Vanpool Solutions from King County Metro

Leaders of the Pack

Vanpool Driver and Bookkeeper Selection Criteria

Bookkeeper	Primary/ Backup Driver	Applicable for primary and back-up driver.
✔	✔	1. **Age.** At least 21 years of age is preferred.
✔	✔	2. **Employment.** Employed by present employer for two years, or other indication of stable employment.
☐	✔	3. **License and Experience.** Must have a current and unrestricted Washington State driver's license and have driven for at least five years. (Restrictions for glasses or contact lenses are acceptable. Others must be reviewed in light of Question 6 below.)
☐	✔	4. **Insurance History.** Cancellation or non-renewal within the past five years will be closely analyzed. If the action is related to the applicant's driving behavior, this will result in not being accepted.
☐	✔	5. **Suspension or Revocation of License.** Anyone reporting a suspension or revocation of driver's license within the past five years will not be accepted. Also unacceptable is any applicant reporting a suspension or revocation of license within the past 10 years for Reckless Driving, Hit and Run, Leaving the Scene of an Accident, Driving While Under the Influence of Alcohol and/or Drugs, Driving While Impaired, Felony, or concurrent Violations of Lane Changing.
☐	✔	6. **Medical Conditions.** The highest health standards are required for van drivers. Any condition that would impair a driver's ability to operate the van may result in not being accepted. (Poor eyesight that is correctable by lenses is acceptable.) If necessary, Metro may require a physical examination to make a determination.
☐	✔	7. **Accidents.** A preferred driver will be accident-free for at least three years. However, an otherwise superior driver may have not more than one non-preventable accident within three years.
☐	✔	8. **Violations.** A preferred driver will have no violations for the past three years (except parking citations). This will be confirmed by checking state records.
☐	✔	9. **Alcohol and Drugs.** An applicant who reports any alcohol- or drug-related charge within the past 10 years will not be accepted.
☐	✔	10. **Certificate of Financial Responsibility (CFR).** An applicant who has had to file a CFR due to his or her personal driving record will not be accepted.
☐	✔	11. **Other Autos.** The preferred driver will have at least one other auto.
☐	✔	12. **Personal Use of Van.** Routine carrying of a group of unrelated persons (e.g., Cub Scout or Little League groups) is not allowed. An applicant who expects to commit the van to such routine non-commuting use will not be accepted.
☐	✔	13. **Off-Street Parking.** Drivers are expected to provide off-street parking at a private residence at the home end.
✔	☐	14. **A Good Credit History.** Vanpool bookkeeper applicants must consent to a credit check. The credit report will be used to determine acceptability for handling bookkeeping responsibilities. All prospective bookkeepers must complete the Metro Vanpool Orientation course before assuming bookkeeping duties.
✔	✔	15. **Vanpool Orientation.** All drivers and bookkeepers must complete the Metro Vanpool Orientation course before taking possession of a Metro van.

King County METRO

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