

Lowcountry Go Vanpool Driver Application

DRIVER APPROVAL REQUIREMENTS

Thank you for your willingness to become a vanpool driver. Drivers are the most important ingredient in any vanpool program. In order to maintain safe and reliable public transportation services, BCDCOG Lowcountry Go has established the following requirements for becoming a successful driver:

- **LICENSE AND EXPERIENCE.** A potential vanpool driver must have a valid driver license and be at least twenty-five (25) years old.
- **OUT OF STATE LICENSES.** If you have a non-SC license, you will be required to obtain your own Motor Vehicle Records and submit them with this application.
- **SUSPENSION OR REVOCATION OF LICENSE.** A suspension/revocation within the past three (3) years will disqualify a driver applicant. An applicant will be rejected if they have ever been convicted of a major violation; such as hit and run, leaving the scene of an accident, driving under the influence of alcohol or controlled substance or driving while otherwise impaired.
- **VIOLATIONS.** During the application process, we will review any moving violations received by a potential driver. A "Failure to Appear" on a driving record may disqualify an applicant.
- **ACCIDENTS.** A preferred driver should be accident free for at least three (3) years. However, an otherwise superior risk may have no more than one not-at fault accident within the last three (3) years.
- **INSURANCE HISTORY.** Any insurance cancellation or non-renewal within the past five (5) years will be reviewed. If the cancellation or non-renewal is related to the applicant's driving behavior, the applicant may be disqualified.
- **ABILITY TO PERFORM DRIVING FUNCTIONS.** A vanpool driver must be able to perform essential driving functions as listed on the Vanpool Driver Essential Functions list.
- **VANPOOL DRIVER TRAINING.** All vanpool drivers must complete a driving orientation and receive final approval before driving the van. Drivers are insured once all requirements are met.
- **OFF-STREET PARKING.** Approved vanpool drivers must provide off-street parking at home for the van or obtain approval from BCDCOG for other off-street parking arrangements.

Driver shall operate the leased van in accordance with reasonable and safe practices and in compliance with all applicable laws, rules and regulations. Observe safe driving habits and all traffic regulations. Driver must notify the BCDCOG staff of any criminal charges or convictions arising out of the operation of the van or any other motor vehicle and notify BCDCOG within 48 hours when (s)he is no longer in accordance with the established Driver Approval Requirements.

Final approval to drive a vanpool vehicle requires successful completion of the application process and vehicle orientation. On-the-road observation of any applicant or approved vanpool driver may occur at any time and for any reason. Failure to meet any Agency criteria may result in application denial or suspension of driving privileges. BCDCOG reserves the right to refuse or revoke driving privileges from any vanpool driver at any time for any reason.

ESSENTIAL FUNCTIONS

Drivers agree to perform essential driving functions as listed below:

- ✓ Safely operate 7- and 15-passenger vanpool vehicles on a planned route while adhering to established time schedule.
- ✓ Understand, adhere to, and apply South Carolina traffic laws and BCDCOG Lowcountry Go vanpool policies and procedures.
- ✓ Always operate the van in a manner complimentary to the public nature of the program.
- ✓ Fuel vanpool vehicle.
- ✓ Clean interior and exterior of vehicle, at least monthly, or obtain assistance from others.
- ✓ Change a flat tire, or obtain assistance from others.
- ✓ Report any window chips or cracks at service time or immediately if serious.
- ✓ Perform daily inspections and immediately report any problems to BCDCOG Vanpool Coordinator.
 - Check for fluid leaks.
 - Check for body damage.
 - Ensure that no obstacles are in the path of the vehicle.
 - Ensure all tires are filled and caps are secured.
 - Ensure mirrors are clean and clear and properly adjusted.
 - Check horn and steering wheel operations are working.
 - Check A/C and heating system to ensure proper operation and ventilation.
 - Ensure that seatbelts are all operational and ensure that all passengers wear a seat belt at all times while in the van.
 - Check if brakes are working properly.
 - Ensure that the area under and around the driver's seat is free of debris or of any loose items.
 - Check interior lights are working properly.
- ✓ Weekly to Monthly inspections include:
 - Checking fluid levels throughout (e.g. oil, windshield, coolant/antifreeze, etc...). Add fluid if needed
 - Checking tire pressures and filling air to appropriate level. Report unusual tire wear.
 - 15 passenger vans: Front Tires **52 PSI**, Rear Tires **74 PSI**
 - 7 passenger vans: Front Tires **36 PSI**, Rear Tires **36 PSI**
 - Check the wipers; as necessary replace or request replacement at next scheduled service date.
 - Ensure all headlights, taillights, directional signals, and emergency flashers are working appropriately.
 - Check that the battery cable is tightly attached and free of corrosion.
 - Check belts and hoses. Report any unusual wear.
- ✓ Swap primary van for spare van within two (2) business days of notification. This turnaround ensures timely maintenance of the vehicles.

THINGS YOU SHOULD KNOW

Driving a BCDCOG vanpool is a privilege with responsibilities. Your safety and the safety of all vanpool participants is our number one priority. Approved drivers should always adhere to the following policies:

1. **Always wear your seatbelt.** Ensure that all riders properly buckle their seat belts before operating the van. Report non-complying riders to BCDCOG Vanpool Coordinator.
2. **Conduct a vehicle inspection before every trip.** Report any leaks, damage or missing items to BCDCOG Vanpool Coordinator immediately.
3. **Always lock the van** when leaving it unattended.
4. **Do not use a cell phone or any other wireless communication device** (including Bluetooth) while operating the van.
5. **Do not drive the van in inclement weather (severe rain, flooding, ice, etc...), if you feel uncomfortable.** We encourage vanpool groups to create a vanpool roster with phone numbers so you can communicate information about operation of the vanpool.
6. **Do not drive the van if you leave the vanpool program and then return.** When you leave the vanpool program, your driving authority ceases, your Fuel Card PIN is deactivated, and you are no longer insured to drive the van. If you wish to rejoin a vanpool and drive again, you must reapply and be approved by BCDCOG. Note: If you are leaving the vanpool for a temporary period (medical leave, sabbatical, or TDY) let vanpool staff know your planned return date. This may shorten the reapproval process.
7. **Do not park the van overnight at a location other than off-street at a vanpooler driver's home, without pre-approval from BCDCOG Vanpool Coordinator.** We hold vanpool drivers responsible for all interior and exterior damage and losses to the van due to negligence or vandalism that occur when not parked in accordance with Agency rules.
8. **Do not transport intoxicated persons, alcohol, drugs, firearms or other weapons in the van.** Marijuana is considered a banned substance per the federal government, and Lowcountry Go vanpoolers may not drive or ride in the van while carrying or after consuming any substances containing marijuana, including medication, food and candy. If a participant must carry a firearm as part of their job, they must inform BCDCOG and BCDCOG must preapprove transporting the firearm in the van.
9. **Do not use the van for business purposes**, e.g. work-related errands, meetings, etc.
10. **Do not use the van for personal purposes**, that is, other than transporting riders to and from their designated approved location.
11. **Always operate vanpool in accordance with designated route and on a punctual schedule.**

Vanpool Accidents

If you are involved in an accident while operating the van, follow the steps outlined in your van's accident kit and contact BCDCOG Vanpool Coordinator within 24 hours of the accident.

Driving Incidents

Report to BCDCOG any accidents you are involved in as driver and any traffic citations you receive, whether in your personal vehicle or the vanpool van.

Fuel Card

All Lowcountry Go vans have an assigned Fuel card. This card is accepted as a fuel credit card at nearly all major gas stations (except Sam's Club, Safeway, and Costco). As an approved driver, you will complete a fuel card agreement form to receive your Driver ID #. When fueling the van, you will be prompted for your 4-digit ID # and the current odometer reading.

Rules associated with the use of the card are explained on the back of the Driver ID card and include:

- DO NOT share your PIN with anyone. DO NOT leave your PIN in the van.
- The card is for authorized vanpool purchases only (fuel and van wash).
- Fuel with Unleaded, octane 87 only.

Report a lost or stolen card to BCDCOG Vanpool Coordinator immediately.

Van Maintenance

We service Lowcountry Go vanpool vehicles every 6,000 miles or every five months – whichever comes first. We contact the primary driver and at least one backup driver to schedule regular service, and provide van swap instructions at that time. Swaps must be completed within two (2) business days of notification.

When swapping vans, make sure you accurately record the spare van's starting and ending odometer and provide this information to your group's bookkeeper. We allow up to \$30 per month to wash and vacuum the van, which should pay for two washes. These will be reimbursed at the end of the month with is pre-approved and proper receipts.

Mechanical Problems/Unplanned Service

For emergencies and mechanical difficulties during business hours, call BCDCOG Vanpool Coordinator at 843-714-7393. We will provide a spare van for you as quickly as possible. Vanpool drivers are responsible for resolving the following issues: flat tires, running out of gas, and locking keys in the van.

Customer Comments

We take all comments about vehicle operation seriously, investigating each incident and taking appropriate action. If you are operating the van at the time of the incident, you will be reminded to use defensive driving techniques at all times, to give other drivers plenty of negotiating room, and to err on the side of safety. In more serious cases, or in cases where more than one negative comment has been received, removal of driving privileges, either temporarily or permanently, may occur. BCDCOG vanpool staff must manage risk, reserves the right to deny or revoke driving privileges at any time for any reason, and remains the final decision maker.

BCDCOG LOWCOUNTRY GO INSURANCE COVERAGE

BCDCOG Lowcountry Go provides liability coverage for bodily injury or property damage resulting from an accident. The BCDCOG will not provide liability coverage for any non-accidental criminal act performed while using the van. Please remember, only drivers and back-up drivers authorized by BCDCOG may drive vanpool vehicles. BCDCOG's insurance does not extend to personal use or to personal vehicles. If anyone chooses to drive themselves and others when a primary vanpool ride has failed, it is done at the driver's own financial risk. An insurance card is kept in the van's glove compartment.

BCDCOG's insurance coverage does not extend to the loss of a vanpool member's property while it is in the van. All personal property in an BCDCOG van is left at your own risk. We suggest that all personal items be removed any time the van is not occupied by the vanpool members, and that the van remains locked when not in use.

VAN # _____



VANPOOL DRIVER APPLICATION

Information from your driver application and motor vehicle record will establish your eligibility as a Lowcountry Go vanpool driver.

Application for: Primary Driver Backup Driver New Vanpool Group Current Van # _____ Primary Driver: _____

Personal Information	
Full Name:	Former Name:
Address: _____	City: _____ State: _____ Zip: _____
Home Phone: _____	Work Phone: _____
Date of Birth: _____	Email Address: _____
Employer: _____	Job Title: _____
Work Address: _____	City: _____ State: _____ Zip: _____
Driver License/Insurance	
Do you have a current, valid, unrestricted, non-probationary driver license? (please attach a legible copy front & back) <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please explain:</i>	
Legible front and back copy of driver license attached? <input type="checkbox"/> Yes	
Driver License Number/State: _____	Expiration Date: _____
How long have you had a driver license? _____ years _____ months	
If you've had a different driver license number in the last five years, please provide license number and state of issue: <i>License Number/State:</i> _____ <i>License Number/State:</i> _____	
Are there any restrictions on your driver license? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If restricted, state type and date of restriction:</i>	
Has your driver license ever been suspended, revoked, refused, or placed on probationary status? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide date(s) and explain:</i>	
Have you ever been required by the State to file evidence of Financial Responsibility (SR22)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain:</i>	
Name of your automobile insurance company: Legible copy of current proof of insurance card attached, showing your name and effective dates? <input type="checkbox"/> Yes	
Has an insurance company ever refused, cancelled, non-renewed, or given notice of intention to non-renew automobile insurance to you? <input type="checkbox"/> No <input type="checkbox"/> Yes, Cancelled <input type="checkbox"/> Yes, Refused <input type="checkbox"/> Yes, Non-renewal	
<i>Name of Company:</i> _____	<i>Phone:</i> _____
<i>Reason:</i> _____	<i>Date:</i> _____

Driving History			
Have you been charged during the last 10 years of driving while intoxicated or under the influence of drugs? <i>If yes, please provide date(s) and explain (date, charge, jurisdiction, etc.):</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate all moving violations or citations (other than parking) that you have received, forfeited bail, or paid any fines for during the past 3 years. Please give full details, including dates. If more space is needed, use a separate sheet.			
A	Date:	Time:	Location (City and State):
	Conviction:		
	If speeding, legal limit:	Your speed:	Amount of Fine: \$
	Remarks:		
B	Date:	Time:	Location (City and State):
	Conviction:		
	If speeding, legal limit:	Your speed:	Amount of Fine: \$
	Remarks:		
List ALL motor vehicle accidents of any type or cause that you have been involved in during the last 5 years.			
Accident #1			
Date:	Time:	Driver:	Violation:
Who was at fault?		Damage to your vehicle?	Amount: \$
Bodily injury?		Damage to other property?	Amount: \$
Description:			
Accident #2			
Date:	Time:	Driver:	Violation:
Who was at fault?		Damage to your vehicle?	Amount: \$
Bodily injury?		Damage to other property?	Amount: \$
Description:			
Acknowledgements			
Can you provide off-street parking for the van at your home?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you driven a vanpool before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state for whom, year, and how long:			
My signature below signified that I have read, understand and agree to abide by all terms in the Driver Section of the BCDCOG Vanpool Participant Agreement, and that I have read the Vanpool Driver Qualifications and Requirements document, and can perform all requirements and will adhere to them strictly.			
By signing this BCDCOG Vanpool Driver Application, I agree to allow BCDCOG to obtain a copy of my motor vehicle record and monitor for accidents, citations or suspensions during my time as a volunteer vanpool driver. This release continues in effect as long as continue to service as a volunteer driver on a Lowcountry Go vanpool.			
Signature:			Date:

Please submit your completed application to BCDCOG Vanpool Coordinator

Fax: 843-529-0305

Email: vanpool@bcdkog.com

Mail: BCDCOG, Attn: Vanpool, 5790 Casper Padgett Way, North Charleston, SC 29405

VAN # _____



CONSENT AND RELEASE TO DRIVING RECORDS CHECK

Applicant agrees that Applicant’s eligibility for the Lowcountry Go Vanpool Program and Applicant’s access to use any vehicle may be subject to a check, either manually or electronically, of the validity of Applicant’s official driving record and to the verification of any vehicle insurance information as may be required by this Agreement or the Lowcountry Go Vanpool Program.

I further agree to report any license suspensions, serious accidents or offenses, or any other condition to the BCD Council of Governments immediately that may affect my ability to drive a BCD Council of Governments vehicle after I am authorized. I agree to obtain a Driver’s license prior to eligibility if I do not already have one.

I understand that the BCD Council of Governments will use this information for Lowcountry Go Vanpool program purposes only and may be subject to programmatic and financial compliance monitoring under local, state, and federal policies and regulations.

I agree to release BCD Council of Governments, its employees and those who supplied you with the information from any liability for any damage which may result from furnishing the requested information or my failure to be approved as a Lowcountry Go Vanpool Driver for which I am applying.

Initial Date

APPLICANT’S STATEMENT AND SIGNATURE

In compliance with Title VI of the Consumer Protection Act, this is to advise you that as part of our processing of Lowcountry Go Vanpool Driver applications, an inquiry may be made concerning an applicant’s credit standing, general reputation, character, and personal characteristics. This information may be from previous employers, personal references, law enforcement agencies, and/or consumer reporting agencies. No question on this application or interview(s) is used for the purpose of limiting or excluding any applicant’s consideration for the Lowcountry Go Vanpool Driver on a basis prohibited by federal, state, or local law.

I hereby affirm that the information provided on this application (and accompanying documentation, if any) is true and complete to the best of my knowledge. I also understand that falsified information or significant omissions may disqualify me from further consideration as a Lowcountry Go Vanpool Driver and may be considered justification for termination of authorization if discovered at a later date.

I authorize persons, my present employer, and previous employers and organizations named in this application (and accompanying resume and/or documentation, if any) to provide any relevant information that may be required to arrive at a Driver authorization decision.

I hereby release from liability BCD Council of Governments and its representatives for seeking such information and all other persons, corporations, agencies, or organizations for furnishing such information.

I understand and acknowledging that this Agreement, together with the Lowcountry Go Vanpool Operations Manual, establish my rights and responsibilities as a participant and a Driver in the Lowcountry Go Vanpool Program

I further understand that this application becomes property of the BCD Council of Governments and will not be returned.

I certify that I do not have any medical conditions or take any medications that interfere with my ability to safely operate a Lowcountry Go vehicle. In the event I develop a medical condition or begin taking medication that interferes with my ability to safely operate a Lowcountry Go vehicle, I agree to immediately stop driving the vehicle. Examples of health conditions that may interfere with the ability to safely operate a Lowcountry Go vehicle include, but are not limited to: visual disabilities, deafness, paralysis, seizure disorders, loss of consciousness, diabetes, neurological conditions, severe mental disorders, cardiovascular disorders, etc. Examples of disqualifying medications include, but are not limited to, medications that contain prohibitions on driving. I understand that I am prohibited from using any electronic handheld device while driving a Lowcountry Go Vehicle. I agree that I will not drive a vehicle until I have received approval by Lowcountry Go Vanpool to do so. As a Vanpool Participant and Driver, I understand that Lowcountry Go may store my personal information in an electronic database. I understand this Agreement shall be effective on the date signed and shall continue in force until either party gives fifteen (15) days’ notice of an intent to terminate. I understand that I must give notice of termination to the group point of contact and the Lowcountry Go Vanpool staff.

Printed name: _____

Signature: _____

Date: _____