

Operating Rules

A vanpool is a cooperative venture and therefore everyone can take part in establishing important day-to-day operational rules. **New issues may arise occasionally and you may find that it is time to change existing rules.** The Vanpool Manager should initiate the establishment of operating rules with the majority consensus of the group. Whenever possible, we recommend that operating rules be made by majority vote. *This is not to imply that there are not areas that will continue to be directed by Skagit Transit and/or Managers.*

Vanpool Operating Rules

Vanpool Group Rules:

Pay monthly fares established by Skagit Transit to group bookkeeper.

Notify the appropriate person (as designated by the group) ahead of time when they won't be riding.

A 15-day written notice must be submitted to terminate ridership in the van. (Non-negotiable.)

Seatbelts must be worn at all times. (Non-negotiable.)

Smoking is not permitted in the van at any time. (Non-negotiable.)

No use of perfume, lotion, hair spray, nail polish or other chemical-based substances while riding in the van. (Fellow riders may have allergies.)

Food may be eaten on the van as long as it does not have a strong odor and is not too messy. Footwear is to be worn at all times. (Non-negotiable.)

Seating (circle one):

First Come

Weekly Rotation

Assigned

All Riders are to practice good personal hygiene. Poor hygiene will result in termination if the problem is not corrected after two written notices. (Non-negotiable.)

Rules of the van may be changed by majority vote as long as it meets operational and safety requirements of Skagit Transit.

Primary Drivers

- **Must meet Skagit Transit qualifications and complete defensive driver orientation.**
- **Coordinate between primary and back-up drivers.**
- **Maintain safe driving habits and complete observance of all traffic regulations.**
- **Report any vanpool accidents and keep the required Skagit Transit records.**

Back-up Drivers

- **Must meet Skagit Transit qualifications and complete defensive driver orientation.**
- **Maintain safe driving habits and complete observance of all traffic regulations**
- **Report any vanpool accidents and keep the required Skagit Transit records.**

Coordinators

- **Serve as the Skagit Transit group contact point, assisting with:**
- **Any route and scheduling questions.**
- **Defensive driver orientation.**
- **Approving “emergency” purchases.**
- **Coordinating maintenance, cleaning & repairs.**
- **Coordinating alternate transportation when needed.**

Bookkeepers

- **Collect rider fares from all riders based upon the total mileage and number of riders.**
- **Pay Skagit Transit in advance for each month of operation.**
- **Keep and submit records required by Skagit Transit.**

Riders

- **Pay monthly fares established by Skagit Transit to group bookkeeper.**
- **Abide by day-to-day vanpool operational rules.**
- **Notify the appropriate person (as designated by the group) ahead of time when they won't be riding.**
- **Provide 15 days advance notice when they want to leave the vanpool.**