



VANPOOL DRIVER APPLICATION

1. Submit the **Vanpool Driver Application** with a copy of your driver's license and the attached authorization to run your driver's license: WA State or NON-WA State residents.
2. Once eligible, a link to the online driver training from Coaching Services along with a key code to access the video and test will be sent to you.
3. After successful completion of the video and test BFT will send a copy of the Vanpool Policies and Procedures to be reviewed, signed, and returned to BFT. A fuel card and key release policy are also included for signature allowing BFT to issue a fuel PIN and a key to the driver.
4. Once BFT has received the signed policies and procedures we will update your account status to driver and send you an email letting you know that you are approved to drive. You will also receive an email with your PIN and arrange to pick up a van key if available.

VANPOOL DRIVER SELECTION CRITERIA

Driving a BFT Vanpool is a privilege, not a right. BFT has the authority to choose who drives the van.

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 driver's license and have driven for at least five years. Restrictions for glasses or contact lenses are acceptable. Other restrictions must be reviewed.

Suspension or Revocation of License

Report of a suspension/revocation of any kind within the past ten years may cause a potential driver's application to be rejected. Report of a suspension/revocation within the last ten years for negligent driving, reckless driving, hit and run, leaving the scene of an accident, driving while under the influence of alcohol or drugs, driving while impaired, 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 13 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.

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.

Final approval to drive a vanpool vehicle requires successful completion of the application process and online defensive driving course. On-the-road observation of any applicant or approved vanpool 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. Ben Franklin Transit reserves the right to refuse or revoke driving privileges from any vanpool driver at any time for any reason.

Washington Drivers Washington Release of Interest

Employee/Prospective Employee/Volunteer Organization

SambaSafety, Inc. is acting as an agent on behalf of Ben Franklin Transit who is acting as an agent on our behalf to obtain the abstract of driver records of the individual named below for employment purposes.

This is an authorization of:

1. Employee for release of abstract of driving record for employment purposes, at my employer's discretion for the full term of my employment; or
2. Prospective employee for release of abstract of driving record for employment purposes, not to exceed thirty (30) days from date signed; or
3. Volunteer for the release of my driving record for a position applied for that requires me driving at the direction of the volunteer organization.

I, _____, am an employee, prospective employee, or volunteer of the company named below and I request DOL release a copy of my official Driving Record in the state of Washington to my employer, prospective employer, or volunteer organization or their agent.

No employer, prospective employer, or their agent may use information contained in a driving record related to the sealed juvenile record of an employee or prospective employee for any purpose unless required by federal law. The employee or prospective employee must furnish a copy of the court order sealing the juvenile record to the employer, prospective employer, or their agent.

Employee / Prospective Employee / Volunteer Full Name	WA Driver's License Number Date of Birth

Employee / Prospective Employee / Signature	Date Signed

The Company listed below agrees to, and shall indemnify and hold harmless the state of Washington, Department of Licensing (DOL), the Director of DOL and all DOL employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney's fees, arising from any incorrect or improper disclosure of individual names or addresses under this "Release of Interest"; any defects in any of Subscriber's procedures followed or omitted or arising from failure of Subscriber or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this Contract; or arising in any manner from any negligent act or omission by Subscriber or its officers, employees, customers, contractors, or agents.

I hereby certify:

1. The company named below is an employer, prospective employer, or volunteer organization of the above-named individual.
2. That the information contained in the driving record obtained from DOL shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. No information contained therein will be divulged, sold, assigned, or otherwise transferred to any third person or party. The abstracts of driver records shall be used exclusively for employment or volunteer purposes.

I affirm that I am a representative authorized to bind Company named below

Ben Franklin Transit
Company Name

1000 Columbia Park Trail, Richland, WA 99352
Address

	BFT Van Fleet Coordinator
Authorized Representative Name	Title

Ben Franklin Transit

Date and Place Signed

Authorized Representative Signature

NOTE: The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the request. Failure to obtain signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.

Non-Washington Drivers

EMPLOYEE, PROSPECTIVE EMPLOYEE, VOLUNTEER,
OR VOLUNTERR VANPOOL DRIVER REQUEST

That I, _____ am a prospective or current volunteer vanpool driver of the company named below and that I request a copy of my official Driving Records in the State of Washington to be released to the company or their agent. I further authorize the company to request a copy of my official Driving Record on an annual basis or at any other time as long as I remain a current volunteer vanpool driver with the company. Authorization of, prospective or current volunteer vanpool driver for release of abstract records is for the purposes as defined in (C) below.

Signature

Date

Print Full Name

NON-WA Driver's License #

Van # or Route #

Contact Phone #

(For office use only)

EMPLOYER, VOLUNTEER ORGANIZATION, OR TRANSIT AGENCY ATTESTATION

- (A) That Ben Franklin Transit operates a vanpool program and that I am a representative authorized to bind said company.
- (B) That American Driving Records/CoreLogic is acting as agent on behalf of Ben Franklin Transit to obtain the abstract of driver records of the above-named individual.
- (C) That abstracts of driver record shall be used exclusively to determine whether the above named individual should be allowed to voluntarily operate a vanpool vehicle, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire and commercial vehicles as defined in Chapter 46.25 RCW.
- (D) That the information contained in the abstracts of driver records obtained from the Department shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. By affirming my signature below, I declare under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

Ben Franklin Transit
1000 Columbia Park Trail
Richland, WA 99352

Van Fleet Coordinator
Title

Authorized Officer's Name

Signature

Date

This record must be maintained by the employer, prospective employer, volunteer organization or transit agency for a period of not less than five (5) years from the last date above. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW 46.52.130.



VANPOOL DRIVER FUNCTION LIST

As a Ben Franklin Transit volunteer vanpool driver, you must be able to:

- Understand and uphold Washington State traffic laws.
- Understand, uphold, and apply Ben Franklin Transit Vanpool policies and procedures.
- Understand and apply the principals of defensive driving.
- Safely operate a 15- to 19-foot van, carrying up to 15 passengers on a planned route, in potentially heavy traffic, over a variety of roadways and narrow city streets, while following an established time schedule.
- Wear a seat belt at all times.
- Climb into and out of the van's driver's seat while staying upright 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, Ben Franklin Transit 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 cell, telephone, or some other method during normal business hours.
- Be responsive when we need to communicate with you.

Sign

Date



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 the highest 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.

1. Contact Information

_____	_____
Name	Home Phone
_____	_____
Address	Work Phone
_____	_____
City, State, Zip	Cell Phone
_____	_____
Years/Months at this address	If less than 2 years, previous address

2. Driver's License Information

A. Do you have a current and valid Washington State Driver's License? Yes No

If not, please explain:

B. How long have you had a driver's license? _____
Years/Months:

_____	_____	_____
Driver's License Number	Expiration Date	Date of Birth

C. Are there any restrictions on your driver's license? Yes No

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

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

If yes, please explain:

E. Have you ever been convicted of driving under the influence of alcohol or drugs? Yes No

If yes, please explain:

F. Have you ever been involved in an auto accident when you were the driver? Yes No

If yes, please explain the circumstances of the collision(s) including the date(s) and who was at fault.

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



VANPOOL DRIVER APPLICATION

3. Insurance Information

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, please list the insurance company, agent's name, and phone number:

Indicate which: Canceled Non-Renewal Refused

Date: _____ Reason: _____

4. Employment Information

Employer _____

Current Job Title _____

Work Address _____

City, State, Zip _____

Supervisor's Name _____

Supervisor's Phone Number _____

5. 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 is "yes," please explain:

6. By signing below, I understand that this application warrants a verification of information provided and that I am able to perform the duties listed in the Vanpool Driver Function List. Applications for Vanpool Driver authorize Ben Franklin Transit to obtain, as often as desired, my driving record, including all Department of Licensing actions that have taken place regarding the driver's 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 on a Ben Franklin Transit vanpool vehicle.

Print Name _____

Signature _____

Date _____