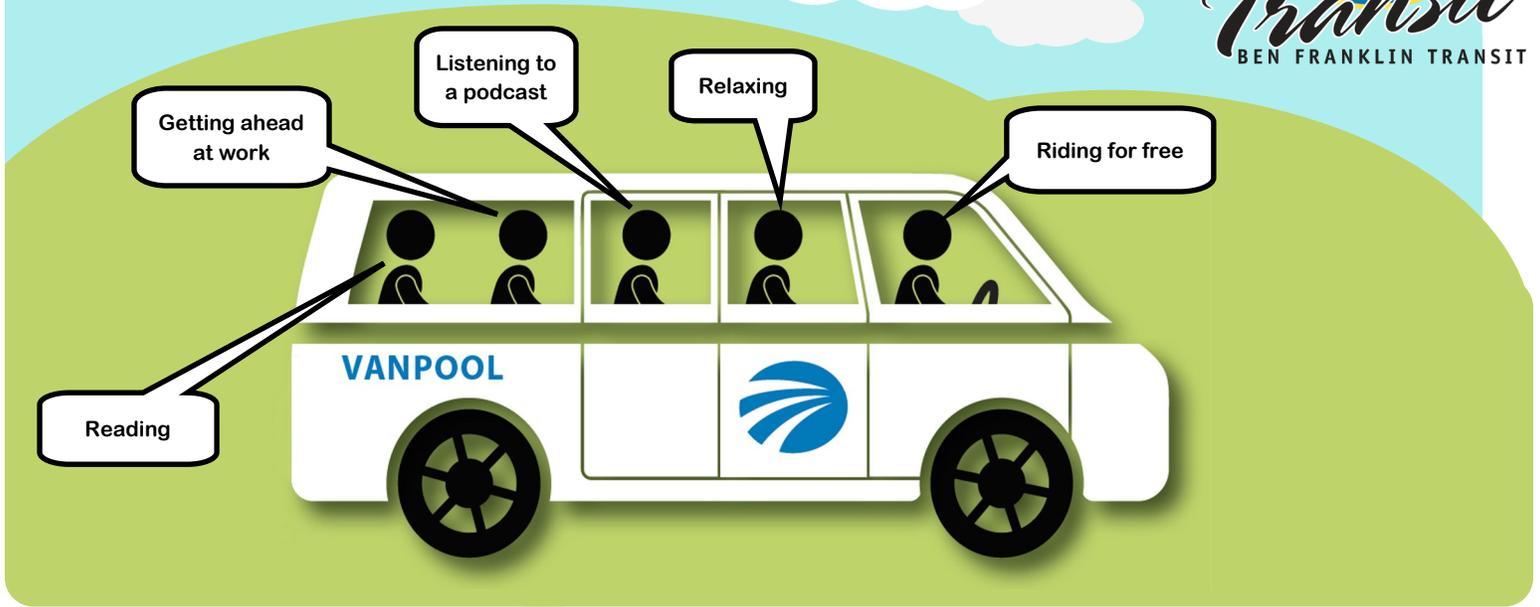


Ben Franklin Transit Vanpool

Spring 2017



Accident Procedure

We at BFT hope that no Vanpool gets into an accident, but if you do, there is a procedure that Vanpools must follow.

Below is the BFT Accident Procedure for Vanpool:

- Stop immediately, remain calm and assess the situation by checking for injured people
- Shut off the engine
- Make yourself visible: turn on the 4-way hazard flashers and with extreme caution set up reflector triangles
- Call emergency services; 911 (before calling emergency services, know where you are located so that they can locate your vanpool quickly)

(Continued on next page)



Spring flowers are often joined by seasonal driving hazards. Find out what to avoid, and use our spring-driving tips to get you and your vanpool safely to summer.

Why is Spring Driving Dangerous?

Rainy days and flooding

Spring rain brings slippery road conditions and flooding. According to the Federal Highway Administration, wet pavement in general accounted for 73 percent of all weather-related crashes.

What makes rain and wet pavement so dangerous? Slippery roads reduce your car's handling and increases stopping distance by 4 times. Big puddles can also lead to hydroplaning.

Winter road wear and tear

I'm sure you've noticed the potholes caused by our unusually hard winter. Snow plows, de-icer, sand, and the aftermath of ice have left our roads battered.

(Continued on last page)



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For more information, give us a call at 943-5442 or visit www.bft.org

Accident Procedure (continued)

- Call Vanpool at 509.943.5442
- Protect the scene by getting riders to a safe location if they can be moved (do not move debris from the accident scene and do not move the van until officials tell you it is okay to do so)
- DO NOT ADMIT FAULT
- Exchange information with the other party
- Do not make any statements, particularly to the media (exceptions: police officers or BFT representative)
- Pass out courtesy cards to all riders
- Complete BFT paperwork immediately (WSTIP/BFT Insurance Event form)

You can find Vanpool's Accident Procedure on your binder behind the Policies tab, in our Vanpool Program Driver Reference Guide and a small laminated version on the driver's visor. If you have any questions on the procedure, please contact us and we'll gladly answer any questions you have.

Let's have a wonderful and safe 2017!

Remember to Remove Studded Tires by March 31

According to Washington State Department of Transportation, studded tires may only be used between November 1 and March 31. Studded tires are illegal from April 1 through October 31 of each year unless the WSDOT determines a period of additional use is warranted. Call BFT Vanpool at [943-5442](tel:943-5442) to make an appointment remove your studded tires before the deadline.



Daylight Savings is Sunday, March 12

It's that time of the year again when we move our clocks forward one hour. In addition of setting your clocks ahead, it's also great to do a seasonal safety check.



- Check/change batteries on smoke and carbon monoxide detectors
- Replace light bulbs
- Check the first-aid kit
- Review your family emergency plan

We at Vanpool strive for safe commutes to and from work as well as at home.



Odometer Readings at the Gas Pump

Odometer readings are very important, especially when figuring out when your van is due for maintenance. Vans are due for maintenance every 5,000 miles or 180 days, whichever occurs first, but without accurate odometer readings, we don't know when your van has reached its Preventative Maintenance due date.

On another note, please don't estimate mileage, because not only does the odometer reading end up on a maintenance report, it also ends up on the monthly ridership reports that bookkeepers send to us monthly. Ridership reports are then submitted to the state and federal government. If you accidentally enter the odometer reading incorrectly, please let us know so we can fix it on our end.

Windshield and Rock Chip Repairs

Have a cracked windshield or rock chip? Safelite is our new automotive glass and installation company. So please call Vanpool to schedule a repair.

Bookkeepers' Corner

Thank you to all our bookkeepers that made 2016 great! Business is as usual and with a new year comes a refresher on bookkeeper duties. Please remember to complete the ridership and fares log correctly and submit to BFT in a timely manner. Reports are due every 10th of the month and we at Vanpool are expected to submit reports every month.



The Federal Transit Administration requires BFT/Vanpool to submit data to the National Transit Database (NTD) monthly. That means that if we receive your reports on the 24th of March, we only will have 5 days to audit and submit reports to our supervisor which will give him less than a couple of days to submit his reports to the NTD. If you have any questions or concerns, please contact us so we can help you with the reports.

Spring driving safety tips (continued)

Animal activity

Animals are incredibly active during the spring. Some are emerging from hibernation, and others are entering mating season. This could mean that more animals are crossing streets and roaming around. Many animals, including deer and elk, are most active at dawn or dusk.

More bicycles on the road

Spring also brings cyclists out of hibernation. Driving alongside cyclists can make traffic maneuvers, from turning right to parallel parking, more dangerous.

Tips for safe spring driving!

- Check your lights: Spring rain hinders visibility.
- Replace your wiper blades: Worn-out wiper blades may not be up to the task of clearing water away from your windshield.
- Check your tire pressure: Harsh winter weather can deflate your tires.
- Slow down and drive carefully: The first few rainy days of spring can produce exceptionally slippery roads due to oil and other leaked fluids mixing with rainwater.
- Keep your eyes peeled for bad road conditions: Remember that harsh winter weather breeds potholes and other driving obstacles.
- Watch out for animals: This is especially important during the early morning and evening when animals are most active.

Where are all those vans going anyway?

Ben Franklin Transit currently serves 248 active vanpool groups. You've probably seen them throughout Benton and Franklin County. Ever wonder where these vanpools head out to?

Here is a list of employers that vanpool customers go to daily:

- Hanford
- Coyote Ridge Corrections Center
- Cayuse Technologies
- Wahluke School District
- Canoe Ridge Winery
- Energy Northwest
- Boise Cascade
- McNary Dam
- Lower Monumental Dam
- Bonneville Power Administration
- Ice Harbor Dam
- ConAgra
- Army Corps of Engineers
- Columbia Crest Winery
- Broetje Orchards
- St Michelle Wineries
- United States Department of Agriculture
- Washington Beef

Is your employer on this list? Wonder if there's a vanpool close to where you live? Contact us and we'll do a search for you. We'll answer your questions and help you save money and wear and tear on your vehicle.

Thank you for making our freeways and roads less congested. Together let's keep reducing our carbon footprint!



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