



Thank you for your interest in becoming a Volunteer Vanpool Driver. In this packet you will find the following documents: Volunteer Vanpool Driver Selection/Retention Criteria; Volunteer Vanpool Driver Function List; Volunteer Driver Inspection Check List; Public Release Authorization Form and a Volunteer Vanpool Driver Application.

Prior to filling out the Volunteer Vanpool Driver Application please read the eligibility/retention criteria. If you believe you are eligible to be a volunteer vanpool driver please read the Volunteer Vanpool Driver Function List & Volunteer Driver Inspection Check List.

If you are able to perform the duties as described return the following documents:

- Completed Volunteer Vanpool Driver Application
- Signed & dated Vanpool Driver Function List
- Signed & dated Volunteer Driver Inspection Check List
- Complete driving record (abstract) [www.dol.wa.gov](http://www.dol.wa.gov) or in person
- Completed Public Release Authorization Form
- Copy of your current driver's license

You may drop them off in person at our administrative office Monday through Friday 8am to 5pm or mail them to:

Mason Transit  
790 E Johns Prairie Rd  
Shelton WA 98584

Once your application has been approved, I will contact you to discuss the next steps in becoming an approved Volunteer Vanpool Driver for Mason Transit.

Sincerely,

Kristi Evans, Operation Coordinator  
360-432-5725  
1-800-374-3747 ext. 125  
kevans@masontransit.org



## VOLUNTEER VANPOOL DRIVER ELIGIBILITY & RETENTION CRITERIA

Vanpool drivers must have a valid, unrestricted (prescription lenses acceptable), non-probationary driver's license and five years of verifiable licensed driving experience, be at least 25 years of age and provide off street parking at residence or other pre-approved location.

Below is the eligibility and retention criterion utilizing a point system (see attached chart). The total points are compared with an acceptable risk of **three** or below. Each citation/accident appearing within a three year period is counted except as noted below.

**Lifetime Ineligible Offenses:** Any conviction surrounding a fatal accident (vehicular homicide, manslaughter, etc.), using a vehicle in commission of a felony, and/or vehicular assault appears on your driving record.

**10 Year Ineligible Offenses:** Any conviction for negligent driving, reckless driving, hit and run, leaving an accident scene or driving under the influence of drugs or alcohol.

**5 Year Ineligible Offenses:** Any conviction for suspension/revocation related to a 4 point offense.

**3 Year Ineligible Offenses:** Any conviction or combination of convictions earning 4 or more points.

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

**Ability to Perform Essential Driving Functions:** A volunteer driver must be able to perform essential driving functions as listed on the Volunteer Driver Essential Functions form.

**Ability to Perform Inspection Checklist:** A volunteer vanpool driver must be able to perform the required daily, weekly and monthly checklist.

Points	Offense
<b>+ 1 point</b>	<b><i>Additional point added to any offense that occurred in a vanpool vehicle</i></b>
2	Operating without lights on
2	Carpool lane violation
2	Driving on the shoulder
2	Driving without insurance
2	Failure to appear
2	Failure to signal
2	Following too close
2	Impeding traffic (travelling too slowly)
2	Improper lane travel
2	Speeding (0-8 mph over the speed limit)
3	Failure to yield to emergency vehicle
3	Speeding (9-12 mph over the speed limit)
3	Deferred prosecution for any offence that is NOT negligent driving, reckless driving, hit and run, leaving the scene of an accident, driving under the influence of drugs or alcohol
3	Driving without a valid license
3	Improper child restraint
3	Red light camera violation
3	Seatbelt use violation
4	Cell phone use or texting violation
4	Deferred prosecution for negligent driving, reckless driving, hit and run, leaving an accident scene, driving under the influence of drugs or alcohol
4	Driving too fast for conditions
4	Failure to yield or stop disobeying a road sign
4	Illegal passing, turning or lane change
4	Open alcohol container
4	Speeding (13 mph over the speed limit)
4	Speeding in a school zone
4	Violation of bus stop paddle

A good volunteer driver is the most important ingredient in any vanpool program. Mason Transit has established these specific guidelines to qualify those persons who have volunteered to drive a public vanpool vehicle to assure safe, reliable transportation to the public.

If you believe you qualify to be a volunteer vanpool driver based on the above criteria review the attached Volunteer Vanpool Driver Functions & Volunteer Vanpool Driver Inspection Checklist. If you are able to perform the functions as described fill out the attached Volunteer Vanpool Driver Application.



## VOLUNTEER VANPOOL DRIVER ESSENTIAL FUNCTIONS

As a volunteer vanpool driver you must be able to:

- Understand, adhere to, and apply Washington State traffic laws
- Understand, adhere to, and apply MTA's vanpool policies and procedures.
- Understand and apply the principles of defensive driving.
- Safely operate a 15' to 21' van
  - Carrying up to 15 passengers;
  - In potentially heavy traffic;
  - Over a variety of roadways, including narrow city streets;
  - On a planned route; and while adhering to an established time schedule.
- Meet the requirements of the state law, which requires that seatbelts be properly worn at all times by you and your passengers.
- Enter and exit the van's driver seat, sit upright in seat, bend, reach, kneel, stretch, and turn as appropriate to inspect all items on the van that you are going to operate.
- Bend, reach, stretch, and turn as appropriate to manipulate all vehicle controls while safely operating the vehicle.
- Read vehicle instrument panel/gauges, traffic signs, and look for pedestrians, and take prompt effective action to deal with them safely.
- Provide for the well-being of yourself and passengers in emergencies and special situations.
- Communicate effectively with the public, Vanpool participants, transit agency representatives, and if necessary, public safety officers.
- Ensure that written and verbal reports are completed accurately and on time.
- Ensure that daily pre-trip inspections, weekly and monthly vehicle maintenance inspections are performed in accordance with established checklists and vehicle receives servicing at established intervals.
- Ensure the vehicle interior and exterior is cleaned at established intervals.
- Ensure that the vehicle is safely fueled at self-service pumps and tire pressure and wear is checked at every fueling.
- Be reachable by cell, telephone, or email during normal business hours.
- Be able to recognize when a physical or mental condition or required medication may impair the ability to safely operate a Vanpool vehicle and take appropriate action to find a substitute or make other arrangements.

Print Name: \_\_\_\_\_

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



## VOLUNTEER VANPOOL DRIVER INSPECTION CHECK LIST

- Perform the daily inspections and immediately report any problems to the Mason Transit Operations Coordinator.
  - ✓ Check for fluid leaks.
  - ✓ Check for body damage.
  - ✓ Ensure that no obstacles are in the path of the vehicle.
  - ✓ Check gauges after thirty-second vehicle warm-up.
  - ✓ Ensure mirrors are clean and properly adjusted.
  - ✓ Ensure windows are clean and clear of fog, ice, or snow before operating vehicle.
  - ✓ Report any chips or cracks at service time or immediately if they are serious.
  - ✓ Ensure that seatbelts are all operational and ensure that all passengers wear a seat belt at all times while in the van.
  - ✓ Ensure that the interior of the van is clean and free of debris and that the area under the driver's seat is free of any items (flashlight, camera, etc.).
  - ✓ Check that the brakes are working properly.
  - ✓ Ensure that the steering operates properly.
  - ✓ Check exhaust system to ensure proper operation and ventilation.
  
- Perform weekly inspections.
  - ✓ Check oil level. Add oil, using container in van, if needed.
  - ✓ Check to ensure the coolant/antifreeze level is adequate. Add fluid if needed.
  - ✓ Check the windshield fluid level. Add fluid if needed.
  - ✓ Check the power steering fluid level. Add fluid if needed.
  - ✓ Check the transmission fluid level. Add fluid if needed.
  - ✓ Check the brake fluid level. Add fluid if needed.
  - ✓ Check the tire pressure and tire tread. Fill air to appropriate level. Report unusual tire wear.
  - ✓ Check the wipers; as necessary replace or request to have them replaced at next scheduled service date.
  
- Perform monthly inspections.
  - ✓ Check belts and hoses. Report any unusual wear.
  - ✓ Check that headlights, taillights, directional signals, and emergency flashers work properly.
  - ✓ Check that the battery cable is tightly attached and free of corrosion.
  - ✓ Ensure that the heater, defroster, and air conditioner work properly.
  - ✓ Swap primary van for spare van within 48 hours of a phone call from the Mason Transit Operations Coordinator or Maintenance department. This turnaround ensures timely maintenance of the vehicles.

Print Name: \_\_\_\_\_

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



Has an insurance company ever refused, cancelled, non-renewed, or given notice of intention to non-renew automobile insurance to you? <input type="checkbox"/> No <input type="checkbox"/> Yes, Cancelled <input type="checkbox"/> Yes, Refused <input type="checkbox"/> Yes, Non-renewal <i>If yes, please explain and list company and agent name and phone:</i> Date: _____ Reason: _____				
Have you been convicted during the last 10 years of driving while intoxicated or under the influence of drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain (date, charge, jurisdiction, etc.):</i>				
<b><i>Indicate all moving violations or citations (other than parking) that you have been convicted of, forfeited bail, or paid any fines for during the past 3 years. Please give full details, including dates, below. If more space is needed, use a separate sheet.</i></b>				
<b>A</b>	Date:	Time:	Location (City and State):	
	Conviction:			
	If speeding, legal limit:	Your speed:	Amount of Fine: \$	
	Remarks:			
<b>B</b>	Date:	Time:	Location (City and State):	
	Conviction:			
	If speeding, legal limit:	Your speed:	Amount of Fine: \$	
	Remarks:			
<b><i>List ALL motor vehicle accidents you have been involved in during the last 5 years.</i></b>				
<b>#1</b>	Date:	Time:	Driver:	Violation:
	Who was at fault?		Damage to your vehicle?	Amount: \$
	Bodily injury?		Damage to other property?	Amount: \$
	Description:			
<b>#2</b>	Date:	Time:	Driver:	Violation:
	Who was at fault?		Damage to your vehicle?	Amount: \$
	Bodily injury?		Damage to other property?	Amount: \$
	Description:			
Can you provide off-street parking for the van at your home? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>				
Have you taken a defensive driving course? <i>If yes please provide a copy of certificate and the following information.</i> Name of Course _____ Date Completed _____ <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>				
Do you have any conditions that may affect your ability to perform all requirements of operating the vanpool vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes please explain:</i>				
Have you driven a vanpool before? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span> <i>If yes, state for whom, when, where, how long:</i>				
By signing below, I understand that this application warrants a verification of information provided. Application for Volunteer Driver authorizes MTA to obtain, as often as desired, my driving record including all Department of Licensing actions that have taken place regarding the drivers' license I now hold, have held or in the future may obtain. This release continues in effect as long as I continue to serve as a volunteer driver in an MTA vanpool group.				
<b>Print Name:</b>				
<b>Signature:</b>			<b>Date:</b>	



## ***Public Release Authorization***

I, \_\_\_\_\_, authorize MTA to conduct a reference check and monitor my driving record, in conjunction with being retained as an approved volunteer driver or to determine eligibility as a prospective volunteer vanpool driver with the vanpool program.

I understand this release will remain in effect while I am actively participating in the vanpool program unless otherwise requested. At any time I may request, in writing, that MTA stop monitoring my driving record; such request will end my status as an approved volunteer vanpool driver with MTA.

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

Driver's license #: \_\_\_\_\_

Print Name: \_\_\_\_\_

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