



## 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 7 to 15 passengers on a planned route, in potentially heavy traffic, over a variety of roadways and narrow city streets, while attending to an established time schedule.
- Wear a seat belt at all times.
- Climb into and out of the van's driver's seat while sitting 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.

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

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

Vanpool # \_\_\_\_\_



## **SELECTION CRITERIA**

Selection of primary drivers, as well as back-up drivers, are dependent upon the criteria discussed in the following sections.

### ***License and Experience***

A potential driver must possess a current Washington State 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 within the past three years will cause a potential driver's application to be rejected. Report of a suspension/revocation within the last seven years for 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 11 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 in the list on page 10.

### ***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.

### ***Employment***

As an indicator of a driver's reliability and availability, a potential driver must show stable employment. Work attendance record and amount of business travel or training may be considered.