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