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.