

Vanpool Manual



Dear Vanpool Driver:

Thank you for volunteering to become a vanpool driver. The Triangle Transit Vanpool Program values your contribution to the community and fellow vanpool passengers and we look forward to serving you. This manual is designed to provide you with information on the administrative and operational procedures of the vanpool program and to help you become a more effective driver and participant in the process.

Although it primarily serves as a reference guide, it is an ideal place to keep notes, maintain lists, and file new or updated information related to your specific vanpool group. We suggest this manual be kept in the van at all times, where it may be accessible to back-up drivers during your absence.

A successful vanpool is made up of many elements and each vanpool is slightly different. The people in the vanpool are what make it work. The van, which is a major investment, should be driven and maintained properly so the vanpool can function smoothly. And finally, the Triangle Transit staff can help your vanpool operate efficiently. Through constant communication, the Triangle Transit staff can answer any questions or take care of any problems you might have as a vanpool driver.

For any questions regarding the information contained in this manual, call Triangle Transit at (919) 485-7462. Information can also be found on our website at www.triangletransit.org.

Thanks for vanpooling and we look forward to working with you!

Vanpool Manager
(919) 485-7462

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INTRODUCTION

Mission Statement

“Triangle Transit improves our region’s quality of life by connecting people and places with reliable, safe, and easy-to-use travel choices that reduce congestion and energy use, save money, and promote sustainability, healthier lifestyles, and a more environmentally responsible community”.

Welcome

Triangle Transit would like to welcome you to the vanpool-leasing program. Vanpooling is simply a larger version of a carpool. Vanpooling is the most economical way to travel for people commuting more than 10 miles (one way) to work. You will save hundreds of dollars a year in gasoline, maintenance, parking, and insurance costs!

Volunteering to be a vanpool driver or rider helps not only the commuting public, but the environment as well.

A Triangle Transit representative has already explained the vanpool program to you in detail when you signed the lease agreement. Please use this manual as a reference guide to all of your questions about vanpooling. If you need additional information or have any questions along the way don't hesitate to call. We look forward to serving you for many miles to come!

VANPOOL OPERATIONS

Requirements

Drivers must have a valid class “C” North Carolina driver’s license, a clean driving record, pass a criminal background check, pass a qualifying drug test, complete an online driving course and have a good credit history.

Daily round trip mileage should be determined and documented by setting the route and pick-up points.

A \$300.00 refundable security deposit is required prior to leasing a van.

A signed vanpool lease agreement by both the primary and backup driver.

A 30 day written notice is required when terminating a lease. Triangle Transit may terminate a lease at any time for just cause.

Plan the Route

Vanpool routes should run from the driver's home to the pick-up point and on to the work site. Shopping centers, movie theaters, churches and park-and-ride lots are excellent pick-up points. Some pools may require more than one pick-up point.

Vanpool fares are based on the van's average monthly commute. Plan the most direct route to and from the work site. Triangle Transit does not allow picking up riders door to door as this adds mileage and time on to the commute. Riders should carpool to the pick-up site whenever possible.

Maintaining Existing Pools

Each van has a capacity of 15, 12 or 7 passengers. If a van is full and additional riders come forward these riders should be placed on a waiting list. Potential riders should also check www.sharetheridenc.org for additional riders. Forming additional pools is always an option.

DRIVER QUALIFICATIONS AND RESPONSIBILITIES

Driver Qualifications

A DMV record check that shows a clean driving record for the past seven years is required. Drivers are not permitted to carry points on their driving record/license while under lease agreement to drive a Triangle Transit van. Drivers must also pass a prequalifying drug test and online driving course prior to being approved by Triangle Transit to drive a van.

The primary driver is typically the lease holder for the van and as such is required to have a good credit record. Triangle Transit will perform a credit bureau check on this individual.

Collecting and Submitting Fares

The primary driver, or another member of the vanpool (approved by Triangle Transit), is responsible for collecting the monthly fare from each rider and submitting it to Triangle Transit by the 5th of each month. This must be in single form of payment (check or money order). Multiple checks or cash cannot be accepted. You can find more details about the monthly fares on page 9.

Mileage, Maintenance and Revenue Logs

Every month the driver must submit an up-to-date roster of the van riders and a log of beginning and end of month mileage and number of the miles the van has traveled that particular month. The vanpool roster and mileage log along with all other vanpool forms are available in the forms folder or on our website at [Online Resources](http://triangletransit.org/vanpool/resources/) or <http://triangletransit.org/vanpool/resources/>.

Fueling the Van

The primary driver is responsible for fueling the van. During the formation of the vanpool, the driver is issued one fuel card. The fuel must be regular unleaded gasoline. To verify charges, drivers are required to submit receipts at the end of the month with the roster and mileage log. Only self-service fueling is authorized (no full service will be accepted). Without receipts, the driver will be charged for the purchase.

All receipts must have the following:

- Van Number
- Number of Gallons Purchased
- Mileage
- Price per Gallon
- Total Amount Purchased
- Driver Signature

Arrange for Back-up Driver

The driver is responsible for arranging a back-up driver if he/she is unable to drive. This assures passengers continuous, reliable transportation in the case of personal sickness, emergency or vacation. All vanpools must have at least one back-up driver, approved by Triangle Transit, before it can begin operation.

Parking the Van

When parking the van at the employment site, the driver should follow their individual employer's parking guidelines. Many employers provide preferential parking for vanpools. Residential parking of the van is limited to a secure, off-street location (private driveway, apartment parking lot, etc.) or a pre-approved pick-up location. Make sure the lights are off and all of the doors are locked before leaving the van. Triangle Transit is not responsible for items left in the van.

Personal Use of the Van

Triangle Transit allows up to 100 personal miles each month, for our 7, 12 and 15 passenger vans. The mileage can be used entirely by the primary driver, or you may split the miles with the back-up driver. Additional miles can be used up to 100 each month, at the Federal rate of .55 cents per mile. ONLY the approved driver and back-up drivers are allowed to operate the van. The personal use of the van is intended as an incentive for the driver and should not be used to transport organized groups, clubs or riders who are not part of the vanpool.

Restrictions

The driver shall operate the van in accordance with all applicable State laws, in a reasonable and safe manner, and in such places as to not expose it or its passengers to unsafe conditions. The van will be driven only on hard public streets and highways and other normal access roads and driveways; the van will not be driven over bridges or roads posted for a maximum weight of three (3) tons or less. The driver shall not permit the van to be used to pull trailers, and no temporary or permanent trailer hitches or carrying racks shall be attached to the van. Driver shall not use or possess any alcoholic beverage or illegal drug, or other substance within the van. Furthermore, the driver may not take the van to any establishment whose primary business is serving or selling alcohol. The driver shall not operate the van after consuming alcohol, illegal drugs or other substances, or medications which recommend refraining from driving after ingesting. While operating the van, the driver shall not use a cell phone, blue tooth device, text messaging device or equipment that may distract the attention of the Driver. Triangle Transit has the right to immediately terminate the vanpool upon any violation of this paragraph.

VANPOOL FARES

Fares

Vanpool fares are based on operating, depreciation and insurance costs. Operating costs include gasoline, oil and maintenance. Fares are determined by the van's average monthly commuting mileage. Fares are calculated on an average of 21 days per month. Passenger fares are determined by dividing the total monthly payment by the number of paying passengers. Please review the monthly fare sheets in your "forms" folder or visit our website on the [vanpool fare page](#) or <http://triangletransit.org/vanpool/fares/>

Drivers should require a seat deposit from the riders totaling one months fare. This will cover any tardiness of the riders should this become an issue.

Vanpool Deposit

The van riders and driver are required to pay a \$300.00 security deposit to Triangle Transit before the van can be leased. Upon termination of the vanpool, the van will be inspected for any unreported damage. Any costs incurred by Triangle Transit as a result of repair or cleaning will be deducted from the security deposit. If there is no damage to the van, and all outstanding debt is paid, the security deposit will be refunded. The lease signer is responsible for any additional unreported damage to the vehicle. Triangle Transit is not responsible for items left in the van.

Prorating

Startup Vanpools

Vanpools beginning operation in the middle of the payment period will have the fare adjusted to the number of days the vanpool is in operation for the first month.

Holidays

Holidays are not prorated for a vanpool. The lease is based on a 21-day month to include weekends and holidays.

Breakdowns

In the unlikely event of a breakdown, Triangle Transit will make every effort to provide another van. However, if Triangle Transit is not able to provide a back-up van for commuters for more than 2 days, the monthly fare will be adjusted for the actual number of days the van was operated.

Commuting more than 5 days a week

Although most Triangle Transit vans are leased for a five-day work week, there are circumstances in which employees must report to work for more than 5 days a week. If this situation occurs, the monthly fares will be adjusted according to the total miles traveled for the month. The Vanpool Manager will adjust the fare and inform the driver of the total amount due.

Emergency Seat Subsidy

If a vanpool with a previous twelve month history of success falls below a certain number of paying riders, it can qualify for an emergency seat subsidy. A 15-Passenger van with 12 riders can qualify for a 4 seat subsidy. A 12-passenger van with 10 passengers can qualify for a 2 seat subsidy. A 7-passenger van is not eligible for any type of subsidy. The subsidized period shall not last more than two months. This situation may occur due to company closings, layoffs or an unforeseen decline in riders. Once an emergency seat subsidy is used, the van is not eligible for any additional subsidies for twelve months. It is the primary driver's responsibility to initiate the subsidy request to the Vanpool Manager. If the total number of passengers (including the driver) falls below 10 in a 15-passenger or 9 in a 12-passenger, the vanpool is subject to termination.

Out-of-Pocket Expenses

If the driver is unexpectedly forced to pay for an expense, out-of-pocket, for the van (i.e. fuel, repair) Triangle Transit will reimburse the driver in full. The driver must submit a Request for Reimbursement Form, along with receipt of the expense to the Vanpool Manager. The Request for Reimbursement Form is located in the forms folder or our website [Online Resources](#) or <http://triangletransit.org/vanpool/resources/>.

MAINTENANCE, CLEANING AND REPAIRS

Scheduled

All scheduled maintenance is coordinated through the Vanpool Manager. Vans are typically serviced at 6,000 mile intervals. At this time the oil is changed and an inspection of the van is performed according to manufacturer's recommendations. Other services are performed according to the van's accumulated mileage or upon complaint/request of the driver.

Driver Responsibility

Routine Maintenance

Drivers are responsible for checking the oil and window washing fluid levels at every fuel filling. Drivers shall note the checking of the vehicle in the inspection log. The driver should also routinely check the tire pressure to be sure the tires are properly inflated. The van driver should contact Vanpool Maintenance at (919) 622-9098 whenever there is a problem with the performance of the vehicle.

Van Appearance & Cleanliness

The van driver is responsible for keeping the van clean, both inside and out. Keeping the van's windows, head and signal lights clean improves safety through increased visibility. A clean van also represents the pride the driver takes in the van and symbolizes a positive image for both the vanpool and Triangle Transit.

Riders are also expected to help maintain the cleanliness and appearance of the van. Make sure all trash is removed from the vehicle when arriving to the destination. Please remember that smoking is strictly prohibited in any Triangle Transit van.

Replacement Van

Typically, Triangle Transit will come get your van, service it and return it while you are at work. If additional service or repairs are needed, Triangle Transit will provide a replacement van until the service or repair of the assigned van is complete. As is true with the assigned van, only the pre-approved driver and back-up driver(s) are allowed to drive the replacement van.

Keys

Four sets of keys are issued with each van. Triangle Transit recommends that the primary and back-up driver keep two sets a piece.

EMERGENCY & ACCIDENT PROCEDURES

Accidents

In the unfortunate event of an accident, the driver must notify the appropriate Police Department or Highway Patrol and the Triangle Transit Vanpool Manager as soon as possible. Never leave the scene of the accident, even if the other party involved does. Insist that the proper authorities be notified before moving any vehicles. Leaving the scene or moving vehicles may make it harder to establish fault and may result in the van driver being charged with the accident or no charge being made at all.

If you are in an accident please call the Vanpool Manager at (919) 622-9097 (cell) or Vanpool Maintenance at (919) 622-9098 (cell).

Please complete the Accident Report Form (located in the "forms" folder) or on our website [Online Resources](#) or <http://triangletransit.org/vanpool/resources/> and submit it to the Vanpool Manager immediately. Triangle Transit will provide a replacement van if one is needed.

Emergency Procedures for Accidents and Incidents

- Stop the vehicle.
- Call 9-1-1.
- Put on the hazard flashers.
- Do not move the vehicle unless you are told to by a Police Officer or Triangle Transit Supervisor.
- Properly secure the vehicle; shut the engine off if fire is suspected. **DO NOT** open the engine compartment.
- Remain calm and in control. Accidents and Incidents can be very upsetting.
- Determine if there are any injuries; be sure to advise the 9-1-1 operator as such.
- Check for fire and other dangers.
- Inform riders of the situation, processes involved, likely delay and that alternate transportation will be forthcoming.
- Riders should remain at the site until the police arrive.
- Count the number of passengers on the vehicle at the time of the accident/incident.
- No one except law enforcement, emergency medical personnel or a Triangle Transit supervisor should be allowed on the vehicle.
- If necessary, direct traffic around the scene of the accident/incident.
- If there are injuries, attempt to determine the extent of the person's injuries.
- Do not move an injured person unless further injury or life is threatened.
- Try to keep the injured person comfortable until help arrives.

Business Hour Breakdowns

If a breakdown occurs between 6:30AM and 6:30PM please call Vanpool Maintenance at (919) 622-9098. If you are unable to reach them, call the Vanpool Manager at (919) 622-9097.

Van Theft

Although highly unlikely, your van may be stolen. If this unfortunate event arises please report the theft to your local authorities just as you would with your own personal vehicle. You must then report the incident to the Vanpool Manager at (919) 622-9097. Please include the time, day; police report #, and the officer who took your report. Whenever possible, Triangle Transit will provide a replacement van immediately.

After Hours Emergencies / Breakdowns

Each vanpool is covered by Fuelman™ for emergency roadside assistance. If your van breaks down before or after Triangle Transit's regular business hours of 6:30AM – 6:30PM, call Fuelman™ Emergency Roadside Assistance. Membership is in the name of Triangle Transit. Emergency services are available for each vanpool and include towing service, tire service, battery service, fuel delivery service and lockout and key service. The emergency number for the vanpool driver to contact if assistance is needed is 1-888-242-7280. When Fuelman™ Motor Club is called, the following information should be provided:

- the name of the driver
- the name of the company (Triangle Transit)
- the make, model and color of the vehicle
- the exact location of the vehicle
- the nature of the trouble and the phone number in which the driver of the van can be reached.

Adverse Weather

In case of adverse weather, Triangle Transit asks that the vanpool driver make the decision whether or not to operate the vanpool. Triangle Transit also recommends that the driver and riders establish a means of communicating with one another in the case of adverse weather. The Triangle Transit Vanpool Manager will be in the office during adverse weather. If your vanpool requires assistance please call (919) 485-7462 or (919) 622-9097.

VANPOOL ETIQUETTE

Vanpool Disputes

A Triangle Transit representative has already met with you and your riders to review Triangle Transit vanpool rules and regulations, and to help your vanpool determine the best route, pickup location(s), times, how to contact backup driver(s), etc. In order to avoid probable conflicts, Triangle Transit has developed a Driver/Rider Agreement (included in the "Forms" folder) or our website [Online Resources](#) or <http://triangletransit.org/vanpool/resources/>. The vanpool driver should review this form with each prospective vanpool member. Both parties must sign the agreement once an individual has decided to join the vanpool. This agreement assures that all participants are aware of the vanpool rules, regulations and operating procedures. The driver may add additional guidelines or rules to the Driver/Rider Agreement as long as they do not directly conflict with current Triangle Transit vanpool rules and regulations. Copies of all Driver/Rider agreements should be sent to Triangle Transit, Attn: Vanpool Manager.

Guidelines for a vanpool should be discussed and decided with the entire vanpool group at the beginning stages. The guidelines should include but not be limited to:

- Agreement on the vanpool route – in order to keep costs low, Triangle Transit suggests that vans travel the shortest distance from pick-up point to the work site.
- Agreement on the inside van temperature – Triangle Transit recommends keeping the inside of the van at 70 degrees.
- Agreement on seat assignment – if the van is not full, Triangle Transit recommends not having someone sit in the front passenger seat so that the driver has increased visibility.
- Agreements on driver/rider perfume and cologne wearing on while on the van.
- Agreement on the use of reading lights on the van.
- Agreement on the number of carry-on bags - Triangle Transit suggests riders carry one bag and one purse, if applicable, while riding the van.
- Agreement on the wearing of hats and coats while riding in the van - Triangle Transit suggests that all hats be removed when the van is moving so that the van has adequate visibility.
- Agreement on the due date of the van fare payment. Triangle Transit suggests that riders pay a deposit totaling one months fare. Riders should pay their vanpool fare when requested by the van driver at the end of each month. This allows ample time for checks to clear and the total amount to reach Triangle Transit by the due date.

- Agreement on the radio station and volume.
- Seatbelt usage is mandatory.

Smoking is never permitted in any Triangle Transit vanpool vehicle.

20 Rules for Resolving Disputes in Vanpools*

1. Stop arguing.
2. Sit down together.
3. Take turns listening without interruption.
4. Summarize, clarify and acknowledge what the other person said.
5. Say what you think the other person's position is. Ask if this is correct.
6. Don't make accusations. Say: "I feel ____ when you _____ because _____."
7. Separate personalities from problems.
8. Separate positions from interests by asking "Why?"
9. Look for creative solutions. Brainstorm.
10. Break the problem down into smaller parts.
11. Look for criteria to make the agreement enforceable.
12. Write down your agreements.
13. If you can't agree, take a break and come back later.
14. Write down what you want the other person to do and what you will do to end the dispute.
15. Go on to other issues.
16. Split the difference.
17. Look for trade-offs.
18. Say what will happen if you don't end the dispute.
19. List and prioritize all possible solutions.

20. Ask someone you both trust to mediate the dispute.

*From the Center for Dispute Resolution (Carrboro, NC)

Grievance Procedures

If any disputes with riders or between riders cannot be resolved by the vanpool, please call the Vanpool Manager at (919) 485-7462 for assistance. A resolution will be attempted. If problems cannot be resolved between drivers and/or riders, the Vanpool Manager reserves the right to remove riders and/or drivers.

RIDERS

Termination of a Rider

Drivers may ask disruptive riders to leave the vanpool. Reasons for termination include, but are not limited to disruptive behavior, excessive lateness at pick-up point, slow to pay or not paying the monthly fare. Drivers should always document reoccurring incidents. Riders should receive (1) a verbal warning, (2) a written warning, and (3) a written termination notice (30 days). Termination notices must clearly state the reason for terminating ridership. Moreover, all vanpool rules and regulations must be clearly stated both orally and in writing. Copies are required to be submitted to the Vanpool Manager.

Adding Riders

Once a new rider has committed to joining the vanpool, they should register at www.ShareTheRideNC.com and sign-up for Emergency Ride Home. The primary driver should notify the Vanpool Manager by email at vanpool@triangletransit.org when a new rider is added to the existing roster. This will ensure that the new rider receives any available subsidies and that they are registered for the Emergency Ride Home program. When a vanpool is full the driver should maintain a waiting list of prospective riders. This list should be kept in numerical order based on date of inquiry. When a rider leaves the pool the next person on the list should be asked to join the pool.

Vacant / Open Seats

If there is no waiting list in place to fill an open seat, the driver should contact the Vanpool Manager at (919) 485-7462 and an open seat notice will be placed on the Triangle Transit website. Additionally, the driver can check www.sharetheridenc.org for any riders looking to join a pool.

Rider / Driver with Disabilities

Triangle Transit is committed to comply with the Americans with Disabilities Act (ADA).

Triangle Transit will modify vans to incorporate wheelchair lift and will subsidize the seats taken by a personal care attendant or guide dog. Please contact the Vanpool Manager for additional information about ADA.

IMPORTANT NUMBERS

Vanpool Manager – (919) 485-7462 or (919) 622-9097 (cell)

Vanpool Maintenance – (919) 622-9098 Hours 6:30AM – 6:30PM Monday-Friday

Emergency Ride Home Program Inquiries - 919-485-RIDE (7433)

After Hours Emergency Roadside Assistance (Fuelman™)

Phone Number: 1-888-242-7280; Member Name: "Triangle Transit"

Any emergencies 9-1-1

Local non-emergency agency contacts:

Raleigh Police Dept. 919-890-3335

Durham Police Dept. 919-560-4209

Chapel Hill Police Dept. 919-968-2760

Cary Police Dept. 919-469-4324

Appendix A Vanpool Driver Application



Vanpool Driver Application

Name: _____ Employer: _____
Home Address: _____ Work Address: _____
Home Phone: _____ Work Phone: _____
NC Driver's License: _____ Expiration Date: _____
Social Security #: _____ Miles to Work: _____
Date of Birth: _____ Work Hours: _____
Email Address: _____

Please list every state where you have had a valid driver's license: _____

What is your driving record? **YOU MUST LIST EVERY ACCIDENT, TRAFFIC VIOLATION & MOVING VIOLATION IN THE LAST SEVEN YEARS:**

What type of space can you provide for overnight van parking (off-street)? _____

How much travel and overtime does your job require? _____

Are you applying for Driver? _____, or Back-up Driver? _____ (check one)

Supervisor's name and work number: _____

I understand that the Triangle Transit Authority must check my driving record, employment and credit history. I give TTA the right to investigate all information given and to secure additional information if necessary. I further authorize and request any city, state, or federal agency, department or bureau to furnish this information. I hereby release from liability or responsibility all persons, companies, corporations, city, state, or federal agency, department, or bureau furnishing this information. I further acknowledge that under the Fair Credit Reporting Act of 1996 if my driver application is denied in whole or in part because of information obtained by the TTA from a consumer reporting agency that I will be notified by written, oral, or by electronic means. I have a right to make a written request within 60 days of notification to receive the name and toll-free telephone number, where a free copy of the report from the Consumer Credit Agency can be obtained. The information from the consumer report will not be used in violation of any Federal or State equal opportunity law or regulation.

Driver Privacy Protection Act Authorization to Disclose Personal Information (DL-DPPA-2)

I understand that personal information contained in my Motor Vehicle records are protected by the Federal Driver Privacy Protection Act and NC General Statutes 20-43.1. I hereby authorize that the personal information in my file may be released to the following person: Person to receive information: Total Information Source (TIS) Kim Goodwin

Print Full Name(as it appears on your license)

NC Driver's License Number

Signature

Date



Appendix B

Vanpool Driver/Rider Agreement



Triangle Transit Driver/Rider Agreement

The rider whose signature appears below enters into this agreement with the driver for the purpose of riding in a vanpool to and from work. A rider can be removed from the vanpool for offensive behavior and/or violating this agreement.

The Rider Agrees:

1. To pay the driver promptly, 5 days prior to the last day of each month, understanding that fares are not refunded if the rider is out of work for any reason, acknowledging that the van will operate Monday – Friday and may not operate on certain holidays. When terminating, rider agrees to pay for the final 30 days whether rider is on the van or not.
2. To understand that the driver may require a seat deposit equal to 1 months vanpool fare.
3. To understand that driver may require riders to pay in the form of cash or money orders in the event that a check fails to clear or is returned for insufficient funds. Rider is responsible for all penalty fees incurred by the driver for worthless checks
4. To understand that driver may terminate ridership for continuous failure to pay vanpool fare on time.
5. To notify driver as soon as possible when rider will not be riding the van.
6. To understand that substitute riders need the prior approval of the van operator.
7. To wear seat belt at all times while the van is moving.
8. To restrain from controversial conversation topics, such as politics, religion, or ethnic groups; these can lead to distraction for the driver and safety issues for riders. See item Number 5 for the van driver.
9. Abide by all guidelines set by vanpool group, such as van temperature, seat assignments, cell phone use, and perfumes, etc.
10. To be ready to leave at the designated pick-up place at the designated time, understanding that the driver will wait only 2 minutes before departing.
11. To understand that disruptive behavior, profanity, arguing with driver or the use or possession of any alcoholic beverage or any narcotic drug, chemical or other controlled substance in violation of the law is prohibited in the van.

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Appendix B

Vanpool Driver/Rider Agreement Continued

The Driver Agrees:

1. To provide transportation on a daily basis, Monday through Friday (except designated holidays).
2. To be on time in picking up riders and to wait a maximum of 2 minutes for the rider.
3. To notify the riders if the van is inoperable and unable to transport them to work. Back-up carpools can be established for this situation.
4. To keep the van clean and serviced.
5. To maintain good order and discipline on the van as outlined in the Vanpool Procedures Manual.
6. To wear seat belt at all times while the van is moving.
7. To establish guidelines with vanpool group.

Termination of the Agreement:

The rider or driver may terminate this agreement by giving a 30-day written notice.

Pick-up Time: _____ Drop-off Time: _____

Pick-up Place: _____ Drop-off Place: _____

Rider Information:

Name: _____ Address: _____

Home Phone: _____

Employer: _____ Address: _____

Work Phone: _____ Email Address: _____

Cell Phone: _____

Rider Signature: _____ Date: _____

Driver Signature: _____ Date: _____

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Appendix C
Request for Reimbursement Report



Vanpool Request for Reimbursement

Date	Odometer Reading	Expense	Amount Due
			Total Due

Name: _____

Address: _____

Signature: _____

Date: _____

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Appendix E Accident Report Continued

Page 2

Description of the Accident. Please include street location, description of actions that led to accident, injuries sustained by persons in either vehicle and any damage to the van or other driver's car.

Name of Investigating Officer: _____

Officer's Jurisdiction: _____ **Phone #** _____

TTA vans are owned by:

Triangle Transit Authority
P.O. Box 13787
Research Triangle Park, NC 27709
(919) 485-RIDE (7433)

Insured by:

RLI Transportation
Policy Number: LFB0014461
Expiration Date: 7/1/2010

List all riders on van at the time of the accident:

Name Address Work Number

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