



## VANPOOL DRIVER APPLICATION PROCESS

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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 residents.
2. Once eligible, a link to the on-line 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

<b>Ben Franklin Transit</b>
Company Name

<b>1000 Columbia Park Trail, Richland, WA 99352</b>
Address

	<b>BFT Van Fleet Coordinator</b>
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.**