

KITSAP TRANSIT VANLINK ADMINISTRATIVE INSTRUCTIONS

Contact Information

Joshua Hall 360-373-2586 Joshuah@kitsaptransit.com
Kitsap Transit Dispatch 360-479-6966 or 360-479-6967
Maintenance 360-478-6221

VanLink paperwork is a requirement of all drivers. You will need to include the following;

- Summary report
- Ridership reports for Weekdays, Saturdays, and Sundays
- Passenger list along with how the passengers pay. All passengers must pay fare.
- Vehicle inspection report.
- There is a \$30.00 late fee if paperwork is not to me by the 5th of the month.

VANLINK MONTHLY FARES

Acceptable fare for VanLink riders

- \$2.00 for a one way fare- (Checks must be made out to Kitsap Transit. A note must be included with the passengers name, the name of your agency and for which month
- Monthly bus pass
 - Paperless Pass
 - Orca card with a pass loaded on it. **VanLink does not accept the Orca E-purse.**

SUMMARY REPORT

This report will show all the complete details of what your van did for the month.

Agency: Kitsap Cares

For Official Kitsap Transit Use Only

VANLINK # _____ M-F # PASSENGERS _____ SAT # PASSENGERS _____
 SUN # PASSENGERS _____ M-F # DAYS USED _____ SAT # DAYS USED _____
 SUN # DAYS USED _____

Month	June
Van Number	545
Spare Van Number	
Primary Drivers Name	James Smith
Drivers Phone Number	360-555-1111

Start Miles (First day of the Month)	100
End Miles (Last trip of the Month)	340
Total Miles	240

Weekdays

Number of Weekdays Used	5
Total Number or Weekday Riders	48

Spare Van Number	
Start Miles	
End Miles	
Total Miles	

Saturdays

Number of Saturdays Used	2
Total Number or Saturday Riders	20

List Van Damage or Mechanical Problems

Number of Sundays Used	2
Total Number or Sunday Riders	16

Saturday Ridership
Saturdays must be listed on its own form.

Date	Day	Van	Total people	Driver	Start Odometer	End Odometer
06/06/15	Sat	545	4	Jamie Jones	234	239
			4		239	250
			4		250	257
06/13/15	Sat		4		300	315
			4		315	330
Total Days	2	Total Riders	20			

Passenger Payment Form

Kitsap Transit VanLink		Joshua Hall	Comments:		
Agency Kitsap Cares		360-373-2586			
Month June					
Van Number 545					
PASSENGER NAMES	Total number of one way trips	Orca Card #	Paperless Pass	Agency Purchase	Check
James Smith (Staff) Free	iiiiiiii (11 rides)				
Jamie Jones (Staff) Free	iiiiiiiiii (12 rides)				
Brian Boltz	iiiiiiiiii (17 rides)	70034566 (Must have a monthly pass loaded on it)			
Jim Williams	iiiiiiiiii (21 rides)		X (On Going)		
Jay James	iiiiiiiiii (21 rides)		X (Pass by Mail)		
Mildred McDonald	ii (2 rides)				Check #1002 \$4.00
	84 Rides =Total tally marks should equal the total number of Weekday/Saturday/Sunday riders on Summary Report.				

Kitsap Transit Vehicle Inspection Report

Vehicle _____ Date _____

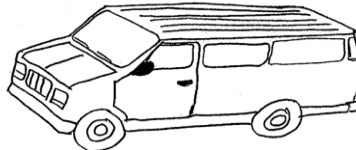
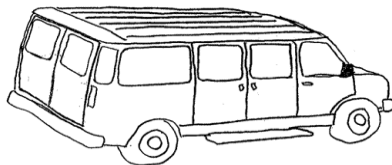
Driver _____

Yes No

- Parking brake holds on incline
- Headlights operate and are aimed properly
- Stop, tail and signal lights are operational
- Windows/windshield free of chips and cracks
- Windshield wipers and washer in good condition
- Tires properly inflated, tread depth over 1/16"
- Tires with no breaks, cuts or bulges/wearing evenly
- Heater, defroster and air conditioner OK
- All safety belts operational/in good condition
- All seats in good condition/ No holes or tears
- All belts and hoses free of cracks/bulges
- Horn operational
- Exhaust system & muffler OK
- No vibration when steering
- Gauges registering properly
- Proper coolant/antifreeze level
- Proper engine oil level
- Free of unusual noise
- All emergency equipment in van
- Free of exterior body damage
- Free of fluid leaks under van
- Upon braking, van stops in a straight line

You must inspect your van at least once a month. It is a good idea to do a walk around prior to driving as you don't want to be the one responsible for a dent that was not reported.

Mark body damage on van



Explain each No response _____

VanLink Policies and Procedures

VANLINK

VanLink allows social service agencies the ability to transport their clients to and from work and other supportive services. VanLink may be used to transport Work First clients who need transportation to job search, employment or training. Social service agencies utilize staff to transport client to and from places they need or want to go. Vans are used outside Kitsap Transit's traditional service hours and also address trip changing challenges of clients.

AUTHORIZED DRIVERS

Only those approved by Kitsap Transit are approved to operate the van. All authorized drivers are required to maintain an acceptable driving record, which is continually monitored by Kitsap Transit. Drivers must report any citation to Kitsap Transit within 48 hours. Authorized Drivers must abide by Kitsap Transit's policy and procedures and all traffic laws. Do not use your cell phone while driving. Drivers are to be courteous to other drivers. The Van is a moving billboard that serves as a reflection of Kitsap Transit. Kitsap Transit has the right to remove a driver for any reason.

To get a potential driver authorized, they must fill out the Application, Agreement, and read the Administrative Instructions. Drivers must also obtain a copy of their complete driving record. These forms must be submitted to Kitsap Transit. Kitsap Transit needs to approve and authorize a potential driver to attend an online training. This clearance process takes some time, so **DO NOT WAIT UNTIL THE LAST MINUTE** to get a new driver cleared. All Kitsap Transit Van Drivers must keep their driving records clear of moving citations in order to continue driving our vans.

UNAUTHORIZED DRIVERS

Any unauthorized person driving the van voids all insurance coverage for the van and its occupants. The unauthorized driver may also be charged with theft. The van may be removed from the agency. The unauthorized driver and/or the agency will be responsible for any damages made by an unauthorized driver.

RIDERS

Passenger needs differ from agency to agency. *This is a door to door service.* Clients should be picked up at their door and returned to their door. Please make sure someone is present to receive your client. Do not leave your vehicle running with clients in the van. If a passenger becomes unruly, please pull the van off of the road in a secure location and follow your agency's procedures. Please notify your Kitsap Transit VanLink Coordinator.

FUELING

When fueling at the Kitsap Transit Charleston Facility please abide by the 5 MPH speed limit, adhere to the One Way signs, and yield to bus traffic. Kitsap Transit staff must fuel your vehicle for you at our bases. If you have a gasoline vehicle, you will need to use the fuel card issued to the van to fuel. You will enter the van number located on the side of the vehicle, and the current odometer reading. Make sure to enter the correct information as that is how we pull our vans for service.

FERRIES

Riders of VanLink using the ferry, as part of their commute route must pay all ferry fares directly to the Ferry System. It is the Agency's responsibility to register with Washington State Ferries.

MAINTENANCE/BREAK DOWNS

We will call your agency as the van comes due for maintenance services. Please schedule a time and date for your van to be serviced. One of the VanLink drivers will be asked to drop the van off at the Kitsap Transit building on 200 Charleston Boulevard. You will be assigned a spare van once you schedule your van for service. When you are notified your van is done, and you need to bring the spare van back as soon as possible. Prolonging the return of a spare van may mean someone is without a van. If you have a break down or a maintenance problem that prevents driving the van to Kitsap Transit, notify one of the Maintenance Supervisors at **(360) 478-6221**. If you discover a problem or defect on the van that does not require immediate attention, please report it on your VanLink's monthly Vehicle Maintenance Report. If your van is having safety issues you need to get it directly to the maintenance shop. If it is not safely drivable then you need to call the shop and let them know.

COLLISIONS

If you and the van are involved in a collision or have any other emergency, notify **911**, call your **VanLink Coordinator at 360-373-2586**, if **no one is not available call Kitsap Transit Dispatcher at (360) 479-6966/6967**. Accident kits are in a white envelope in your van. Please check and make sure your van has one. Fill out the required paperwork and turn it in to your VanLink Coordinator. If you have a cell phone that is able to take pictures, please do so. We will want pictures of the van and the other vehicle, or object in which was involved in the accident.

INCIDENTS

If a client is injured while riding in, entering, or exiting the van please contact your VanLink Coordinator and fill out an accident report. If the van is damaged in any way please contact your VanLink Coordinator and fill out an accident report

VAN CLEANLINESS

It is the agency's responsibility, and a requirement, to keep the van clean inside and out. We provide contract-washing facilities at various locations in Kitsap County for this purpose. Vans must be cleaned inside and out twice a month. Vans that are returned to Kitsap Transit must be clean both inside and out. There will be a fee for vans that are returned dirty.

No smoking is allowed in the van.

PERSONAL USE/INSURANCE

Kitsap Transit does not allow personal use of the vans. Only those drivers cleared by Kitsap Transit may operate the van. Any other unauthorized persons driving the van can void all insurance coverage on the van and its occupants. **Kitsap Transit vehicles cannot be used as staff vehicles for your agency.**

MINIMUM VAN USAGE PER WEEK/RIDERSHIP

While the VanLink Program does not have a set ridership requirement, agencies/groups are expected to use the van regularly and reduce or eliminate the need for ACCESS bus service for their clients.

PARKING

The agency is responsible for obtaining a parking place for the van at the worksite. The van must be parked **off the street at a driver's home or in an area approved by Kitsap Transit** during non-work hours. There is no overnight parking at any park and ride. Kitsap Transit is not responsible for any parking tickets. Drivers are not allowed to park in the parking garage at Haborside.

OUT OF COUNTY USE

The VanLink vans may not leave Kitsap County unless authorized by Kitsap Transit. You must send a written request in to Joshuah@kitsaptransit.com at least two weeks prior to the trip your requesting.

UNSAFE DRIVING

Kitsap Transit occasionally receives reports of unsafe driving by VanLink drivers from other motorists, and from VanLink riders. **BE CAREFUL.** Driving one of our vans is like driving a billboard. Your fellow motorists can and will call us if you cut them off, speed, forget to use turn signals, etc; as will your riders, if your driving scares them. If a VanLink Driver receives a moving violation while operating any vehicle, the driver will need to notify us within 48 hours. If we receive repeated complaints about a driver's driving unsafely, we will remove that person as a VanLink Driver. Please remember that as a public transit agency, Kitsap Transit has a responsibility to assure the safe driving practices of all of our drivers, both employees and volunteers. You represent Kitsap Transit every time you get behind the wheel of a Kitsap Transit van.

CARGO

Cargo is not allowed in any Kitsap Transit van.

RED LIGHT CAMERA'S

If Kitsap Transit receives a ticket for a van running a red light, we will investigate and find out who was driving that vehicle at that time. The information will be sent to your agency. This ticket is your responsibility. This ticket is one that our insurance will not accept. You will lose you Kitsap Transit driving privileges.

Disabled Placards

Kitsap Transit may issue your van a disabled placard upon request. You will need to make sure when you are using it that you follow all State laws.

Van Wash Facilities

It is Kitsap Transit's policy to wash and vacuum your van twice a month. Kitsap Transit wants to maintain a positive appearance of all of our vans. Kitsap Transit has contracts with the following facilities for you to take your van in to get it washed. We also have a contract with **Sudstar** and **Brown Bear** Carwashes. If you would like an RFID sticker for your van you will need to contact me at Joshuah@kitsaptransit.com

For the facilities listed below, you will need to write down the date, van number, and sign your name on a form that the car wash attendant provides you. **You will also need to ask for tokens so that you may vacuum your van.**

Burwell Landing Car Wash (Union 76 Station)

2556 Burwell St.
Bremerton, WA 98312

Monstar Car Wash

2990 Bethel Rd
Port Orchard, WA 98366

IN CASE OF ACCIDENT/INCIDENT

1. **Secure Coach**
2. **Check for injuries. (Do not move injured unless in danger of further injury.)**
3. **Report Accident to 911**
4. **Report Accident to Dispatch if between 4:00a.m. and 9:00p.m. Call and follow instruction of dispatchers. Other hours call 911 and accident/emergency numbers.**
5. **Ask passengers to fill out “Courtesy Cards.”**
6. **Exchange information with other driver. (There is a card to give him with your information on it and a card for the other driver to complete for you.)**
7. **COMPLETE ACCIDENT REPORT AND RETURN TO OUR OFFICE NO LATER THAN 24 HOURS AFTER ACCIDENT.**
8. **COMPLETE “STATE ACCIDENT REPORT” WITHIN 24 HOURS IF DAMAGE EXCEEDS \$500.00 OR IF THERE ARE ANY INJURIES.**
Kitsap Transit VanLink Coordinator
(360) 373-2586 OR 360-478-5858
Kitsap Transit Maintenance
(360) 478-6221
Kitsap Transit Dispatch
(360) 479-6966



ACKNOWLEDGEMENT OF RECEIVING KITSAP TRANSIT VANLINK'S INSTRUCTIONS

I _____, acknowledge that I have read and understand the Kitsap Transit VanLink Administrative Instructions. I agree to hold harmless Kitsap Transit and its employees from any liability arising from an accident, injury, theft, or damages to myself, or my property accept as covered by Kitsap Transit's current Washington State Transit Insurance policy. I have received a copy of Kitsap Transit VanLink Programs Administrative Instructions and will adhere to them strictly. This agreement shall continue until terminated by either party.

The terms of this agreement form shall be construed as the entire agreement. It may not be altered, amended, or modified except in writing and signed by both parties. The terms of this agreement shall be governed by the laws of the State of Washington.

Signature

Date