SKAGIT TRANSIT VOLUNTEER VANPOOL DRIVER FUNCTION LIST

As a Volunteer Vanpool Driver, you must be able to:

- Understand and adhere to Washington State traffic laws.

- Understand and adhere to transit agency Vanpool policies and procedures.

- Understand and apply the principles of defensive driving.

- Safely operate a 15' to 19' van
    - Carrying up to 15 passengers;
    - In potentially heavy traffic;
    - Over a variety of roadways, including narrow city streets;
    - On a planned route; and
    - While adhering to an established time schedule.

- Meet the requirements of the state law, which requires that seatbelts be worn at all times by you and your passengers.

- Enter and exit van's driver seat; sit upright in seat, bend, reach, kneel, stretch and turn as appropriate to inspect all items on the van that you are going to operate.

- Bend, reach, stretch and turn as appropriate to manipulate all vehicle controls while safely operating the vehicle.

- Read vehicle instrument panel/gauges, traffic signs, and look for pedestrians, and take prompt effective action to deal with them and other obstructions safely; while driving during the day and night.

- Provide for the well-being of yourself and passengers in emergencies and special situations.

- Communicate effectively with public, Vanpool participants, transit agency representatives and, if necessary, public safety officers.

- Ensure that written and verbal reports are completed accurately and on-time.

- Ensure that daily pre-trip inspections, weekly and monthly vehicle maintenance inspections are performed in accordance with established checklists and vehicle receives servicing at established intervals.

- Ensure the vehicle interior and exterior is cleaned at established intervals.

- Ensure that vehicle is safely fueled at self-service pumps and check tire pressure and wear every fueling.

- Be reachable by cell, telephone, or email during normal business hours.

    Please check one of the following:

☐ **Yes**, I am able to comply with the *Volunteer Vanpool Driver Function List*

☐ **NO**, I am not able to comply with the *Volunteer Vanpool Driver Function List*

_____   _____

PRINT NAME   *VAN#*   *GROUP #*

_____   _____

Signature   **Date**