



California Vanpool Authority

1340 North Drive, Hanford, Ca 93230

(866) 655-5444 | www.calvans.org

calvans@co.kings.ca.us

Optional Agreement between Vanpool Operator (Main Driver) and Vanpool Rider

Drivers:

Only drivers that have been authorized in writing by **CalVans**, and who have been approved by the Vanpool Operator are eligible to drive the van. All authorized drivers must operate the van in a safe manner following the rules of the road at all times. Multiple complaints regarding a driver can subject a driver to removal from the CalVans program.

Each vanpool group is encouraged to operate in a democratic manner. The vanpool route, schedule and pick-up-points are established by the group and should be included in the van's operating rules. CalVans provides each group with a **Vanpool Program Manual** to assist with operating the vanpool. All groups are encouraged to maintain at least three qualified drivers, to ensure the van can be operated each day.

Devise and agree on the vanpool's rules right from the start: when payments, if any, are due; who collects them; who to call in case of an absence or delay; and so on. If something about the vanpool bothers you, speak up. When a conflict arises, take a vote and abide graciously by the results. A successful vanpool is the product of fairness multiplied by courtesy and common sense.

A rider who anticipates being late should let the driver or other designated person know as far ahead of time as possible and offer to make his or her own arrangements for that trip. Likewise, a driver who will be late should arrange for someone else in the pool to drive.

Monthly Fees:

The monthly cost of the van will be divided equally among all vanpool participants. It is in everyone's best interest to keep all seats occupied, thereby keeping individual passenger seat costs to a minimum. For this reason, it is very important that everyone in the van help recruit riders to fill any empty seats in the event someone leaves the van.

The monthly vanpool fee is due monthly. Each rider is responsible to pay the Vanpool Operator no later than the _____ day of each month. Ridership in the van will be contingent upon this payment.



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If a rider's check is returned for any reason, CalVans can require the rider to pay by cash, cashier's check or money order from that point on.

A late fee of _____ will be assessed on all payments received after the above date. Late fees will be applied towards the monthly cost of the vanpool.

Morning Departures:

The van will pick up riders at the beginning of the day at the following location(s): _____, _____, _____ & _____. The departure time is _____ & _____, allowing _____ minutes for boarding before leaving.

Departure from work site:

The van will pick up riders at the end of the day at the following location(s): _____, _____, _____ & _____. The departure time is _____, allowing _____ minutes for boarding before leaving. Vanpool riders who cannot arrive by this time on a given day must notify the Vanpool Operator in advance of departure time or risk losing their seat.

Termination:

Each full-time rider is responsible for providing the Vanpool Operator 30-day notice prior to permanently leaving the vanpool group. Each rider will be financially responsible for his or her seat for the full 30 days after giving notice to terminate his or her ridership regardless if they ride in the van or not. The 30-day rule can be waived with the mutual consent of the Vanpool Operator and the rider.

Vanpool Rules:

- * Riders must comply with reasonable requests from the driver.
- * Riders must wear seat belts at all times.
- * Food and drinks are / are not (circle one) allowed in the van.
- * Good personal hygiene is to be maintained by each passenger as a courtesy to the entire Vanpool (this includes not using excessively strong colognes/perfumes).



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- * Volume level and choice of radio station for the audio system will be decided upon by the vanpool group as a whole, with the Vanpool Operator having the final say.
- * Smoking any substance or alcoholic drinks are prohibited in the van at all times.
- * Full time riders are allowed to sub-lease their seat for days when they know they will be absent (i.e. extended leave, vacation).

As a vanpool rider, I have read the Vanpool Rider Agreement and agree to the conditions detailed. I also understand that this agreement can be revoked by the main driver with or without cause.

This agreement is subject to change as needed for the management of the vanpool. The rider also understands that CalVans will not interfere with the management of the vanpool or decisions of the vanpool group or the main driver when conflict arises. CalVans may assist with matter that is more serious and may recommend that the vanpool disband when no resolution can be reached.

This agreement is specifically for use in vanpool: _____

Signature of Rider

Signature of Vanpool Operator

Printed Name

Printed Name

Date: _____

Date: _____