



Vanpool Policy

A Better Commute to Work!



JOIN US IN TAKING 1 MILLION CARS OFF THE ROAD...

1. PURPOSE

This policy establishes program and participation guidelines for Commuter Services and vanpool members regarding the County's Vanpool Program, which is provided in partnership with VPSI, Inc (VPSI).

2. POLICY STATEMENT

Vanpooling is a form of ridesharing that allows groups of people to be transported to and from their worksite in an efficient, timely, and cohesive manner. It reduces traffic congestion, curbs air pollution and serves to fulfill the mission of the Commuter Services Commute Reduction Program. Vanpooling is a privilege offered to County of San Bernardino employees, and for those who elect to vanpool, there are significant benefits and monetary savings.

3. ADMINISTRATION

The County of San Bernardino Commuter Services Program Administrator or designee is responsible for administration and oversight of the vanpool program and will act in the following capacity:

- Coordinate and facilitate payroll deductions and remit payment to VPSI on behalf of employees
- Assist the primary vanpool driver in managing the vanpool
- Refer extreme grievances to Employee Relations on behalf of Primary Driver
- Maintain Commuter Services website
- Act as the primary point of contact for vanpool program inquiries
- Administer the County's Rideshare Incentive Program for vanpool program participants

A. Licensing & Records

Each driver of a vanpool must possess a valid California Driver License and maintain a sound driving record. Driver volunteers are required to sign an authorization for the Department of Motor Vehicle (DMV) to release driving record information to VPSI. The DMV will be authorized to track each driver's driving history, report any action against his or her driving privileges, and will send an annual driver's record report to VPSI.

To form a new vanpool, contact VPSI by phone: (800) VAN-RIDE (826-7433), or by e-mail at: riverside@vride.com. To join an already existing vanpool, contact VPSI to determine if there is seating available, or if there are other interested parties living in the same general area commuting to the same location. A match will be subsequently determined. If there are no matches available at the time of your inquiry, you will be placed on a waiting list and contacted by VPSI once a match has been found.

4. VANPOOL RATES

Rates collected are used to remit payment to VPSI for the actual cost of using the vehicles and are adjusted according to mileage, fuel usage and/or membership changes of the vanpool. Commuter Services shall make the appropriate modifications to the vanpoolers' payroll deductions and will notify the affected individuals as they occur.

VPSI van lease rates are guaranteed through December 31, 2015. After which, in the event the rate structure is modified, Commuter Services shall notify all active participants in advance of implementation. Rates are subject to periodic change based upon the following criteria:

- Round-trip mileage
- Number of members
- Cost of vehicle
- Insurance
- Service & Maintenance

- Licensing
- Fuel Usage
- Replacement costs

A. Pre-Tax Benefit

Vanpool rates are collected through payroll deduction distributed over 24 installments (semi-monthly). The Internal Revenue Service (IRS) allows certain qualified transportation expenses such as for vanpools to be made using pre-tax dollars, resulting in lower taxable income for vanpool members. Qualified transportation expenses and dollar limits are defined by the Internal Revenue Code. Vanpool members agree to have their vanpool rates collected, within IRS limits, through payroll deductions on a pre-tax basis.

B. Driver Benefit

A discount of up to \$50 per payroll deduction (\$100 per month) shall be given to all Primary Drivers of a vanpool who maintain satisfactory performance in carrying out the required responsibilities. The Primary Driver is the only member of the vanpool authorized to receive the discount. This discount will only be applied to the Primary Drivers of vanpools consisting of at least 80% County employee rider occupancy.

C. Subsidies

Vanpool lease rates may be reduced by one of the following regional subsidy programs, which are contingent upon meeting the applicable eligibility criteria:*

- **Victor Valley Transit Authority (VVTA)** – 50% of vanpool leasing cost (up to \$400) per month
 - Eligibility Criteria:
 - Originate/terminate in the Greater Victor Valley area
 - Open to the public
 - Meet and maintain 70% vehicle occupancy rate
 - Must not receive any other publicly funded financial incentives while participating
- **Orange County Transportation Authority (OCTA)** – 50% of vanpool leasing cost (up to \$400) per month
 - Eligibility Criteria:
 - Originate in Orange County
 - Terminate in the counties of Orange, Riverside, or San Bernardino
 - Open to the public
 - Meet 80% start up vehicle occupancy rate
 - Maintain 60% vehicle occupancy rate
 - Must not receive any other publicly funded financial incentives while participating
- **Inland Empire Commuter Services (IECS)** – One-time start up subsidy program - Up to \$1,800 over 9 months (\$300 first 3 months, \$200 second three months, \$100 final three months). Commuter Services will offer 50% of leasing cost (up to \$400) after the IECS subsidy ends.*
 - Eligibility Criteria:
 - Originate/terminate in the Inland Empire
 - Maintain at least 5 riders
 - 65% of riders must live in the counties of Riverside or San Bernardino
 - Must not receive any other publicly funded financial incentives while participating

Commuter Services will subsidize the cost for vanpools that are ineligible for the regional subsidies described above, up to \$400 per month.*

* Subsidies are subject to funds availability.

5. MEMBER RESPONSIBILITIES

Individual vanpool members shall adhere to the following responsibilities. Failure to comply may be grounds for removal from the vanpool. The Primary Driver, with Commuter Services assistance, will monitor member compliance

with this section.

A. Schedule of Operation

The purpose of the Vanpool Program is to transport large groups of employees to and from their worksites on time. It is the responsibility of each member to cooperate in a cohesive manner so everyone arrives at work promptly. A consensus among all participants of the vanpool shall set the absolute departure time for pick up points to and from work. It is the responsibility of each member to comply with the set time.

Members who are not present at the absolute departure time, either to or from work, may be left behind. Habitual tardiness or demonstrated lack of dependability shall be grounds for removal from the vanpool.

The driver of the vanpool vehicle shall be notified in advance of any planned absence. However, if the absence is unplanned, such as illness, emergency, unexpected overtime, etc., the driver should be notified as soon as possible. If the driver cannot be contacted immediately, another vanpool member shall be notified so that other members will not be unnecessarily detained.

B. Meeting Points

Vanpool meeting points are determined by the members of the vanpool and upon consensus may be adjusted to accommodate the needs of the vanpool members, i.e., new meeting points may be added to accommodate new members and meeting points may be removed as members drop the vanpool. The vanpool members are expected to negotiate and agree on reasonable locations. In the event that a consensus cannot be obtained from all vanpool members concerning meeting point locations, the Primary Driver will render a final decision.

C. Safety

- All members must be seated with their seatbelts fastened prior to departure
- Purses, laptops and packages shall be secured
- Traffic laws shall be obeyed at all times
- Vanpool vehicle shall be operated in accordance with road conditions
- Vanpool members shall be responsible for reporting reckless driving to VPSI
- Instrumentation and tire pressure shall be checked regularly to make certain the vehicle operates safely
- At no time shall any driver use a cell phone or other electronic device while operating the vehicle (NOTE: This means no Bluetooth, MP3, text messaging or any other type of electronic hands-on or hands free communication devices shall be used by the driver during vehicle operation)
- In an emergency situation where an electronic communication device must be used, the driver must safely move the vehicle to a safe location off the road

D. Courtesy

- There shall be no smoking at any time in the vanpool vehicle
- A courtesy should be extended to those vanpool members who wish to sleep, read or converse. Radio volume shall be adjusted to be respectful of all members of the vanpool. Loud conversations that could be distracting to the driver or disturbing to other passengers should be avoided
- Apply perfumes, colognes and/or lotions after the destination has been reached
- Climate controls shall be set to a level that is approved by a consensus of the vanpool members
- Vanpool members shall only use cell phones for emergency situations
- Vanpool vehicles shall be fueled prior to picking up passengers. Refueling shall take place outside of work time
- Members of a vanpool shall be responsible for any and all damages resulting from abuse or recklessness

E. Vanpool Grievances/Issues

- Grievances shall be worked out amongst the parties within the vanpool
- The Primary Driver has the discretion to make the final decision for minor grievances where a consensus cannot be reached amongst the vanpool members
- Upon request by the Primary Driver, VPSI and/or Commuter Services may provide guidance in reaching a fair decision

- In extreme cases, the issue may be escalated to Employee Relations for mitigation, disbarment of any individual(s) found to be causing a disruption, or total disbandment of the vanpool itself. Extreme cases may include complaints of, but are not limited to, discrimination, harassment, disparate treatment, etc.

6. MEMBERSHIP STATUS CHANGES

A. Joining or Dropping a Vanpool

Employees may join a vanpool effective on the first day of a calendar month only. Anyone who chooses to join a vanpool or terminate their vanpool membership must give appropriate advance notice to VPSI and Commuter Services according to the schedule outlined in the "Vanpool Change/Deduction Schedule" document.

B. Changing Vanpools

Changing from one vanpool to another will **ONLY** be permitted under the following circumstances:

- A schedule change that makes work hours incompatible with the current operating vanpool
- A change in work site to a location that is not within the area supported by the vanpool
- A change in home address to a location that is not within the area supported by the vanpool
- Commuter Services discourages excessive vanpool changes, and, as such, has the discretion to approve or disapprove requests that are proven to be unnecessarily burdensome to the affected vanpool members

C. Open Season

After 6 consecutive pay periods, any vanpool member will be allowed a one-time change to a more personally accommodating vanpool. Afterward, leaving an existing vanpool to build the membership of another vanpool will not be allowed unless the change meets the criteria mentioned above in Section 6(B).

7. ABSENCE

A. Temporary

During periods of temporary absence including: sick leave, medical leave, vacation, administrative, or annual leave, vanpool rate payroll deductions will continue and will not be adjusted or prorated due to such absence. Requests to terminate payroll deductions due to temporary absences less than six weeks in length will not be approved.

B. Extended Leaves

A vanpool member on a leave of absence greater than six weeks may exercise one of two options: (Option A) terminate the vanpool membership or (Option B) reserve his or her space on the vanpool while on leave.

Option A – To cease vanpool payroll deductions, a vanpool member choosing to terminate membership on the vanpool due to a medical leave must provide appropriate advance notice to VPSI according to the schedule outlined in the "Vanpool Change/Deduction Schedule" document. The member's space will be considered vacant and available for a new member to occupy. The member may rejoin the vanpool upon returning from an extended leave if the request can be accommodated.

Option B - A vanpool member choosing to remain on the vanpool while on an extended leave may reserve his or her space by continuing vanpool payroll deductions during the absence. VPSI must be notified of the absence and approximate return date as soon as possible. The member's space on the vanpool will be reserved for as long as the vanpool payroll deductions continue.

In either case, Commuter Services will evaluate and monitor the rates of the other vanpool members and will make any necessary adjustments. Extended absences may impact meeting the occupancy requirements for receiving vanpool subsidies as outlined in Section 4(C).

8. VANPOOL DRIVER

A. Responsibilities & Requirements

Each vanpool shall appoint a Primary Driver and an Alternate Driver. VPSI encourages multiple Alternate Driver assignments. The names of the appointed drivers, as well as any future driver updates, must be reported immediately to VPSI. VPSI requires all approved drivers to complete the online driver safety training prior to driving a vanpool vehicle. There is no grace period for completing this training.

Each driver of a vanpool must meet the following criteria:

- Age 25 or older
- Possess a valid California Driver License
- Minimum of five years current and uninterrupted licensed driving experience
- Have no more than one moving violation or at-fault accidents in the past thirty six (36) months (or any combination thereof)
- Have no record of convictions for serious offenses, such as:
 - Excessive speed (20 mph or more over posted speed limit in the past thirty six (36) months)
 - Operating to endanger
 - Reckless or careless driving
 - Driving under the influence of alcohol or drugs
 - Operating a motor vehicle with a suspended or revoked license
 - School bus stopping or passing violations
 - Leaving the scene of an accident involving personal injury or property damage
 - Motor vehicle homicide

The Primary Driver assumes the following responsibilities:

- Sign the VPSI Voluntary Driver Agreement to become the vanpool vehicle leaseholder
- Complete the online driver safety awareness course as required by VPSI
- Provide leadership and act as the primary contact for the vanpool
- Make the final decision for minor grievances
- Escalate extreme grievances to Commuter Services, as necessary
- Coordinate the collection of fares from vanpool members who are non-County employees
- Obey traffic laws and practice safe, courteous driving habits at all times
- Consistently follow the appropriate departure times to and from work as agreed to by the vanpool
- Notify VPSI of any changes in vanpool membership, routes, schedules or any other alterations pertaining to the vanpool
- Make certain the vehicle adheres to the prescribed service and maintenance schedule and maintain the overall cleanliness
- Notify VPSI of any vehicle problems or vandalism
- Notify VPSI of accidents and take appropriate action as described in Section 11(A) of this policy
- Prohibit any unauthorized person from riding in the vanpool without securing prior permission from VPSI
- Fulfill application and reporting requirements of regional subsidy agency (if applicable)
- Ensure the vehicle is parked in a consistent location at the worksite
- Ensure the vehicle is parked after-hours in a location approved by VPSI
- Maintain a current copy of the Vanpool Policy and the Non-Discrimination/Harrassment Policy for periodic review and to answer member questions
- Carry all required licenses, statements, and documentation

*The Alternate Driver will be required to fulfill the responsibilities of the Vanpool Driver whenever the Primary Driver is unavailable. The Primary Driver is the only member of the vanpool authorized to receive the driver discount.

B. Medical Examination

According to V.C. Section 668, a "vanpool vehicle" is any motor vehicle, other than a motor truck or truck tractor, designed for carrying more than 10 but not more than 15 persons including the driver, which is maintained and used primarily for the nonprofit work-related transportation of adults for the purposes of ridesharing.

Pursuant to V.C. Section 12804.9 (j), an employee may drive a 12 passenger vanpool vehicle with a class C license but shall possess evidence of a medical examination required for a class B license. Such evidence must be obtained through a medical provider of the employee's choice during the employee's personal time. Use of the vanpool vehicle

is permitted for this purpose. Upon the employee's request, VPSI will reimburse the fees incurred by the employee to obtain the medical examination, up to \$40 every two years.

The wallet-sized Medical Examiner's Certificate (provided and signed by the examining physician) must be kept with the employee's license whenever he or she operates the vanpool vehicle and a copy must be provided to VPSI. The DMV Medical Examination Report should be kept with the employee's private records.

An updated medical examination record of completion must be obtained every two years or sooner if required by a physician.

C. Training

Similarly to the Primary Driver, any member who is an Alternate Driver must complete the online driver safety training as required by VPSI. The required online training must be completed prior to driving a vanpool vehicle. There is no grace period for completing this training.

9. VANPOOL VEHICLES

Vanpool vehicles shall consist of Sport Utility Vehicles (SUVs), minivans and full-sized vans. Vehicles may be replaced periodically to ensure the safety of the passengers and to minimize the risk of disabled vehicles during commutes.

A. Allowable Use

Approved drivers may use vanpool vehicles for incidental personal use, as well as official County business. If personal use of vanpool vehicles results in exceeding the monthly mileage allowance, additional fees will be incurred by all vanpool members. Under no circumstances shall use of the vanpool vehicles for purposes other than commuting delay or disrupt the normal scheduled pickup and drop-off of the other vanpool members. There are no exceptions for vanpool delays.

B. After Hours Parking Location

Vanpool vehicles must be parked at night, and on weekends, on the driveway or in the garage of the Primary Driver or Alternate Driver. Alternatively, vanpool vehicles may be parked at a County facility, State-sponsored Park and Ride facility, or in the parking lot of a major retailer (with owner permission). The Primary Drivers are responsible for reporting to VPSI the parking location of vanpool vehicles, including any changes. Any other arrangement, beyond what is stated herein, must be approved by VPSI.

C. Fueling

All vanpool vehicles shall be fueled prior to departures to avoid any delays arriving to the worksite or the designated drop-off point for return trips. Unless authorized by the Primary Driver's supervisor, fueling of vanpool vehicles shall take place outside of regular work hours. Vanpool vehicles may be fueled at any commercial fueling station that accepts the Wright Express fuel card. The Wright Express fuel card is for gas purchases and car washes only.

D. Maintenance

VPSI shall arrange all service and maintenance for vanpool vehicles. It is the responsibility of the Primary Driver to adhere to the prescribed maintenance schedule. The Primary Driver is responsible for washing the vehicle and may utilize the fuel card to pay for car washes periodically if such costs have been included in the monthly fuel card allowance.

E. Required Equipment for Full-Sized Vans

All full-sized vans are required to carry the following equipment:

- An operable dry chemical or carbon dioxide fire extinguisher with a minimal rating of 4B:C; securely mounted and readily accessible
- A plainly marked, visible, accessible first aid kit, conforming to the requirements of school buses

F. Loaner Vehicle

Periodically, vanpool vehicles will require maintenance. During these periods, a loaner vehicle will be provided for service requiring more than one business day.

G. Keys

At least two keys shall be assigned to each vanpool to accommodate the Primary Driver and the Alternate Driver. With VPSI authorization, keys may be copied to provide spare sets to multiple Alternate Drivers, as necessary. VPSI must be provided the names of all vanpool vehicle key holders, and any changes must be reported as soon as possible.

Primary drivers must advise their fellow riders when they are unavailable to drive as soon as possible so that the Alternate or other designated driver can make preparations. Vanpool vehicle keys are to be distributed to those members of the vanpool, who are designated or willing to drive the vehicle in place of the identified Primary or Alternate Driver.

VPSI has additional keys to each of the vanpool vehicles to ensure access, should keys be locked inside the vehicle, misplaced or stolen. A lost or stolen key should be immediately reported to the Primary Driver and to VPSI by calling the phone number(s) provided on the last page of this Vanpool Policy.

All designated vanpool vehicles are owned by VPSI. Individual vanpool members are prohibited from duplicating keys for any of the vanpool vehicles without prior authorization by VPSI. Additionally, at no time should a vanpool member leave a key to the vehicle inside the ignition of the vehicle.

10. EMERGENCIES

A. Accidents/Vandalism

In the event of an accident or vandalism, the Primary Driver is required to:

1. Immediately notify the local law enforcement agency.
2. For accidents, quickly attempt to obtain names and addresses of any witnesses to the accident and note vehicle registration numbers of potential witnesses. If you are not injured, proceed to work, home or other non-accident location. Once you have arrived, notify VPSI at (866) 278-6335 and give the location of the vehicle and the extent of the damage (if applicable).
3. Only give information or sign papers required by law – driver's license, vehicle registration, and personal identification. Do not sign any other papers for anyone except those persons representing VPSI.
4. If repairs are necessary, and if the vehicle can be driven safely, take it to the nearest service center approved by VPSI.

B. Breakdown

1. Park the vehicle in a non-hazardous location.
2. Promptly notify VPSI and provide the location and nature of the breakdown. If the vehicle is safe to drive, take it directly to the nearest service center approved by VPSI.
3. If a vehicle cannot be immediately repaired, a loaner vehicle shall be provided until the vehicle can be repaired, at which time the loaner vehicle shall be surrendered.

11. GUARANTEED EMERGENCY TRANSPORTATION (GET)

Emergency transportation is provided to any County employee actively participating in the Vanpool Program. The Guaranteed Emergency Transportation program is intended solely for emergencies and is not designed for individuals who are prone to being late. In addition, inclement weather and road closures do not qualify for Guaranteed Emergency Transportation.

A. Qualification Criteria

In order to qualify for Guaranteed Emergency Transportation, the following criteria must be met:

1. The emergency must occur while a vanpool member is at work on a day that he/she vanpools.
2. There must be a definite emergency, for example: a sudden illness involving you or an immediate family member, death in the family, unexpected overtime or change in work schedule, or the vanpool driver left unexpectedly. Please note: unexpected overtime is defined as overtime assigned at the last minute. Overtime assigned in advance does not meet the criteria for Guaranteed Emergency Transportation.
3. If your emergency is not due to overtime, then you must receive permission from your supervisor to leave work early. Commuter Services cannot excuse you from work.

B. Securing Emergency Ride

Guaranteed Emergency Transportation will only be considered after meeting the criteria described above in Section A and all other transportation options have been exhausted. The following steps must be followed to secure emergency transportation:

1. Prior to contacting Commuter Services to request emergency transportation, the following transportation methods must be explored:
 - a. Is a friend or family member available to provide transportation?
 - b. Is your supervisor willing to allow a co-worker to provide you a lift?
 - c. Does your department have a County vehicle that you can borrow?
 - d. Will your department authorize you to borrow a car from Motor Pool at your department's expense? If so, your department will be charged a minimum of \$30/day. It is the responsibility of your department to make arrangements for returning the car to the Motor Pool yard.
2. If none of the above options will work, contact Commuter Services at (909) 387-9639 or (909) 387-9640, and a taxi ride will be provided for you at no charge. Commuter Services will arrange for the taxi ride in these cases.
3. Contact your vanpool driver and/or other vanpool members as early as possible to notify them that you will not be in the vehicle for the return trip home.

12. ROAD CLOSURES OR UNSAFE CONDITIONS

In the event that weather prohibits a vanpool from delivering its passengers to their worksites on time, each individual passenger must make up the missed time or appropriately code the Time Reporting Code (TRC) in the Employee Management and Compensation System (EMACS) to use accrued leave subject to supervisor approval.

Occasionally, circumstances cause roads to become unsafe or closed making it necessary to leave work earlier than the regularly scheduled time. Each individual member must obtain approval from his or her supervisor prior to leaving early for any time not worked.

During unusual weather circumstances, vanpools may elect to stay in the local area overnight. Vanpools electing to stay in the local area are authorized to drive the vehicles but such use may not exceed the monthly mileage allowance or additional fees will be incurred. Each vanpool group should agree as to where individuals may be dropped off and picked up. All the standard Vanpool Policy procedures for safety and care will be adhered to.

As with any employee in this situation, the County will not be responsible or accountable for any lodging or incidental cost such as meals incurred due to the current weather conditions. Under these circumstances, the vanpools should base decisions on what most benefits the group as a whole. Any other inclement weather arrangements, such as a rental car, will be made independent of the County's involvement, guidelines, or said jurisdiction as stated in the Vanpool Policy.

EMERGENCY NUMBERS

VRIDE	COMMUTER SERVICES	CALTRANS ROAD CONDITIONS
Numbers below are located in each Vehicle Pouch (glove compartment)	Phone (909) 387-9639; 387- 9640; 387- 5578	Phone 1-800-427-7623
Rider Rescue (Breakdowns/Inoperable due to accident): (800) VAN-RIDE or 800-826-7433	Fax (909) 387-9641	
Emergency Road Side Service (Flat Tire, Dead Battery, Out of Gas, Keys locked in Vehicle): (800) 622-2130		
Accident Reporting (Non-Emergency) – After the Driver arrives at work, home or other non-accident location: (866) 278-6335		

NON-DISCRIMINATION/HARASSMENT POLICY NUMBER 06-01, EFFECTIVE AUGUST 30, 2005

It is the policy of the Board of Supervisors that the County of San Bernardino shall not discriminate against or tolerate the harassment of employees or applicants for employment on the basis of actual or perceived age, ancestry, color, race, sex, religion, national origin, marital status, physical or mental disability, medical condition, or sexual orientation or any other basis protected by law. All County employees or applicants for employment are to be treated with respect and dignity. In addition, the County shall not discriminate on the basis of disability in admission or access to, or in operations of, its programs, services or activities. It is the responsibility of all County employees to adhere to and implement this Policy. The County has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of the law in order to violate this Policy. Instead, failure to follow the Policy provides grounds for disciplinary action up to and including termination of employment or vendor contracts. **Example:** Attempting to use a person's religious preference against himself to influence a decision or perspective in a given situation is considered harassment. This is the same exact policy signed by all County employees upon their hire, so please review this policy in its entirety; it will also be enforced while riding in vanpool vehicles even after normal duty hours. A hard copy of the policy can be found in the vanpool vehicle's glove box. You may also view an electronic copy of the policy at the following County website: <http://countyline.sbcounty.gov/Uploads/CAO/Policy/06-01.pdf>.

COUNTY RESPONSIBILITIES

The County recognizes its obligation to take prompt and appropriate action if an incident of discrimination or harassment occurs and to avoid or minimize the impact of any incident of discrimination or harassment. The County will pursue all reasonable preventive measures to ensure the work place; programs and services are free of discrimination or harassment. Pursuant to these obligations, individuals who believe they have been discriminated, harassed, or retaliated against may also file a complaint of discrimination and seek legal remedies.



Acknowledgment

Upon receiving and reading this **Vanpool Policy**, please sign and date on the lines provided below. You may interoffice mail this document to **Commuter Services** at mail code **0178**, or Fax to: **(909) 387-9641**. A copy of this signed acknowledgment will be placed in your file for as long as you are a member of a vanpool. Failure to sign, date and return this to **Commuter Services** may result in not being allowed to participate in the County's Vanpool Program.

I have fully read, understand and agree to the terms and conditions set forth in the Vanpool Policy.

Signature

Print Name

Date

Vanpool Driver Statement

The Vanpool Driver, Alternate Driver, and any member who may have occasion to drive the vanpool van are required to read and sign the following statement under penalty of perjury. A copy of this signed statement must be maintained in the vanpool vehicle and produced upon request.

I am an employee of the County of San Bernardino. I possess a valid California Driver License and have a sound driving record. I have not been convicted of reckless driving, drunk driving, or a hit-and-run offense in the last five years.

Signature

Print Name

Date