

INTERcity TRANSIT

VOLUNTEER VANPOOL DRIVER FUNCTION LIST

As a Volunteer Driver you must be able to:

- Understand and adhere to 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 21' 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 properly worn at all times by you and your passengers.
- Enter and exit the 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 safely.
- Provide for the well-being of yourself and passenger 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.
- Be able to recognize when a physical or mental condition, or required medication may impair the ability to safely operate a Vanpool vehicle and take appropriate action to find a substitute or make other arrangements.

Vanpool your **Commute. only Better.**