



*Have a safe and happy holiday season!*

### **Online Van Driver Orientation**

We are excited to announce that we now have an online van driver orientation available! Those who have gone through the qualification process now have the option to take an online version of Coaching The Van Driver 3, the video we use in our van driver orientation. Our goal is to encourage more eligible people to become back-up drivers.

For those with acceptable driving records a potential driver can submit their application, complete driving record and photocopy of driver's license. When the complete packet is submitted a potential driver will be sent our Administrative Instructions to read and acknowledge. Once we receive confirmation a link to the online van driver safety course will be sent to the potential driver.

When completed the potential driver need only schedule a driving evaluation with one of our vanpool coordinators and they are ready to drive!

For more information please contact your Kitsap Transit Vanpool Coordinator.

### **New Member Withdrawal Form**

A new Vanpool Member Withdrawal Form is available on our website. We ask that members fill it out and submit it to us 15 days prior to leaving the vanpool.

### **The End of Driver Cards**

In an effort to cut costs we have stopped producing the plastic drivers cards. You will still receive emails from Alert Driving when your driver status is soon to expire with login information and link to the refresher course.

### **For Maintenance Sake...**

One of the responsibilities of the vanpool group is to bring in the vanpool van for scheduled maintenance. When the Maintenance department contacts your vanpool it is crucial that you make an appointment to bring your van in. Even if you aren't able to bring the van in right away it is still imperative that you schedule an appointment. Please don't refrain from responding to them just because you can't come in right away. The maintenance department is happy to schedule an appointment within a reasonable amount of time from their initial contact.

Bringing the van in for service is the responsibility of all the drivers, not just the primary. If the person who normally takes the van in for service is not available than one of the back-up drivers must do so.

Continued issues getting a van in for service may result in termination of the vanpool group. Please contact us if you have any questions.

### *Kitsap Transit Vanpool Program*

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### **COMING SOON TO A MAILBOX NEAR YOU...THE 2012 INSURANCE CARD!**

Please replace the expired card inside the van with the new 2012 insurance card.