



## COMMUNITY VAN/SPECIAL USE DRIVER REQUIREMENTS

Thank you for your interest in driving a Pierce Transit vehicle for one of our approved Community Van or Special Use programs. In order to maintain safe and reliable public transportation services, Pierce Transit has established the following requirements for becoming a successful driver:

- **LICENSE AND EXPERIENCE.** A potential driver must have a valid driver license and at least five years of recent driving history.
- **SUSPENSION OR REVOCATION OF LICENSE.** A suspension/revocation within the past five years will disqualify a driver applicant. A suspension/revocation within the last ten years for negligent driving, reckless driving, hit-and-run, leaving an accident scene, or driving under the influence of alcohol or drugs will also disqualify an applicant.
- **VIOLATIONS.** During the application process, we will review any moving violations received by a potential driver. A "Failure to Appear" on a driving record may disqualify an applicant.
- **ACCIDENTS.** Any accident a driver has been involved in will be reviewed during the application process.
- **INSURANCE HISTORY.** Any insurance cancellation or non-renewal within the past five years will be reviewed. If the cancellation or non-renewal is related to the applicant's driving behavior, the applicant may be disqualified. Filing of a Certificate of Financial Responsibility by a potential driver due to their personal driving record may also result in disqualification.
- **ABILITY TO PERFORM DRIVING FUNCTIONS.** A driver must be able to perform essential driving functions as listed on the Essential Functions list.
- **DRIVER TRAINING.** All drivers must complete Pierce Transit's online defensive driving course and receive final approval before driving the vehicle. Drivers are insured once all requirements are met.

Final approval to drive a Pierce Transit vehicle requires successful completion of the application process and online defensive driving course. On-the-road observation of any applicant or approved driver may occur at any time and for any reason. Failure to meet any Agency criteria may result in application denial or suspension of driving privileges. Pierce Transit reserves the right to refuse or revoke driving privileges from any driver at any time for any reason.

## ESSENTIAL FUNCTIONS

**Drivers agree to perform essential driving functions as listed below:**

- ✓ Safely operate 7-, 12-, and 15-passenger vehicles.
- ✓ Understand, adhere to, and apply Washington State traffic laws and Agency policies and procedures.
- ✓ Always operate the vehicle in a manner complimentary to the public nature of the program.
- ✓ Fuel vehicle.
- ✓ Clean interior and exterior of vehicle, at least monthly, or obtain assistance from others.
- ✓ Change a flat tire or obtain assistance from others.
- ✓ Report any window chips or cracks at service time or immediately if serious.
- ✓ Perform daily inspections and immediately report any problems to Pierce Transit.
  - Check for fluid leaks.
  - Check for body damage.
  - Ensure that no obstacles are in the path of the vehicle.
  - Check gauges after 30-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.

- Ensure that seatbelts are all operational.
- Ensure that the area under & around the driver's seat is free of any loose items (flashlight, ice scraper, etc.).
- Check that the brakes are working properly.
- Ensure that the steering operates properly.
- Check exhaust system to ensure proper operation and ventilation.
- ✓ Perform weekly inspections.
  - Check oil level. If oil level is low, add oil. Oil is provided in the supplies container in the back of the vehicle. We replace used containers when your vehicle comes in for routine servicing.
  - Check to ensure adequate coolant level. If it registers low, notify Pierce Transit to add at next service. If no coolant is visible in the reservoir, do not drive the vehicle; contact Pierce Transit immediately for instructions.
  - Check the windshield fluid level. Add fluid if needed. Only use a winter blend if fluid is added outside of service.
  - Check the power steering fluid level. If low, notify Pierce Transit to add at next service. If no fluid is registering, contact Pierce Transit for instruction.
  - Check the transmission fluid level. If low, notify Pierce Transit to add at next service. If no fluid is registering, contact Pierce Transit for instruction.
  - Check the brake fluid level. If low, notify Pierce Transit to add at next service. If no fluid is registering, contact Pierce Transit for instruction.
  - Check the tire pressure and tire tread. Fill air to appropriate level per vehicle information sticker, typically on driver's side door jam. Report unusual tire wear.
  - Check the wipers. Replace or request to have them replaced at next maintenance.
- ✓ Perform monthly inspections.
  - Check belts and hoses. Report any unusual wear.
  - Check that headlights, taillights, directional signals, and emergency flashers work properly.
  - Check that the battery cable is tightly attached and free of corrosion.
  - Ensure that the heater, defroster, and air conditioner work properly.
- ✓ Swap primary vehicle for spare vehicle within two business days of notification. This turnaround ensures timely maintenance of the vehicles.

## THINGS YOU SHOULD KNOW

Driving a Pierce Transit vehicle is a privilege with responsibilities. Your safety and the safety of all program participants is our number one priority. Approved drivers should always adhere to the following policies:

1. **Always wear your seatbelt.** Ensure that all riders properly buckle their seat belts before operating the vehicle. Report non-complying riders to Pierce Transit.
2. **Conduct a vehicle inspection before every trip.** Report any leaks, damage or missing items to Pierce Transit immediately.
3. **Always lock the vehicle** when leaving it unattended.
4. **Do not use a cell phone or any other wireless communication device** (including Bluetooth) while operating the vehicle.
5. **Do not drive the vehicle in inclement weather (snow, black ice, sleet), if you feel uncomfortable.** All Pierce Transit vehicles are equipped with tire cables and all-weather tires. We do not provide studded tires.
6. **Do not drive the vehicle if you leave the program and then return.** When you leave the program, your driving authority ceases, your Voyager PIN is deactivated, and you are no longer insured to drive the vehicle. If you wish to rejoin a program and drive again, you must reapply and be approved by Pierce Transit. Note: If you are leaving the program for a temporary period (medical leave, sabbatical, or TDY) let Pierce Transit staff know your planned return date. This may shorten the reapproval process.

7. **Do not transport intoxicated persons, alcohol, drugs, firearms or other weapons** in the vehicle. Marijuana is considered a banned substance per the federal government, and Pierce Transit may not drive or ride in the vehicle while carrying or after consuming any substances containing marijuana, including medication, food and candy. If a participant must carry a firearm as part of their job, they must inform Pierce Transit and Pierce Transit must preapprove transporting the firearm in the vehicle.

### **Accidents**

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

### **Driving Incidents**

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

### **Fuel Card**

All Pierce Transit vehicles have an assigned Voyager card. This card is accepted as a fuel credit card at nearly all major gas stations (*except Fred Meyer, Safeway, and Costco*). As an approved driver, you will complete a fuel card agreement form to receive your PIN (Personal Identification Number). When fueling the vehicle, you will be prompted for your six-digit PIN and the current odometer reading.

Rules associated with the use of the card are explained on the back of the PIN form and include:

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

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

Report a lost or stolen card to Pierce Transit immediately.

We allow up to \$30 per month to wash and vacuum the vehicle, which should pay for two washes. All Community Van and Special Use groups must use the Voyager card for washes.

### **Vehicle Maintenance**

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

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

### **Mechanical Problems/Unplanned Service**

For emergencies and mechanical difficulties during or after business hours, call 253.581.8000 (option 3, then 1). We will provide a spare vehicle for you as quickly as possible. Drivers are responsible for resolving the following issues: flat tires, running out of gas, installing tire chains, and locking keys in the vehicle.

### **Gate Pass**

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

### **Incidental Use**

All approved drivers may use the vehicle for incidental needs, with restrictions. Drivers must record incidental miles and pay the current mileage rate. If your incidental trip includes tolls, you will be required to reimburse Pierce Transit.

**Customer Comments**

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

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

**COMMUNITY VAN/SPECIAL USE BOOKKEEPER REQUIREMENTS**

Thank you for your interest in being the bookkeeper for a Pierce Transit Community Van or Special Use program vehicle. The bookkeeper agrees to perform the following monthly tasks:

1. Assume bookkeeper duties once approved and trained to do so by Pierce Transit.
2. Be responsible for fares due. Ensure delivery of fares to Pierce Transit by established due date.
3. Collect and submit any other vanpool-related monies due to Pierce Transit.
4. Submit receipts for qualified out-of-pocket expenses if unable to purchase using Agency-issued fleet card. Obtain advance Agency approval for any expenditures relating to the safe operation of the van, other than fuel, in excess of \$50.
5. Keep and submit records on time as required by Pierce Transit. Keep accurate records as determined, and instructed, by Pierce Transit. Ensure delivery of all monthly reports by established due date.
6. Pay late fee for any late report or payment(s).

## PIERCE TRANSIT VANPOOL INSURANCE COVERAGE

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

Please contact WSTIP Claims at 360-786-5037 or 360-786-5048 with any questions.

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

Claims	Pierce Transit Insurance Coverage
Vanpool Vehicle Damage	YES (WSTIP Collision Coverage less deductible)
Vanpool Driver Injury (person driving the Vanpool vehicle, in the scope of the Vanpool's agreement, at time of accident)	Medical Payment Coverage (Med-Pay) pays for reasonable and related treatment up to \$35K for the Vanpool Driver.
Vanpool Rider Injury	YES (WSTIP Auto Liability Coverage)
Other Driver and/or Rider Injury	YES (WSTIP Auto Liability Coverage)
Other Vehicle Damage	YES (WSTIP Auto Liability Coverage)

NOTE: to file an injury claim, you would need to submit the claim for damage form to WSTIP.

If you are involved in an accident **in which the other vehicle's driver is deemed at fault, and they are insured**, the following coverage typically applies:

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

NOTE: to file an injury claim, you would need to open a claim with the other driver's insurance carrier. Pierce Transit cannot act as your representative or intercede on your behalf.

If you are involved in an accident where the **other vehicle's driver is at-fault and is not insured or underinsured**, the following coverage typically applies:

Claims	Other Driver's Insurance Coverage
Vanpool Vehicle Damage	YES (WSTIP Collision Coverage less deductible)
Vanpool Driver Injury	Medical Payment Coverage (Med-Pay) pays for reasonable and related treatment up to \$35K for the Vanpool Driver only.
Vanpool Driver and Rider Injury/Property Damage	Underinsured Motorist (UIM) Coverage pays for reasonable and necessary injuries and damages up to \$60K per occurrence for all Vanpool occupants (not per individual or claims.)
Other Driver Injury	N/A
Other Vehicle Damage	N/A

NOTE: UIM only applies if the other driver, who is at fault, doesn't have insurance or their insurance doesn't have enough coverage for all damages or injuries. If their coverage is not adequate, the Vanpool driver and rider are requested to submit the final demand and documentation sent to the at-fault driver's insurance carrier, along with those settlement details. WSTIP will open the UIM claims once they receive your claim files. Please note that UIM Coverage has a maximum limit of **\$60K per occurrence (not per individual or claims) for reasonable and necessary injuries and damages**.

## **Driving Record Release of Interest**

Employers, prospective employers, volunteer organizations, or their agent can get driving records for an employee, prospective employee, or volunteer when authorized. For audit purposes, this record will be kept on file for at least five years.

**Sealed juvenile records.** Information contained in a driving record related to a sealed juvenile record may not be used for any purpose unless required by federal law. The employee or prospective employee may furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

### **Company**

Pierce Transit  
3701 96<sup>th</sup> St. SW  
Lakewood, WA 98499

By signing the Pierce Transit Volunteer Driver Application & Agreement, the company agrees that:

1. The company is a volunteer organization of the individual whose driving record is being requested.
2. The record requested by the company is necessary for volunteer purposes related to driving by the volunteer at the direction of the volunteer organization.
3. The company agrees to use the information contained in the record exclusively for this purpose and not divulge it to a third party.
4. The company agrees to hold harmless the Washington State Department of Licensing for all matters relating to the release of the requested driving record.

*The company certifies under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

### **Volunteer**

*Name listed on the Pierce Transit Volunteer Driver Application & Agreement.*

By signing the Pierce Transit Volunteer Application & Agreement, the volunteer agrees that:

1. I (the volunteer) authorize the release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization.
2. I (the volunteer) authorize and request that a copy of my Washington State driving record be sent to them/their agent.