



## VANPOOL INFORMATION CHECKLIST

- Gave everyone a **Vanpool Agreement** to read, sign and return to me by \_\_\_\_\_
- Gave each member a copy of the Vanpool Rules and Responsibilities \_\_\_\_\_
- Recruited one Primary Driver – PD \_\_\_\_\_
- Back-Up Driver – BU-1 \_\_\_\_\_
- One Bookkeeper – BK \_\_\_\_\_
- Gave each driver a Vanpool Operator Application to fill out and return along with a photo copy of their valid State Drivers License and proof of insurance to me by \_\_\_\_\_
- Contacted Skagit Transit with all driver's names, addresses, phone numbers and valid driver's license numbers.
- Mailed all signed paperwork to Skagit Transit.
- All Primary Drivers, Back-up Drivers and Bookkeeper have signed up for a Vanpool Orientation Course at Skagit Transit.
  - PD \_\_\_\_\_ Date \_\_\_\_\_
  - BU-1 \_\_\_\_\_ Date \_\_\_\_\_
  - BU-2 \_\_\_\_\_ Date \_\_\_\_\_
  - BK \_\_\_\_\_ Date \_\_\_\_\_
- Primary Driver has contacted Skagit Transit to arrange a time and date to pick up the van.

**PLEASE RETURN ALL WHITE COPIES TO THE  
SKAGIT TRANSIT VANPOOL COORDINATOR**