

Duties of Drivers (Primary and Backup)

- Operate a 7, 12 or 15 -passenger Vanpool/Vanshare vehicle in accordance with the Spokane Transit Authority (STA) Vanpool Manual, state and local traffic laws, on a planned route while adhering to an established time schedule.
- Immediately report any accident involving a Vanpool/Vanshare vehicle to STA Dispatch or the STA Vanpool Office.
- Report non-vehicular accidents involving a Vanpool/Vanshare participant to the STA Vanpool Office within twenty-four (24) hours.
- Report to the STA Vanpool Office within twenty-four (24) hours any traffic or criminal citation issued to you or a Vanpool/Vanshare participant by a law enforcement officer for incidents or actions that occurred while you were operating a Vanpool/Vanshare vehicle. Any citation issued to a Vanpool/Vanshare vehicle driver is the responsibility of the driver cited.
- Report to the STA Vanpool Office within twenty-four (24) hours any moving traffic violation citation issued to you while driving any other vehicle.
- Keep the Vanpool/Vanshare vehicle adequately fueled for all Vanpool/Vanshare trips.
- Clean the interior and exterior of vehicle at least once per month.
- Perform daily inspections and promptly report any problems or conditions that may impair your ability to safely operate the vehicle to the STA Vanpool Office upon discovery or observation. Examples of items you should look for may include, but are not limited to:
 - ✓ Fluid leaks.
 - ✓ Body damage.
 - ✓ Vehicle gauges.
 - ✓ Mirrors (interior and exterior).
 - ✓ Visual limitations, including window conditions, chips, cracks and/or obstacles.
 - ✓ Seatbelt accessibility and operating condition.
 - ✓ Vehicle cleanliness, including the presence of trash or other items that may impair your driving.
 - ✓ Braking and stopping distance.
 - ✓ Steering and alignment.
 - ✓ Other conditions that may impact your ability to operate the vehicle.
- Perform weekly inspections and promptly report any problems you may observe to the STA Vanpool Office. Notify the STA Vanpool Office of any maintenance needs you have observed at each regularly scheduled maintenance visit.
 - ✓ Check the oil level. Add oil if needed.
 - ✓ Check the function of the windshield wipers and fluid level. Add fluid if needed.
 - ✓ Check the tire pressure and tire tread. Fill air to appropriate level if needed.
 - ✓ Check that headlights, taillights, directional signals, and emergency flashers work properly.
 - ✓ Check the operation of the heater, defroster, and/or air conditioner.
- Swap your primary vehicle for a spare vehicle within forty-eight (48) hours of any notification from STA to bring the primary vehicle in for maintenance.
- Provide a phone number or e-mail for contact by STA during STA's normal business hours and be responsive to STA communications.

Applicant Information

Full Name: _____ **Date:** _____
Last First Mi

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____
Home Cell Work

Email: _____

Current Van #: _____ **Primary Driver:** _____

Work Hours: Start: _____ Finish: _____ **Days:** M T W T F S S

Applicant Driver History:

Do you have a current and valid Washington or Idaho Driver's License? Yes No

Driver's License No.: _____ Issue Date: _____ Expiration: _____

If No, please explain: _____

Have you held a driver's license for more than five (5) years? Yes No

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

If Yes, state type & date of restriction(s): _____

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

If Yes, please explain: _____

Have you been convicted during the last ten (10) years of driving while intoxicated or under the influence of drugs? Yes No

If Yes, please explain: _____

Have you had any accidents or moving violations during the past three (3) years? Yes No

If Yes, please explain, please indicate below any accidents of any type or cause you have been involved in, either as owner or otherwise, during the last three (3) years:

Date: _____ Who was at fault? _____

Vehicle Damage? Yes No Bodily Injury? Yes No

Amount? _____

Description: _____

Disclaimer and Signature

By signing below, I acknowledge I have reviewed the Duties of Vanpool/Vanshare Drivers and I agree to perform such duties. I further acknowledge and verify the accuracy of the information I have provided in this application.

I authorized the Spokane Transit Authority 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 authorization continues in effect as long as I continue to service as a Driver in a Vanpool/Vanshare vehicle.

Name: _____

Signature: _____

Date: _____

3 ways to submit your application:

- Email completed application to: stavanpool@spokanetransit.com
- Fax completed application to: (509) 232-6784, Attn: Vanpool
- Mail completed application to:

Ride Share
Spokane Transit Authority
1212 W Sharp Ave
Spokane, WA 99201

FOR STA USE ONLY

Receipt Date: _____

MVR Date: _____

Training Date: _____

Group #: _____

Disclaimer and Signature

My signature below signifies that I have read, understand and agree to abide by all conditions listed on this form. Violation of these conditions will result in cancellation of my authorization to use the fuel card, collection for monies owed, and possible termination of the Vanpool/Vanshare Group.

Name: _____

Signature: _____

Date: _____

Authorized Users

Only STA-approved drivers of the Vanpool/Vanshare Group shall use the card.

Safeguarding

Fuel cards are assigned to a specific vehicle. The card must be kept in the vehicle at all times and the vehicle must be locked when not in use.

Authorized Purchases

Purchases shall be limited to fuel, oil and car wash purchases only. Purchases of personal items (candy, pop, etc.) are prohibited. Unauthorized purchases will be billed to the participant who completed the purchase for immediate payment. Misuse of the card may result in cancellation of the fuel card, termination of the Vanpool/Vanshare Group, participant Driver Agreement, or any combination thereof. Misuse of a fuel card is a crime. STA monitors the use of each fuel card and will take immediate action if inappropriate use occurs.

Car Washes

Certain area gas stations are equipped with automatic car/van washes and accept the fuel card. A list of providers is available upon request.

Lost or Stolen Fuel Card

Lost or stolen fuel cards must be reported to the STA Vanpool Office immediately by calling 509-326-POOL (7665). The Driver shall be responsible for all purchases on lost or stolen fuel cards up to the time notification is received by STA.

FOR STA USE ONLY

Issue Date: _____

Group #: _____

Card #: _____

Pin #: _____