Vanpool Formation Checklist

☐ Contacted Community Transit to assist me in recruiting people for my vanpool.

☐ Gave everyone a **Vanpool Agreement** to read, sign and return to me by _____.

☐ Recruited one Primary Driver..... PD_____
two Back-up Drivers..... BU-1_____
..... BU-2_____
one Bookkeeper..... BK_____

☐ Gave each driver a **Vanpool Operator Application** to fill out and return along with a photo copy of their valid State Drivers License and proof of insurance to me by_____.

☐ Gave the Bookkeeper a **Vanpool Operator Application** to fill out only the Bookkeeper portion and return to me by_____.

☐ Contacted the Formations Coordinator with all drivers names, addresses, phone numbers and valid drivers license numbers.

☐ Mailed all signed paperwork to Community Transit in the enclosed postage paid envelope.

☐ All Primary Drivers, Back-up Drivers and Bookkeeper have signed up for a Vanpool Orientation Course at Community Transit.

PD _____ Date_____
BU-1 _____ Date_____
BU-2 _____ Date_____
BK _____ Date_____

☐ Primary Driver has contacted the Formations Coordinator to arrange a time and date to pick up the van.

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