights are never for sure – clear it and cover your brakes, watch out for stale green or yellow lights.
- Restrict the space between your vehicle and curb to less than the width of an auto when making a right turn.
- Watch for dangers and accident traps such as, animals, downed vehicles, brake lights or construction.
- Watch pedestrian crossings, loading zones, school bus stops, and railroad crossings.
- When turning right, look both left and right.
- When backing up ask for help and honk.
- When passing, ask yourself, "is this necessary to make a safer situation?"
- When being passed, accept it and ease off to help the other driver around you.

## Passenger Rights and Responsibilities

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- Use your turn signals and hazard flashers to let others know your intentions.
- Be aware of speed limits and obey them.
- When merging, it helps to ask and use a spotter.
- Look to the left and behind you before moving from a stop or loading zone.
- Go to the light for left turns and crossing heavy traffic lanes.
- Look a block ahead, anticipate and drive according to several vehicle reactions not just the bumper immediately in front of you.
- Visibility may be impaired with bicycles loaded on the bike rack. Compensate for the increased length on the front of the van if a bike rack is installed on your van.
- Set the parking brake and take your keys at the trip's end, then lock the doors.

### ***Inclement Weather***

- Know that conditions change from town to outer areas.
- With snow and ice driving, you will go slower, so allow more time.
- Increase your following distance to have reaction time to stop.
- Turn into the skid – wheel the direction you want the front of van to go.
- Understand that visibility is reduced; please clear all your windows of frost.
- Black ice is common on bridges, in shady spots, at intersections and down hills.
- Do not use cruise control if you suspect icy conditions.
- Winterize the van: do you need an ice scraper, washer fluid, better tires, and extension cord to plug in the diesel vans, radiator cover or anti-gel?

### ***The Driver***

- Self-report any health changes, use of prescription drugs, or medical issues.
- Self-report any accidents or ticket violations.
- Let someone else drive if you are tired, do not feel well or have had a bad day.

- Get help with conflict resolution so you can concentrate on the task of safe driving.
- There are special procedures for lift operation and safe wheelchair securement. The vanpool staff will train you as needed.

### **PASSENGER RIGHTS AND RESPONSIBILITIES**

In keeping with the cooperative nature of a vanpool, the passengers agree to assume certain personal responsibilities relative to their own commute trips. Each passenger **must** read and sign a Vanpool Agreement. Failure to do so will result in a denial of service. The agreement forms can be found in your Vanpool Log Book. When new passengers are added, drivers must send validated agreements to Asotin County PTBA.

#### **The passenger agrees to:**

- Pay to the driver his/her monthly passenger fee, as established by Asotin County PTBA, by the first of each month.
- Abide by all day-to-day rules of the van, as established by the majority vote of the vanpool members.
- Abide by all rules established by Asotin County PTBA, as defined in the agreement.
- Notify the driver in advance of all anticipated non-use of the van due to such factors as vacations, business travel, overtime, etc., so that unnecessary stops are avoided.
- Notify the driver or the nearest fellow passenger of non-use of the van due to illness.
- Notify the driver 15 calendar days in advance of planned termination of program participation.
- Help maintain passenger occupancy at chosen capacity.
- Help keep the van clean and tidy.
- Find alternate transportation on the days when the van may not be available.
- Find alternate transportation when work or personal schedules do not allow participation in the vanpool.
- Abide by arbitration in disputes arising out of the day-to-day operational rules.
- Not abuse the Guaranteed Ride Home Program.

- Wear a seat belt at all times.
- Abide by the no alcohol/smoking policies established by Asotin County PTBA.

### SEAT BELT POLICY

Under Washington State Law RCW 46.61.688(3), it is mandatory that "all passengers in all vehicles wear a seat belt safety device, in a properly adjusted and securely fastened manner."

Asotin County PTBA Vanpool  
will not provide service to any  
individual that refuses  
to wear a seat belt.

The driver is legally responsible (and citable) for all passengers under age 16 to wear seat belts in any vehicle.

All adult passengers are personally responsible (and citable) to wear seat belts in any vehicle.

Asotin County PTBA is responsible for supplying seat belt safety devices to all passengers.

### ALCOHOL POLICY

It is expressly forbidden by Washington State Law (RCW 46.61.519) and Asotin County PTBA policy, in compliance with Washington State law, to consume alcohol on a publicly owned vehicle.

### OTHER WASHINGTON STATE LAWS

It is further against Washington State law (RCW 9.91.025 *Unlawful Bus Conduct*) (Public Conveyance) and Asotin County PTBA policy to hinder, disturb, deface, litter, carry a lighted pipe, cigar, or cigarette, to engage in loud, raucous, unruly, harmful, or harassing behavior, or to carry and consume alcohol in a Asotin County PTBA vehicle or on Asotin County PTBA property.

RCW references concerning behavior are:

- RCW 9.91.025
- RCW 35.58.272
- RCW 460.04.355
- RCW 46.61.519

### GRIEVANCE PROCEDURE

On occasions, there may be conflicts that cannot be resolved within your vanpool groups. These conflicts will be resolved by the Vanpool Program Coordinator.

If a person directly involved with the conflict or action in question wishes to protest the decision of the Vanpool Program Coordinator, such protest must be submitted in writing to the Board of Directors.

The Board of Directors will review information from those parties concerned with the action, as well as the decision of the Vanpool Program Coordinator. The Board of Directors will then uphold, modify, or reverse the decision of the Vanpool Program Coordinator.

### VACATION TIME

After participating in the Vanpool Program for six consecutive months, passengers are qualified to take or "save" one free week of vacation credit. Because of fluctuating work schedules, Asotin County PTBA could not concentrate on individual differences, but decided instead to make a constant, steady formula: **When an eligible passenger wishes to take his/her free week, a simple rule to follow is: divide the individual's fare by 4 and subtract that cost from their check for that month.** A passenger may use two weeks within a year, so think of it as; "with every 6<sup>th</sup> payment, a passenger should take the credit." The passenger does not need to physically be gone from the van to enjoy this earned savings. Vanpool staff does not call and remind individuals of their earned vacation credit, passengers should keep track of this record for themselves. Asotin County PTBA will only allow accrual to build up to two weeks. You may not save it for years. Drivers also can take advantage of this privilege at a rate of one week per year. Their allowance would be defined in days (not driving), rather than a monetary amount, since they work on the premise of "free" fare already.

### GUARANTEED RIDE HOME

We want you to share rides to work, but that may mean you are helpless in an emergency. Now you can relax! Use Asotin County PTBA's Guaranteed Ride Home Program to get you to the destination of your choice for any of the following reasons.

- Your child or other immediate family member is sick or injured
- A family crisis
- An unexpected business appointment

- Unscheduled overtime that is not covered by your employer's guaranteed ride home program
- When normal (homebound) rideshare trip arrangements fail

Asotin County PTBA's Guaranteed Ride Home Program does not cover personal errands, pre-planned appointments; working late without a supervisor's authorization. **Your employer should cover your guaranteed ride home if it is scheduled overtime.**

The Guaranteed Ride Home Program is available to you any hour of the day or night, excluding weekends.

### ***Eligibility Requirements***

Any passenger or driver who is currently participating in the Vanpool Program (and monthly fares are paid current) is eligible.

There is a very limited budget for the Guaranteed Ride Home Program. Abuse of the program will be evaluated on a case-by-case basis.

## **BICYCLE RACKS**

Bicycle racks capable of holding two bikes, are available to each vanpool group. Owners are responsible for providing their own locking devices.

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## THE VANPOOL GROUP

Asotin County PTBA will start a new vanpool group with eight to ten passengers. Asotin County PTBA must recover the operational cost of the van or consider closing the route if the recruiting prospects appear dim and payments fall below the monthly operational cost.

### PASSENGER RECRUITING

Passenger waiting lists should be maintained by the vanpool drivers. If you need passengers, we will try to help you locate and recruit them, but the most effective methods are to recruit at the job site or ask current passengers to help recruit. If possible, advertise in the company newsletter. It is in the passenger's best interest to assist in recruiting to keep their rates low and keep the van from being closed because it continues to run at a loss.

You may request yellow "Passengers Wanted" signs from the vanpool office. These signs can be posted in the van windows or at other conspicuous places (bulletin boards, etc.).

When new passengers join your vanpool, obtain a Vanpool Agreement and mail or email it to the vanpool office as soon as possible.

Remember, as a public program, we are concerned about the potential for discrimination. We realize that the major factor in your selection of new passengers is trip compatibility. However, please be careful not to make a decision that could be construed as showing favoritism or prejudice when you select new passengers.

### ***Part-Time Passengers***

**Definition of a part-time passenger** is a commuter who only works a part-time (or shortened) work week. Example: Monday-Wednesday-Friday shifts. A part-time passenger would not need daily travel arrangements.

Whether or not you choose to carry part-time passengers is a group decision. If your van is not full, part-time passengers are a good idea because they reduce the fare all passengers must pay. However, you should only take a part-time passenger with the understanding that if a full-time passenger comes along, the part-time passenger may lose his/her seat if the part-time passenger decides not to pay the full fare after given the first choice.

You should charge part-time passengers a prorated fare derived from the Asotin County PTBA Vanpool Fare table. Part-time passengers are subject to the same rules as other

vanpool passengers. Completion of the Asotin County PTBA Vanpool Agreement is required, and part-time passengers must pay their fares in advance.

### OPERATIONAL RULES

A vanpool is a cooperative endeavor. Daily operational rules should be decided by everyone in the vanpool group. Whenever possible, it is advised to make and agree upon operating rules by majority vote. Try to keep the rules flexible, to best meet the needs of the vanpool. Subjects may include:

- Radio – Sample rule: The radio may be played softly on the station agreed upon by the group.
- Wait time at pick-up points – Sample rule: The vanpool will wait a maximum of 3 minutes at any pick-up point.
- Smoking – Asotin County PTBA's policy does not allow smoking in any van.
- Seating arrangements – Sample rule: Back-up driver, who takes the van to the farthest work site, sits in the navigator seat. Other seats are "open choice" in the manner that will best facilitate loading and unloading.
- Passenger capacity – Sample rule: The van will run with 10 passengers instead of 12. The monthly fare and level of comfort will both be higher as a result.
- Van temperature – Sample rule: The interior temperature will be kept at a level of comfort appreciated by the majority, unless it interferes directly with the driver's alertness or comfort.

### ROUTE CHANGES

Every time you lose or gain a passenger in your commuter group, the route "twitches" in terms of schedule and service potential. To make sure we can send potential passengers to you in a qualified manner, notify us of your route changes.

### EMERGENCY BACK-UP SYSTEMS

There may be occasions when your primary van is not available for the commute trip. This might be caused by breakdown, vandalism, or an incident, such as the reading lights left on overnight. These occasions, although rare, can and should be anticipated and a back-up plan identified.

- Asotin County PTBA's insurance does not extend to personal vehicles.
- If you choose to drive yourself and others when your primary vanpool ride has failed, you do so at your own financial risk.

### ***Back-Up Vans***

Asotin County PTBA has several "spare" vans that support the overall system in case of breakdown or during maintenance. If your van fails in the morning, chances are that there is a van at the main office that you can use that day. Because of the early morning hour and your schedule, you will likely have to pick up the van. However, your vanpool service representative can help you. Discuss it with them. If the breakdown occurs during the commute or during the work day, Asotin County PTBA Vanpool staff can most likely have a van delivered to your job site. Call your vanpool service representative.

### ***Back-Up Carpools***

In the event your van fails you in the morning before your commute trip, carpools can be easily arranged for emergency use. Usually, at least three carpools will be necessary to handle an emergency when the van will not start in the morning.

**Example:** The battery was stolen from the van over night, so it will not start. You are out of time and are supposed to be on the road NOW! Your passengers will soon be waiting at their stops.

**Have a plan in place,** of who will drive from certain points in the route. Have a list of home and work telephone numbers of all the passengers so contact can be made quickly and smoothly. It works best to share responsibility among the volunteer back-up drivers of calling the passengers. This information should be decided upon before an emergency occurs.

Everyone missing service on an Asotin County PTBA vehicle in this example will be given a credit for the missed trip. If you provided transportation for others and yourself, take a credit off the next month's fare. The passengers should take their credited amount and help pay the carpool driver for gas (but this is only a courtesy suggestion, not enforceable.) We promote this plan because it is a workable alternative.

**Asotin County PTBA's insurance does not extend to personal vehicles.**

**Credits will be evaluated if misused,** because most problems have a solution. For example: 1) We cannot support fare deductions due to repeated mechanical failure where driver or passenger error (such as head lights or reading lights left on) is evident. 2) We also cannot allow credits repeatedly for lack of back-up driver help. Each van should have enough drivers to assure success and avoid credits.

## Back-Up Carpool Roster

### WEATHER EMERGENCIES

In Asotin County PTBA's service area, ice and snow storms may make driving conditions extremely hazardous. Asotin County PTBA Vanpool groups are allowed five snow days per winter season. A snow day may be used at a driver's discretion due to hazardous conditions. Call your Vanpool Fleet Coordinator to help you determine whether to use a snow day or commute in the vanpool vehicle.

If a very serious weather emergency arises, Asotin County PTBA reserves the right to request that the van not be operated until the emergency passes.

Vanpool vehicles should not be operated if Asotin County PTBA bus service has suspended operations due to a weather emergency.

- Asotin County PTBA's insurance does not extend to personal vehicles. Drive your personal vehicle at your own risk.
- Call your Vanpool Coordinator to help you determine whether to use a snow day or commute in a vanpool vehicle.

## VANPOOL FARES – ACCOUNTING

The Vanpool Program operates as a business, but with a non-profit philosophy. This means that it is the goal of the program to "break even." The costs charged to the passenger do not include staff telephones, desks, and postage or marketing types of expenses. Asotin County PTBA Vanpool fares do cover the operating and administrative costs (i.e., fixed costs for insurance, depreciation and office management and variable costs for fuel, oil, repairs, tires, etc.) of each vanpool vehicle. Fares are calculated to break even with paying passengers and a free driver in a 15-passenger van for a reasonable rate. It is very important that each van generate the revenue necessary to pay the cost of the route. EXAMPLE:

If your van is supposed to generate \$909.47 per month to meet the costs, and you have twelve passengers splitting the cost, the monthly rate is \$75.79. (\$909.47 divided by 12)

If you lose one passenger (down to eleven in this example) or the group elects to have fewer passengers for more comfort, the cost of doing business remains the same. The individual rates would increase due to fewer people generating the \$909.47. You must adjust the rate to \$82.68. (\$909.47 divided by 11)

When you recruit additional passengers, you may decrease the monthly rate again. This is the primary reason it is in the passenger's best interest to assist in recruiting efforts.

If a vanpool is losing money and there is not a significant change or a reasonable effort to cover the losses, the vanpool service staff must consider closing the route and reassigning the vehicle to a more productive group of commuters. Asotin County PTBA is not in the business of closing routes, but will do so if in the best interest of the program and Asotin County PTBA.

Vanpool fares only reflect fixed costs and variable costs.

### ***Fixed Monthly Costs***

Fixed costs are comprised of two elements, amortization (loan payments) and insurance. These costs are established periodically and should not change throughout the year, but may change year-to-year.

Capital recovery (cost of the loan) is based on re-paying 80 percent of the acquisition cost of the vehicle over an 84-month period (seven years). Twenty percent of the acquisition cost is expected to be recovered at the point of surplus.

Insurance is charged at a rate of .07 cents per mile and .06 cents per boarding at this time. Asotin County PTBA earns adjustments or credits for frequency and severity of accidents. Insurance rates can and usually do change up or down on an annual basis.

**Total fixed monthly costs as of October 1, 2008 and until further notice are \$342.47 per month, per van.**

***Variable Monthly Costs***

Variable costs are determined by the number of miles the van runs. Variable costs are comprised of the following elements:

Fuel and oil	16.80 cents per mile
Maintenance (repairs and service)	20.64 cents per mile
Tires	2.40 cents per mile
Contingency (license checks, rentals, small parts, office supplies, glass, vandalism, guaranteed ride home, etc.)	8.16 cents per mile

**Total 48 cents per mile**

**COMPUTING DAILY RATES**

Variable costs are calculated on commute miles traveled per month, based on the assumption that the vanpool is used for commuting an average number of business days per month. (See formulas below for average work days per shift.)

Each passenger's monthly fare equals the total of the fixed and variable costs together, divided by the total number of paying passengers in the van.

**To pay for extra days the van may get used**, (above the established base amount) money should be collected at 25.3 cents per mile, which is only the variable rate.

***Formulas***

- For a **5 x 8's work week**, monthly average miles computed by multiplying daily route miles by **21 average commuting days** per month.
- For an **8 x 9's work week**, monthly average miles computed by multiplying daily route miles by **19 average commuting days** per month.
- For a **4 x 10's work week**, monthly average miles are computed by: multiplying daily route miles by **17 average commuting days** per month.
- For a **12 hour rotating shift**, monthly average miles are computed by: multiplying daily route miles traveled by **15 average commuting days** per month.

## **FARE REIMBURSEMENT PROCEDURE**

The reimbursement policy concerning any individual who terminates membership from any vanpool route is as follows:

- With a 15-day termination notice, any unused portion of that monthly fare will be reimbursed entirely.
- With a 7-day termination notice, any unused portion of that monthly fare will be reimbursed at 50 percent of the unused portion.
- On any vanpool vacancy to occur with less than a 7-day notice, there will be no reimbursement whatsoever, unless a job transfer or medical emergency occurs.
- When a passenger terminates from the program with no notice, we are deprived of the opportunity to fill that vacancy and, in essence, that vacancy is subsidized by every other vanpool commuter in that van because costs remain the same.

The driver's input will be part of the decision-making process regarding reimbursement requests. If there is no "free will" exercised (such as lay-offs or some medical emergencies), Asotin County PTBA will reimburse any unused portion.

## **RECEIPT OF NSF CHECKS**

The following is proposed for the handling of NSF checks received by Asotin County PTBA for passengers in the vanpool vehicles.

- When a check is received back from the bank for a vanpool passenger, the passenger will be contacted and asked to provide a money order or bank check for payment.
- If the vanpool coordinator has not been able to resolve the NSF check within 15 days of receipt notification, the vanpool coordinator will assume the responsibility for collecting the funds and may involve a collection agency.

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## REPORTING REQUIREMENTS

As an agent of Asotin County PTBA, each vanpool's bookkeeper (usually the primary driver/coordinator) is responsible for collecting the monthly fares from all members of the group at the beginning of the month. We recommend that the fares be paid in the form of check or money order and be turned into the driver **by the 1<sup>st</sup>** of each month. All fares must be submitted to Asotin County PTBA **by the 10<sup>th</sup>** of the month.

- Fares must be paid by passengers in the form of check or money order by the 1<sup>st</sup> of each month to the bookkeeper.
- All fares must be submitted to Asotin County PTBA by the 10<sup>th</sup> of each month.

## MONTHLY REPORTING

The Vanpool Monthly Report includes the following components:

- Part I is a daily mileage log, from the previous month, that includes daily odometer readings, total miles traveled, commute and non-commute miles, and a record of fuel and oil purchased. We need to know how much fuel you are buying, whether or not your particular outlet provides you with a receipt. List the gallons in the Fuel/Oil column in Part I.
- Part II is a monthly record of tire tread depth (outside, center, and inside). This section also includes a space to record the van route (i.e., start and pick-up locations and shift hours). This will help us stay current on your routes.
- Part III is a passenger record that includes passenger names, start and termination dates, credits and vacations accumulated for the back-up driver, and the amount paid by each passenger. Please fill in all columns accurately.
- Part IV is a monthly vehicle inspection report. Minor defects and body damage should be listed in this section.

**A Monthly Report sample is illustrated on pages 33 and 34.**

Form 4. Sample Vanpool Monthly Report. (2 Pages)

VANPOOL MONTHLY REPORT

May 1, 2001

May 31, 2001

3

WSU

FROM

TO

VANPOOL NUMBER

VANPOOL ROUTE

40,000

Steven Spielberg

BEGINNING ODOMETER READING

DRIVER/COORDINATOR

PART I

Date	End of Day Odometer Reading	Total Miles	Commute Miles	Non- Commute Miles	Fuel/Oil
5/1/01	40,000	80	80		
5/2/01	40,160	80	--		
5/3/01	40,247	87	80	7-fueling	28.4
5/4/01	40,328	81	81		
5/7/01	40,408	80	80		
5/8/01	40,489	81	81		
5/9/01	40,570	81	81		
5/10/01	40,651	81	81		
5/11/01	40,737	86	80	6-fueling	31.2

PART II

Tire Tread Depth		Outside	Center	Inside
Date Measured	5/30/01	LF	5/32	6/32
		LR	8/32	8/32
		RF	7/32	7/32
		RR	8/32	8/32
		SP	10/32	10/32

Vanpool Route Stop  
Points

## Form 4. Sample Vanpool Monthly Report. (2 Pages)

PASSENGER REPORT FOR THE MONTH OF <u>June 2001</u> VANPOOL # <u>33</u>					
MONTHLY GROUP GOAL <u>\$794.50</u> INDIVIDUAL MONTHLY FARE <u>\$56.75</u>					

Last Name, First Name	New or Terminating Passengers		Earned Credits (-) Subtract		Amount Paid	Official Use Only
	Date Started	Date Terminated	Back-up Driver	Vacation Week		
1. Elway, John					\$56.75	
2. Walters, Barbara *	5/29				\$65.75	
3. Clinton, Hilary					\$56.75	
4. Cosby, Bill			(\$6.00) 2 days		\$50.75	
5. Parton, Dolly					\$56.75	
6. Rodriguez, Alex		6/25			\$47.75	
7. Bush, George					\$56.75	
8. Woods, Tiger					\$56.75	
9. Brooks, Garth				(\$15.00) 1 wk	\$41.75	
10. Connery, Sean					\$56.75	
11. Roberts, Julia					\$56.75	
12. Streisand, Barbra	6/2				\$53.75	
13. O'Neal, Shaquille					\$56.75	
14. Schwartzneggar, Arnold					\$56.75	
15.						
16.						
17. Spielberg, Steven					Driver	
<b>TOTALS</b>			\$6.00	\$15.00	\$770.50	

**PART I**

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Van tracks in a straight line
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brake pedal feels firm; van stops in a straight line when brakes are applied
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking brake holds on an incline
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Headlights are operational and properly aimed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Windshield and windows are free of cracks and chips
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windshield wipers work; blades are in good condition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windshield washers work; fluid supply okay
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stop, tail, and signal lights are okay
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Horn works
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exhaust system (muffler) is okay
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Steering is free of vibration
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tires are wearing evenly

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tires are properly inflated
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tires are free of damage (no separation, cuts or bulges)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tread depth is over $\frac{5}{32}$ "
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Heater and defroster are okay
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Safety belts are operational; in good condition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine fan belts in good condition; free of cracks, bulges, leaks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine hoses in good condition, free of cracks
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Battery free of corrosion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper water level in battery
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proper coolant/antifreeze level in plastic surge tank
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine oil at proper level

**Comments:** New rock chip on windshield, driver side front tire has low tread, sometimes the heater fan squeals on high speed, replace reading light. \* Amount includes 3 days of May with June payment.

### MILES TRAVELED

The mileage a vanpool travels is divided into two categories: commute and non-commute. The van's monthly rates are determined by the commute miles only.

- **Commute Miles** – Commute miles are the miles traveled from home to work and back.
- **Non-Commute Miles** – Non-commute miles are the miles traveled for fueling, cleaning, or servicing the van. They also include all the miles that are traveled to do other vanpool business needed to maintain the vehicle.

### REPORT SUBMITTAL

The following report elements are due to Asotin County PTBA **by the 10<sup>th</sup>** of the month:

- Monthly fares collected from passengers for the current month. \*
- New Vanpool Agreements.
- Previous month's fuel receipts.

\*If you have one or two late-paying passengers, send the completed paperwork without their checks so we can still be accountable to the company. If checks are missing because of late-paying passengers, tell us with a brief notation by their names. We need to know the paid status of all passengers every month. **Please list all passengers, even if they have not yet paid, so that we can collect from them.**

Fares unpaid for 60 days, by any individual, will result in denial of service and passenger's name will be sent to a collection agency.

### SUBSIDY OR FULL FARE REIMBURSEMENT

Some groups are fortunate enough to have their employer paying fully for their shared ride or a partial subsidy. Asotin County PTBA is prepared to give receipts to groups or individuals if payment documentation is required. Asotin County PTBA staff will not be able to write receipts if the van groups' total fare has not been met.

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## ACCIDENT PROCEDURES

### AT THE ACCIDENT SCENE

1. Protect the scene. Turn on the hazard flashers and have a back-up driver put out the red triangles from the kit at the rear of the van. Use extreme caution and safety when placing the triangles. (See discussion and directions on pages 42 and 43, figures 2,3,4.) Use your horn at short intervals if visibility is poor.
2. Determine if any injuries have been sustained. Exercise cautious judgment if you must move passengers to safety. Identify geographical location of accident so that help can be dispatched. Collect your thoughts, be calm, know what you want to say before you place any call.
3. Secure medical assistance for any injured persons and traffic support by dialing emergency phone numbers **911**.
4. **Immediately report to Asotin County PTBA that an accident has occurred. Call 1-509-758-3567** (this is the phone number in decals on the side of each van.)
5. Do not move the vehicle or pick up vehicle parts that may be lying on the ground unless absolutely necessary to avoid another collision. Both actions could certainly destroy evidence.
6. Exchange Information. **Do not admit fault.**
  - A. Within 24 hours of the occurrence, the driver involved in the accident must prepare and submit an Event Report to Asotin County PTBA detailing what happened. This form is found in the Accident Packet in your notebook.
  - B. All witnesses, including all of the van passengers, must be asked to fill out a Witness Courtesy Card. These cards are found in the Accident Packet. Make sure that any injuries are listed on the individual's completed Courtesy Card.
  - C. The driver must also fill out an Asotin County PTBA Vanpool Body Damage Report. This form is also found in the Accident Packet.
  - D. All completed paperwork should be delivered to Asotin County PTBA immediately. Make sure you stock a new Accident Packet in your van in case there is need again in the future.

7. If any Law Officers are at the scene they will fill out a State Report. We will need a copy. This is mandatory.
8. If only minor property damage is involved or the accident is on private property, no police officer will respond. Please remember that even if both vehicles can be driven the **vanpool staff wants to hear about the accident** and discuss what to do next. Exchange names, addresses, insurance companies, driver's license numbers, and vehicle license plate numbers with the other driver.
9. Rule: If the accident involves \$500 or more in damage, or there is an injury or death, notification must be made to:
  - A. Local city police if the accident occurred in city limits.
  - B. The Sheriff's Department if the accident occurred in the county.
  - C. The Washington or Idaho State Patrol if the accident occurred on a state highway or outside the city limits.

### DURING AND AFTER THE ACCIDENT

1. Drivers should refrain from discussing an accident, either at the scene of the accident or at a later time, except with the police or a Asotin County PTBA representative, insurance adjuster, or the Asotin County PTBA attorney. All other parties not listed above should be referred to the offices of Asotin County PTBA.
2. When collecting the Witness Courtesy Cards remain professional, but never coach a person on what to write. Remember that a witness could be the deciding factor to an accident. Their support in a case could be very crucial. Here are some tips:
  - Advise that it is your duty to secure the names of all persons who are nearby.
  - Do not pass up a person who says, "I did not see the accident." Adapt your personality to a friendly, persuasive style to get the information needed.
  - Make sure you can read their writing when you pick up the card, then thank them for their help.
3. Your van will be replaced with a spare, until we can have a complete safety check, get estimates of damages and order parts for repairs as necessary.

# Accident Reporting Procedures

## Form 5. Event Report. (2 Pages)

( ) Potential Claim ( ) Information Only ( ) Call to Discuss ( ) Possible Subrogation for Transit

WASHINGTON STATE TRANSIT INSURANCE POOL

### EVENT REPORT

ASOTIN COUNTY PTBA

(INCIDENT OR ACCIDENT)

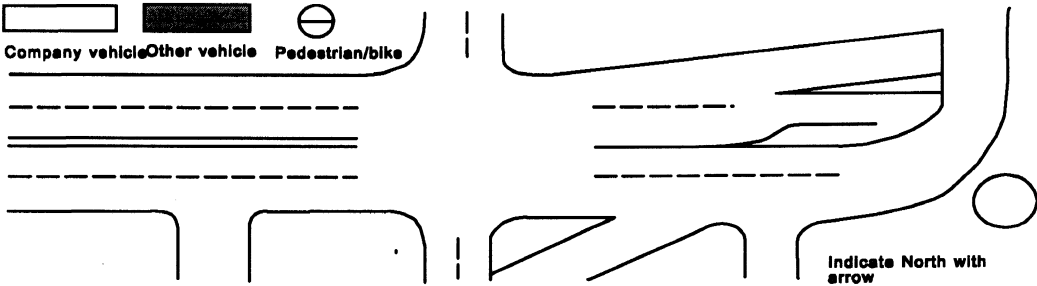
Rev: 04/19/2001

### EVENT INFORMATION



Event Date:		Time:		am / pm	
Circle Event Indicator: Incident / Passenger / Vehicle Event / Customer Contact / Wheelchair / Pedestrian / Property Damage					
Please Circle Dept: Fixed Route / VanPool / ParaTransit / Dial A Lift / Maintenance / Administration / Worker-Driver / Contract					
Circle One: Investigating Supervisor / Police Officer / Security Officer / Other Employee / None / Request Debriefing					
Date Investigated:		Investigator Name:		Rpt. #:	
<b>TRANSIT DRIVER'S DESCRIPTION OF EVENT</b>					
Transit Driver Signature:			Date Signed:		
Action Taken:					
What statement was made by the other party?					
Part(s) of Other Party Vehicle or Property Damaged:					
Describe Transit Vehicle Damage:		Most Injured Party:		Total Injured:	
		Other Injured Parties:		Total Fatalities:	
<b>EVENT DETAIL</b>					
Location Address, City & County:					
Route No.		Run No.		Company Vehicle #:	
City:		County:			
Circle ONE Primary Location:					
Alley	Railroad Tracks	Bus Shelter/Zone		Member Vehicle	Const. Zone
Hill	Freeway/Interstate	Walkway/Sidewalk		Intersection	Parking Lot
Bridge	Residential Street	Mall/Shopping Center		Transit Facility	Highway
URBAN	SUBURBAN	RURAL	PRIVATE PROPERTY		MEMBER PROPERTY

# Accident Reporting Procedures

## Form 5. Event Report. (2 Pages)

<b>OTHER DRIVER INFORMATION</b>					
Last Name		First Name		Initial	
Address				Wk Phone No.	
City				Hm Phone No.	
County		State		Zip	
Date of Birth		Lic. Plate No.		State	
Driver's Lic. No.		State			
Vehicle Year:		Make:		Model:	
Color:		Insurance Co.		Insurance. Policy No.	
<b>TRANSIT DRIVER INFORMATION</b>					
Last Name		First Name		Initial	
Employer Name:				Social Security Number:	
Employee Injury: Yes / No				Employee I.D. #:	
Date of Hire					
<b>OTHER PERSON INVOLVED INFORMATION</b>					
Last Name		First Name		Initial	
Address:				Wk Phone #.	
City				Hm Phone #.	
County		State		Zip	
<b>OTHER PERSON INVOLVED INFORMATION</b>					
Last Name		First Name		Initial	
Address:				Wk Phone #:	
City				Hm Phone #.	
County		State		Zip	
<b>VEHICLE REGISTERED OWNER INFORMATION</b>					
Last Name		First Name		Initial	
Address:				Wk Phone #:	
City				Hm Phone #.	
County		State		Zip	
Insurance Co.		Insurance. Policy No.			
WITNESS(S) INFORMATION & DESCRIPTION MAY BE FOUND ON COURTESY CARDS					
<b>CIRCLE WEATHER CONDITIONS AT TIME OF EVENT</b>					
Weather (Clear, Cloudy, Rain, Fog, Snow)		Light (Daylight, Dawn, Dusk, Dark)		Road (Dry, Wet, Ice, Defect, Detour, Other)	
<p style="text-align: center;"><b>Please draw street names where event happened and show direction of travel in circle</b></p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid black; width: 30px; height: 15px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 30px; height: 15px; background-color: black; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 15px; height: 15px; border-radius: 50%; margin-right: 5px;"></div> <div style="margin-left: 10px;"> <p style="font-size: 0.8em;">Company vehicle</p> <p style="font-size: 0.8em;">Other vehicle</p> <p style="font-size: 0.8em;">Pedestrian/bike</p> </div> </div>  <p style="text-align: right; font-size: 0.8em;">Indicate North with arrow</p>					

## Accident Reporting Procedures

COURTESY CARD	
	<p>Your safety is our top priority. The law requires that all accidents be reported. Please fill out this card, front and back, and return it to your driver. Thank you in advance for your cooperation.</p>
	
PERSONAL INFORMATION	
Passenger Name: _____ Home Address: _____ _____ City/State/Zip: _____ Home Phone: (____) _____ Work Phone: (____) _____ Date of Birth: _____ Today's Date: _____	
INCIDENT/ACCIDENT INFORMATION	
Bus and Route Number: _____ Time of Day: _____ What Happened? Please describe: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	
Did you see the incident? Please circle:    Yes    No	
Please continue on other side.	

Did anyone appear to be injured? Please describe: \_\_\_\_\_

\_\_\_\_\_

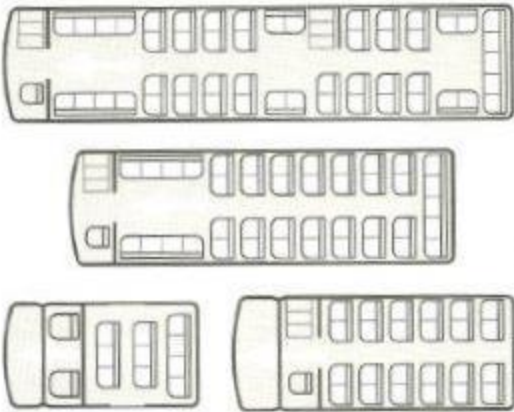
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where were you located on the bus at the time of incident?  
Circle the seat below that best describes where you were seated:



Your Signature: \_\_\_\_\_

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

Form 6. Witness Courtesy Card.

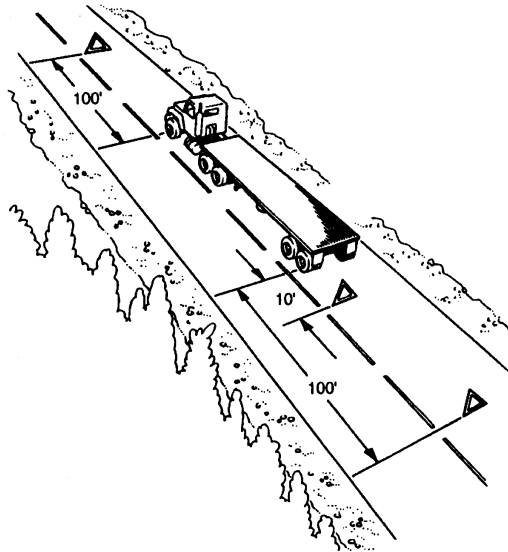
After collecting the Witness Courtesy Cards, note any physical problems someone might be experiencing, such as lacerations, neck pain, bruises, etc.

### MORE SAFETY ADVICE

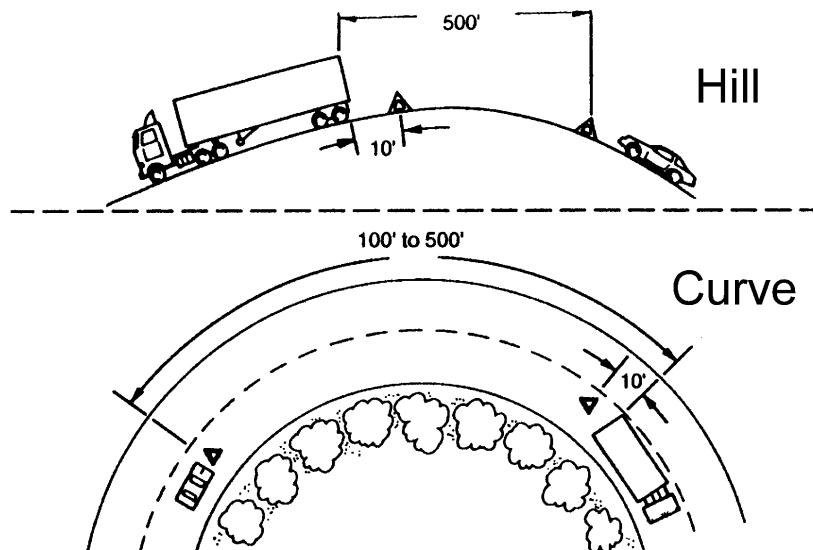
Take all precautions necessary to protect the scene of the accident from further collisions. The State of Washington Department of Licensing *Commercial Driver's Guide* recommends the following actions:

- A. Be visible. When your vehicle is disabled at the side of the road be sure to turn on the 4-way emergency flashers. This is important at night. Do not trust the taillights to give warning. Drivers have crashed into the rear of a parked vehicle because they thought it was moving normally.
- B. If you must stop on a road or the shoulder of a road, you should also put out your reflective triangles within ten minutes. When putting out the triangles, hold them between yourself and the oncoming traffic for your own safety (so other drivers can see you). Place your devices at the following locations:
  - On the traffic side of the vehicle, within ten feet of the front or rear corners, to mark the location of the vehicle. **Figure 2**
  - 100 feet behind and ahead of the vehicle on the shoulder or in the lane you are stopped in. **Figure 2**
  - Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet. **Figure 3**
  - If you must stop on or by a one-way or divided highway, place warning devices 10 feet, 100 feet, and 200 feet toward the approaching traffic. **Figure 4**
- C. **Use your horn when needed.** Your horn can let others know you're there; it can help to avoid another accident if visibility is poor.

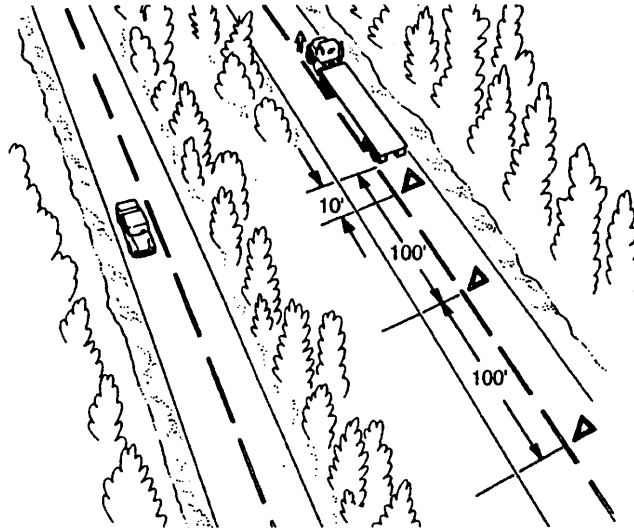
**Figure 2. Warning Device Placement – Two-Lane or Undivided Highway.**



**Figure 3. Warning Device Placement – Obstructed View.**



**Figure 4. Warning Device Placement – One Way or Divided Highway.**



**Form 7. Vanpool Body Damage Report. (2 Pages)**

Asotin County PTBA  
Vanpool Body Damage Report

Using the pictures below, circle and number the damaged areas. In the numbered spaced provided, list brief descriptions of damage, making sure that the number corresponds to the picture.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

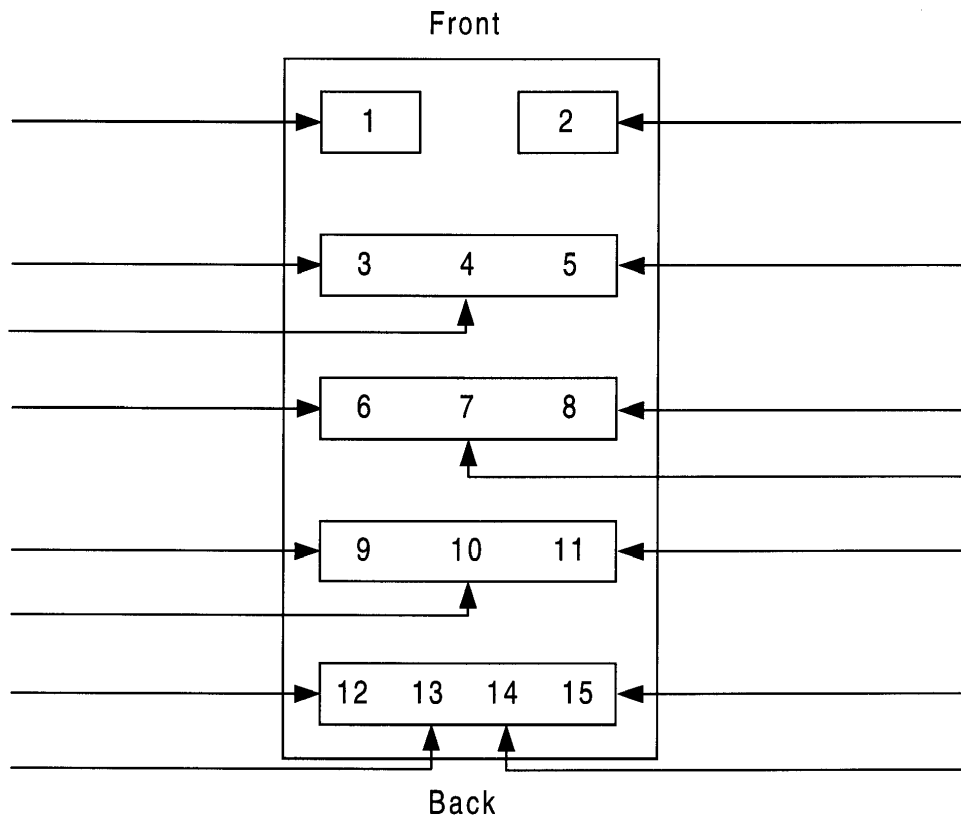
\_\_\_\_\_  
Witness Signature

VP Number \_\_\_\_\_

## Form 7. Vanpool Body Damage Report. (2 Pages)

Use this diagram to show where defects are located and to note where passengers were seated at the time of the accident or incident.

Feel free to add to the diagram if it serves the purpose of better explaining any situation.



Driver Name: \_\_\_\_\_

Vanpool Number: \_\_\_\_\_ Date: \_\_\_\_\_

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## MAINTENANCE

It is the driver's responsibility to ensure that the van is properly maintained. Maintenance scheduling and record keeping will be handled by the vanpool office staff. An email will be sent to the primary driver's to facilitate timely coordination of oil changes and safety inspections. As a quality control measure, a "service due" sticker is also installed in the upper left-hand corner of the windshield to help you remind us when service should be performed. Minor defects and body damage should be listed in Part IV of the Vanpool Monthly Report.

### ***Routine Maintenance and Repairs***

Vanpool vehicles are on a preventive maintenance program, which requires that they be brought in for maintenance: Ford, **every 4,500 miles or 90 days, whichever occurs first**. Chevy, GMC and some of the lift vans will be every **5,000 miles**. Drivers are asked to assist the vanpool service staff in the delivery and scheduling of their vans.

If a van requires repair or develops mechanical problems between service dates, the driver should call the vanpool office staff immediately. Staff will then schedule service as needed. Most likely, you will be assigned a spare vehicle. **Loaner vans are available through the Asotin County PTBA office.** Know your vehicle so you can alert us to possible mechanical problems.

- Read the van's owner manual.
- Learn the characteristics of your van so you can feel, hear, see, or smell when something is wrong.
- Know where all emergency exits are, how to open any hidden latches, and the location of the first aid kit, fire extinguisher, spare tire, and jack.
- Know how to use the fire extinguisher and how to change a tire.

## PREVENTIVE MAINTENANCE

There are some simple techniques that will ensure safe, reliable performance of your van. They are habits that, if performed daily, will keep you on top of possible maintenance problems that could arise.

- **Check your van's oil each time you fuel the vehicle.**
- As you approach your van or leave your van, be aware of any fluid leaks. Check the ground under the engine for any drips that are fresh. Try to identify the color or placement. Call the vanpool office staff for advice if you spot any fluid leaks.

- 
- Pre-trip your van. Walk around your vehicle and check for body damage, low or flat tires, mirror adjustment, the proper operation of all lights, and any obstacles that may be in the driving path.
  - Allow your glow plugs to cycle. In cold weather, you may need to cycle twice, which could avoid hard-start or dead battery problems.
  - Watch your gauges. The dash has indicators to alert you to potential problems.
  - Listen to your van. Sound O.K.?
  - **Do not run your van out of fuel.** A good safety net is to refill at the one-quarter mark on a single tank, if you are traveling a long route. Switch tanks at one-quarter full if you have a front and rear tank system. **PLAN AHEAD.**
  - Allow your power stroke diesel engine's turbo charger to cool down after a long trip by idling for one minute. The slower speed allows engine oil to circulate and lubricate moving parts before the turbo stops. This preserves the life of the turbo.

### ***Tires***

If you have a question about the condition of your tires, please note it in Part II of the Vanpool Monthly Report **or call the vanpool office.** Items to be concerned about are uneven tire wear, tread depth, cupping, vibrations, and air pressure. (Tire pressure ranges are listed on a plate mounted in the driver's doorjamb.)

### ***Safety-Related Defects***

Any safety-related defect dictates that the van be removed from service immediately! **The driver must communicate** what they perceive to be safety-related. Any defect not considered "unsafe" will be attended to at the next 4,500/5,000-mile service interval.

### ***Windshield Repairs***

Please report star rock chips and short cracks to the Vanpool staff right away. Windshields are usually repairable if the damage is filled soon. Windshields must be replaced if cracks run through the driver's line of vision.

## **WINTER MAINTENANCE**

### ***Diesel Fuel Anti-Gel – Diesel Vans Only***

When the temperature reaches 10°F and you fuel at commercial stations, (Asotin County PTBA uses a pre-treated winter blend) it is recommended that you add diesel fuel anti-gel in your fuel tanks to prevent the diesel fuel from freezing into a "gel" substance.

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Use a 1-pint bottle per fueling in a 35-gallon tank. This anti-gel is stocked in the locker on the fuel island at Asotin County PTBA.

**CAUTION:** Do not store this liquid in your van. The caps of these bottles are not on very tight. If spilled, the chemical fumes are extremely noxious and very difficult to remove from the carpet.

### ***Engine Block Heaters***

All diesel engine vehicles in our fleet are equipped with 110-volt engine block heaters that plug in at the front or side of the van. When temperatures reach freezing, please plug in the heaters so that your engine will start easily. Extension cords are provided for you. When you do not use the block heater, you are unnecessarily taxing the starting system and parts will wear out sooner, costing the program more money.

### ***Air Conditioning***

It is important to run the air conditioning for about 10 to 15 minutes on a weekly basis throughout the entire year. The reason for this is so the air conditioning system is lubricated (internal seals, o-rings, etc.) through the off-season to protect the component parts.

### ***Winter Tires***

Upon the driver or group's request, studded snow tires will be provided to vanpool users whose route is comprised of 80 percent or more travel in rural areas. These will be areas where we expect the roads will not be sanded or plowed with the regularity that primary roads are maintained. Typically, we do not promote the use of studded snow tires.

**CAUTION:** Studded snow tires can provide a false sense of security and extreme caution should be used if driving with them.

## **WASHING YOUR VAN**

The Vanpool Program has budgeted for your van to be washed once per month. The places authorized to wash your van change periodically. Check with your Vanpool service representative for the currently authorized washing facility. Two options are credit accounts where no cash is involved. At this time, we do business with:

**Splash**  
2131 13<sup>th</sup> Ave.  
Lewiston, ID  
(behind Pizza Hut off 21<sup>st</sup> St.)

**Aqua Touch Car Wash**  
2009 17<sup>th</sup> Avenue  
Lewiston, ID

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Ask for an exterior wash, interior vacuum, and windows cleaned. Carpet shampoo and details are extra and must be coordinated with Asotin County PTBA.

**At the car wash, you must remove the bike rack from the hitch receiver.**

## **TRANSMISSIONS**

### ***Automatic Transmission***

Your automatic transmission is electronically controlled. The transmission operation is controlled by the powertrain control module (PCM). The PCM will automatically adjust transmission operation to make up for varying conditions (hot, cold, rpm, throttle position, etc.) for the best performance and fuel economy.

To help in troubleshooting, the PCM continually performs self-tests on the electronic control system and if any faults are detected, will store them in memory. The transmission control indicator light (TCIL) will flash repeatedly if a malfunction has been detected. In some cases, the PCM will "order" the transmission to revert to the "manual" automatic mode of operation, and the transmission will feel "hard" and sometimes "clunky" between shifting gears. You will also see the "overdrive indicator button" light up and flash. It is not harmful for the transmission to operate in this mode, for short periods of time, but the vehicle should be checked as soon as possible by Asotin County PTBA's mechanics. (There may be times when the engine is shut down, the PCM will reset itself and clear the "memory codes." This is normal but may be an indication to have the transmission checked at the maintenance shop.)

## **EMERGENCIES**

You should know what to do when an emergency situation occurs.

### ***Brakes Fail***

If your brakes fail, pump the pedal several times to build up pressure. If that fails, coast in gear and use the emergency or parking brake. If you need to slow faster, shift to a lower forward gear. Unless a brake line has been cut, you will still have brakes, so use your pedal too. You will find the brakes harder to press, but still effective. Get the vehicle off the road and park it in the nearest safe location.

### ***Accelerator Sticks***

If your accelerator sticks, shift to neutral, pull over to the shoulder of the road, and stop. You may try to lift the pedal with the toe of your shoe, but never take your eyes off the road while the vehicle is in motion. Remember, if you turn off the engine, it will affect the power braking and will most likely lock up the steering wheel. Do not turn the engine off.

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## ***Air Conditioning Compressor Failure***

All of our Ford vans manufactured since 1992 have several components that are operated by a single serpentine fan belt. We have noticed that on occasion, the air conditioner compressor will fail or "freeze up." This can happen in the Defrost mode also, because the a/c compressor is involved with the de-humidifier process.


When this happens, additional stress is put on the single serpentine fan belt, and the additional components are threatened as well. If the belt breaks, the water pump, power brakes, and power steering will no longer work. Typically, when the air conditioner compressor fails, there is a lot of noise, some smoking (belt rubbing against the frozen pulley), and you will be aware something is obviously wrong.

### **What To Do**

If you suspect your compressor has failed, **put your dash slider control in the "vent" position.** This will disengage the air conditioning compressor so that it will "free-wheel" and allow the fan belt to continue running without restriction.

#### **View of Slider Control**

---

OFF	MAX	NORM	VENT	FLOOR	DEF	DEF
	A/C	A/C			FLR	

---

## **BREAKDOWNS**

If your van should fail you en route, we will rescue you. It is acceptable to leave the van and ride with other Asotin County PTBA vanpools that may stop to assist you, provided that you follow these safety precautions:

- As much as possible, pull the van off the road, out of traffic.
- Turn on the hazard flashers.
- Set up red warning triangles, if necessary, to alert other commuters.
- Leave the keys for the tow truck operator or mechanic.
- Report the exact location to your vanpool service representative.

---

## ***Preventable Road Calls***

Valuable time and money are lost when a mechanic is called for maintenance assistance, and a vanpool group could be put at risk, or at least inconvenienced, in heavy traffic areas. Drivers should be alert to the following preventable breakdowns:

- Interior or exterior lights left on resulting in a dead battery.
- Keys locked inside the van and no spare keys available. We have hide-a-key boxes available, and back-up drivers should carry their own set. Watch those electric door locks!
- The van was not plugged in during cold weather and will not start. This is a particular risk over long weekends.
- Wrong type of fuel for your van. You will not get far putting unleaded fuel in a diesel van.
- Running out of fuel. No excuses – please be aware!

## **EMERGENCY PURCHASES**

Most emergency situations can be handled by calling the number on the side of your van (1-509-758-3567). This is a twenty-four-hour-a-day answering service that rings into Asotin County PTBA during normal business hours and rings into the answering service during all off-hours.

If you find yourself in a rare emergency situation, you are authorized to purchase up to \$50 in emergency parts or fuel, and up to \$100 in emergency road service.

**CAUTION:** As a publicly owned agency, Asotin County PTBA cannot make any cash reimbursements without a signed, legible receipt. ***BE SURE TO GET A RECEIPT!***

You may staple the receipt to your next month fares check (if you are paying for the ride) and then deducting that amount. This makes a record of the purchase and is a quick way to get reimbursed. But, if you earn a total free fare by driving, this method will not work for you. Then you will need to come to the Vanpool office for assistance.

## **FUELING**

Vanpool drivers are to purchase fuel at a CFN location. Each van is assigned a Coleman Oil Gas Card and each driver is given a pin number.

**If the card is not available be sure to get a receipt and put the vanpool number, number of gallons, the price per gallon, and legible signature.**

Without the above information, Asotin County PTBA will not authorize payment.

---

**Remember:** If you take responsibility of a credit card, you need to treat it with respect and care. If it is damaged or lost, please notify the Vanpool Staff at once. Asotin County PTBA is trusting that you will not leave the card out in plain sight. Also, never leave it in the sun or near electronics that can de-magnetize the card.

Primary drivers and back-up drivers should discuss and agree upon their vans fueling plan, where and how often.



## **VANPOOL AGREEMENT**

### **Asotin County PTBA**

This Agreement establishes the rights and responsibilities of parties as participants in the Public Vanpool Program established by Asotin County PTBA, hereafter referred to as PTBA.

The Public Vanpool Program, as referred to below, means the Vanpool Program administered by PTBA. Vanpool Group Coordinator, hereafter referred to as Coordinator, means the person or institution that governs the activities of an individual vanpool group. Driver, as referred to herein, means all persons who are approved by PTBA 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 pertinent to the operation of the vanpool. Rider, as referred to herein, means all persons who ride in the vanpool vehicle, including the coordinator, drivers, and bookkeeper. If applicable, the Coordinator, Driver, and Bookkeeper may be one responsible individual.

#### **THE COORDINATOR (MUST ALSO BE APPROVED AS A DRIVER) AGREES DURING THE TERM OF THIS AGREEMENT, TO:**

1. Establish, in cooperation with PTBA, the vanpool route and schedule to places of employment, education, or other institutions.
2. Attempt to maintain the vanpool at its maximum ridership and keep PTBA informed of ridership changes.
3. Coordinate maintenance, cleaning, and servicing of the van as prescribed by PTBA.
4. Obtain prior approval from PTBA for any expenditure relating to the safe operation of the van, in excess of \$50.00. Accessories, including appearance items or additional equipment, will not be added or removed without prior approval of PTBA. Any loss of such equipment will be reported by the Coordinator immediately. The vanpool group will reimburse PTBA for the loss of such equipment.
5. Enlist and train 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 PTBA

tire air pressure requirements, and be accountable for vandalism when the van is not parked in accordance with PTBA guidelines.

8. Complete PTBA-provided training before taking possession of van and assuming vanpool responsibilities.

#### **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 PTBA when (s)he is no longer in accordance with the established Driver Selection Criteria.
3. Coordinate with PTBA-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 the mutually established route and schedule. (RCW 46.74.010)
4. Keep appropriate records as required by PTBA.
5. Prior to driving the vehicles, attend the mandatory vanpool driver workshop, or at a minimum, participate in a vehicle orientation and on-road driving evaluation followed by attending one of the next two scheduled mandatory driver workshops.

- 
6. Observe safe driving habits and all traffic regulations. Any citation resulting from the operation of the van is the responsibility of the person driving the van at the time of the issuance of the citation. All PTBA-approved Drivers will report any citation resulting from a moving traffic violation to PTBA within 48 hours, whether received while driving the van or any other vehicle. PTBA reserves the right to conduct annual Motor Vehicle Record checks to determine if a Driver continues to meet the established Driver Selection Criteria.
  7. Be responsible for reporting any vanpool vehicle accident or incident involving bodily injury, property damage, or a third party immediately to PTBA. Such reporting is to include any injury to a rider of the van even though no third party was involved (e.g., riders falling and injuring themselves while entering the van). The Driver is responsible for completing a Washington State Motor Vehicle Accident Report and submitting it directly to PTBA for all accidents or incidents, regardless of severity. PTBA will forward copies to the relevant agencies as needed.
  8. Collect the fares from all Riders in advance. Submit fares and records as required by PTBA by the 10<sup>th</sup> of each month.

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

1. Collect the fares from all Riders in advance.
2. Keep and submit records as required by PTBA by the 10<sup>th</sup> of each month.
3. Complete PTBA-provided training prior to assuming Bookkeeper responsibilities.

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

1. Pay his/her fare as established by PTBA; this payment will be made in advance to the Driver or PTBA 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 Coordinator in advance of all anticipated non-use of the van. Find his/her own alternate transportation when work or personal schedule does not allow for riding the van.

4. Provide his/her Coordinator with fifteen (15) calendar days advance notice of planned termination.
5. Not drive without express written or documented emergency telephone authorization from PTBA. (To drive without authorization could cause you to be at great personal financial risk).
6. Wear/use safety belts properly at all times while occupying the van.

**THE COORDINATOR, 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 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 PTBA. Abide by arbitration provided by PTBA in disputes arising out of the day to day operational vanpool rules. Agree to wear seatbelts at all times.
5. Release the Driver and PTBA 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.

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

1. Provide a rider van for use by the group.
2. Execute agreements with Coordinators, 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.

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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 PTBA approved maintenance facilities.
  10. Provide loaner vehicles by reservation on a first-come, first-served basis, for occasions when the vanpool vehicle is out of service.
  11. Assist in providing alternate transportation when neither the regular nor the loaner vans are available. For driving car pools on such days, drivers shall be credited an agreed upon amount per person for each day on which they drive.
  12. Provide sample rules and regulations for the daily operation of the vanpool.
  13. Provide one-week vacation credit every six months of consecutive participation as a paying rider in a PTBA van.

**THE AGENCY, COORDINATOR, 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 PTBA-approved drivers. Prior to the operation of the van, the driver must be authorized (for insurance purposes) in one of three ways:
  - A. Attend the mandatory vanpool driver workshop prior to driving the vehicle.
  - B. Receive a vehicle orientation and on-road evaluation prior to driving the van (approximately 30 minutes). Follow up with attendance at one of the next two scheduled mandatory driver workshops.
  - C. In an emergency, request temporary emergency authorization over the telephone

from PTBA vanpool staff. If authorized for one-day trip, this emergency authorization must be followed closely with attendance at one of the next two scheduled mandatory driver workshops.

3. The van is to be parked off-street at the residence of a vanpool group member or other PTBA approved areas 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. No personal use of the van is authorized. The van will never be left unattended with the engine running.
7. Fares unpaid for 60 days may result in denial of service and use of a collection agency.

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 Coordinator, Driver, or Rider may terminate the Agreement for any reason. PTBA 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 PTBA, and/or the program/route is terminated. PTBA 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 other good cause. Termination notification shall be confirmed by telephone or by mail to the last provided address. The 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.

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 regulation, 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.**

**Guaranteed Ride Home Program**  
**Limited Usage – Abuse not tolerated \***

Asotin County PTBA's Guaranteed Ride Home Program will bring you to town from your work site for these emergency reasons:

- You or an immediate family member is sick or injured.
- Family or home crisis.
- Emergency business appointments.
- Unscheduled overtime where your employer won't provide you a later ride.
- When your normal vanpool arrangement fails on homebound trip.

**You must schedule your guaranteed ride home, Monday through Friday, by calling**  
**(509) 758-3567**

\* 1<sup>st</sup> ride free, 2<sup>nd</sup> \$20.00, 3<sup>rd</sup> \$40.00