



## **Vanpool Driver Approval Criteria**

A volunteer driver applicant must meet the following criteria at the time of application.

1. Driver has volunteered to be a vanpool driver and has not been designated by a group or company as a driver and receives no compensation from a group or company for driving. Driver is not an agent, servant or employee of **VPSI**. The Driver is an independent party participating, with others, in a voluntary, not for profit, ridesharing arrangement.
2. Driver has a valid driver's license from the state in which driver resides.
3. Driver is 25 years of age or older.
4. Driver has a minimum of five years current and uninterrupted licensed driving experience.
5. Driver does not have more than one moving violation or at-fault accident in the past 12 months.
6. Driver does not have more than two moving violations or at-fault accidents in the past 36 months (or any combination thereof).
7. Driver does not have any record of convictions for serious offenses such as:
  - A. Excessive speed (20 mph or more over posted speed limit)
  - B. Operating to endanger
  - C. Reckless or careless driving
  - D. Driving under the influence of alcohol or drugs
  - E. Operating a motor vehicle with a suspended or revoked license
  - F. School bus stopping or passing violations
  - G. Leaving the scene of an accident involving personal injury or property damage
  - H. Motor vehicle homicide.

Notes: These criteria are used as a guide to determine eligibility to be approved as a **VPSI** Volunteer Vanpool Driver. **VPSI** reserves the right to approve or deny drivers at any time based on information derived from a Motor Vehicle Report or from any responsible report.

**VPSI** may require an annual physical and subsequent written physician's report and/or the successful completion of a defensive driving course. (These may be a requirement in some states.)

*Please complete the following two pages. You should mail or fax the completed two pages to your local VPSI office which may be located by calling 1-800-VAN-RIDE.*



# Volunteer Driver Application

For approval as a VPSI: (please indicate below with an "X")

\_\_\_\_\_ Primary Driver

\_\_\_\_\_ Alternate Driver for: Van Number: \_\_\_\_\_ or

Primary Driver's Name: \_\_\_\_\_

**Thank you for your interest in vanpooling and offering to be a volunteer driver.**

Please complete this application thoroughly and legibly. VPSI, Inc. will use the information provided in this application to determine if you meet VPSI Vanpool Driver Criteria and to assess whether you qualify to be approved as a volunteer driver.

<b>Home Info</b>	First Name	Middle Name	Last Name		
	Street Address			Years at this Address	
	City	State	Zip	Home Phone	
	County of	Preferred E-Mail Address		Cell Phone	
	Previous Home Address (if less than 5 years at current address)		City	State	Zip
<b>Work Info</b>	Employer Name		Department	Years at this Employer	Work Hours (Start – End)
	Street Address			Work Phone	
	City	State	Zip	Monthly Mileage Allowance	
<b>Driving Info</b>	Birth Date	Driver's License Number	State	Dr. Lic. Expiration Date	
	Total Years Current and Uninterrupted Driving Experience	Total Years Licensed in Current State	If less than 5 years, Indicate the previous State(s) (most recent first)		
	Name of your Automobile Insurance Co	Policy Number	Previous State(s) Driver's License Number(s)		
<b>Emergency Contact</b>	Name		Relationship	Home Phone	
	Street Address			Work Phone	
	City	State	Zip	Cell Phone	

**Disclosure Statement and Signature of Applicant**

- A. I have been provided a list of VPSI Vanpool Driver Approval Criteria and to the best of my knowledge I meet the criteria at the time of this application.
- B. Everything stated in this application is true to the best of my knowledge. I understand that VPSI will only use this information to determine whether or not to approve me as a volunteer driver. VPSI may verify any information that I have provided.
- C. I authorize VPSI to obtain and review my driving record now and for as long as I am driving vehicles owned or managed by VPSI.

**Applicant Signature:** X \_\_\_\_\_ **Date:** \_\_\_\_\_



VPSI World Headquarters | Troy, Michigan | [www.vanride.com](http://www.vanride.com)

## DRIVING AND CREDIT RECORDS

### DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OF A DRIVING RECORD AND A CREDIT REPORT

In compliance with the Fair Credit Reporting Act, VPSI, Inc. ( **VPSI** ) hereby notifies you that to determine eligibility and give approval to become a primary volunteer driver and drive a vehicle owned or managed by **VPSI**, **VPSI** will request a consumer report from a Consumer Reporting Agency ( CRA ) . The consumer reports will be limited to a driving record and a credit report and this Disclosure of Intent will only be used to obtain a driving record and a credit report.

### ACKNOWLEDGEMENT OF RECEIPT OF DISCLOSURE AND CONSENT OF AUTHORIZATION TO OBTAIN CONSUMER REPORTS – DRIVING RECORD AND A CREDIT REPORT

I acknowledge by my signature below that I have received this copy of the “Disclosure of Intent to Obtain Consumer Reports.”

I voluntarily consent to authorize **VPSI** to obtain consumer reports consisting of my driving record and my credit report in connection with my application to become a primary volunteer driver and drive a vehicle owned or managed by **VPSI**.

I understand and agree that I can revoke this acknowledgement, consent and authorization only in writing and the revocation will be effective only upon receipt.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Print Maiden Name or other Names under Which  
Records May Be Listed



## Volunteer Driver Agreement

Van Number \_\_\_\_\_ VIN \_\_\_\_\_

This Agreement is between (1) the approved volunteer driver, (hereinafter called "**Driver**"), whose signature appears below, and (2) VPSI, Inc., (hereinafter called "**VPSI**"). This agreement shall become effective on the date it is accepted by **VPSI**, as evidenced by the signature of its authorized representative.

### I. DEFINITION OF TERMS

As used in this Agreement, the following terms are defined as indicated below:

- A. The **Driver** is a person who has been approved, in writing, by VPSI as the **Driver** and has signed this Agreement.
- B. An **Alternate Driver** is a person who has been approved, in writing, by VPSI as an **Alternate Driver** and has signed an Alternate Volunteer Driver Agreement.
- C. The **Driver** and an **Alternate Driver** are vanpool participants who volunteered to be the approved **Driver** or an **Alternate Driver** and each: 1) has and maintains a valid driver's license, 2) has a minimum of five years current and uninterrupted licensed driving experience, 3) is twenty-five years of age or older, 4) has and maintains a driving record acceptable to **VPSI** and, 5) **has been issued written approval by VPSI to operate vehicles provided by VPSI.**
- D. The **Driver** and an **Alternate Driver** volunteered to be a vanpool driver and have not been designated by a group or company as a driver and each receives no compensation from a group or company for driving. The **Driver** or an **Alternate Driver** is not an agent, servant or employee of **VPSI**. The **Driver** or an **Alternate Driver** is an independent party participating, with others, in a voluntary, not for profit, ridesharing arrangement.
- E. Any vehicle assigned by **VPSI** under this Agreement is the property of **VPSI** and this Agreement is a contract to permit use of the vehicle only by the **Driver** or an **Alternate Driver** who are each in possession of written approval issued by **VPSI** to operate a vehicle provided by **VPSI**, and only to be used as provided herein.

### II. REPRESENTATIONS AND AGREEMENTS BY THE PARTIES

Each of the parties makes certain representations and agrees to terms, conditions, actions and requirements as specified below:

- A. **Driver** represents and agrees that he/she:
  1. Will participate in a **VPSI** commuter vanpool as a volunteer driver and will use the vehicle to pick up, transport and deliver other vanpool participants to and from their residences (or other locations agreed to by **Driver** and the passengers) and their places of employment (or other locations agreed to by **Driver** and the passengers), and further agrees use of the vehicle for the purposes permitted under this Agreement will not be construed as "driving for hire or being engaged in transportation as a business."
  2. Has an appropriate, valid driver's license to operate the vanpool vehicle and further, will comply with any restrictions to such license.
  3. Will immediately advise **VPSI** in the event of:
    - a. Cancellation, lapse or change of the license of **Driver**.
    - b. Termination of **Driver's** principal employment.
  4. Has viewed the **VPSI** safety video, "The Vanpool Difference" and will, when requested by **VPSI**, be available to participate in a basic driver training or safety awareness orientation offered by **VPSI** or a designated agent, and will cooperate at any time with respect to obtaining the motor vehicle driving record of **Driver**.
  5. Shall not consent to or allow the use of the vehicle by anyone other than an **Alternate Driver** in possession of written approval from **VPSI**.
  6. Will return the vehicle to **VPSI** in the same condition, and with all the equipment and documents, as when delivered. Upon delivery and return of the vehicle, **Driver** and **VPSI**, or their respective agents, shall inspect the vehicle and execute a jointly-signed report on its condition. Damage, that is not attributable to a reported accident or collision/comprehensive claim supported by appropriate written reports, will be the sole responsibility of **Driver**. **Driver** is not responsible for ordinary wear and tear or damage which is the subject of a pending collision or comprehensive insurance claim.



3. Will, upon review and approval of original paid receipts, reimburse **Driver** for maintenance or repair expenses incurred, as provided for in this Agreement.
4. Will allow only the **Driver** or an **Alternate Driver** limited personal use of the vehicle outside of normal commuting periods as described in Section II. A. 8. of this Agreement.
5. Will credit **Driver** on a prorated basis, based upon a 30-day month, for the period of time that the vehicle is inoperable due to accident damage or mechanical failure, until such time as a back-up vehicle is made available by **VPSI** or its agent.
6. Will be responsible, up to a reasonable amount, for the cost of arranging to have the vehicle towed to the nearest authorized service facility when the vehicle is inoperable.
7. Will, at its expense, provide automobile liability insurance, state authorized self-insurance, excess liability insurance, or a combination thereof, equal to a combined single limit (CSL) of \$1,000,000.00 to protect **Driver** and **Alternate Driver**, while operating a vehicle provided by **VPSI**, from claims made by others for bodily injury (including death) and property damage.

This insurance will not apply to: 1) any obligation for which **Driver**, **Alternate Driver**, or any insurance carrier may be held liable under any workers' compensation law or any similar law, rule or regulation, 2) any obligation assumed by **Driver** or **Alternate Driver** under any expressed or implied contract, 3) uninsured motorist protection, underinsured motorist protection, no-fault benefits, personal injury protection, or medical payments, except where required by law, and then only to the minimum financial responsibility required by applicable law, or 4) any liability of **Driver**, **Alternate Driver**, or any employer of **Driver** or **Alternate Driver**, arising while the vehicle is being operated or used during **UNAUTHORIZED USE** as defined in Section II. C. 1.

8. Will assume the risk of loss of or damage to a vehicle provided by **VPSI** under this Agreement in excess of the deductible, except if such loss or damage occurs while the vehicle is being used or operated during **UNAUTHORIZED USE** as defined in Section II. C. 1.
9. Will indemnify, hold harmless and defend **Driver** and **Alternate Driver** against insured claims resulting from the operation of a vehicle provided by **VPSI**, except during **UNAUTHORIZED USE** as defined in Section II. C. 1. and equal to an amount as described in Section II. B. 7.

C. The Parties further agree:

1. The operation of a vehicle by any person with the knowledge or consent of **Driver** or **Alternate Driver** under any of the following conditions, hereinafter called **UNAUTHORIZED USE**, constitutes a material breach of this Agreement, and **VPSI** insurance does not apply to any liability arising from such use. **UNAUTHORIZED USE** includes but is not limited to:
  - a. **USE OF THE VEHICLE BY ANYONE OTHER THAN THE DRIVER OR AN ALTERNATE DRIVER IN POSSESSION OF WRITTEN APPROVAL FROM VPSI.**
  - b. Use or evidence of use, of the vehicle by any person under the influence of narcotics or intoxicants, including any person who knowingly is adversely affected by medicines or prescriptions.
  - c. Driving in any race or speed test or contest.
  - d. Use of the vehicle to propel or tow any trailer or other vehicle.
  - e. Driving upon other than paved or suitably graded public highways, private roads, and driveways; or under or upon tunnels and bridges posted with insufficient clearance or weight capacity.
  - f. Carrying passengers for hire, or any business or commercial use of the vehicle.
  - g. Driving outside the borders of the United States.
  - h. Parking the vehicle overnight other than at the residence of **Driver**, **Alternate Driver** or a vanpool participant without prior written approval from **VPSI**.
  - i. Use of the vehicle 1) without making a reasonable effort to ensure all occupants, including the **Driver** or **Alternate Driver**, are wearing their seat belts, 2) by more passengers than there are seat belts, and 3) without requiring occupants to comply with applicable seat belt laws and child restraint laws.
  - j. Transporting formal groups, such as church groups, scout troops, athletic teams, etc.
  - k. Transportation of any property deemed hazardous by reason of being flammable, explosive, fissionable or corrosive; or any contraband material.
  - l. Loading the vehicle beyond the manufacturer's stated passenger and/or weight capacity.
  - m. Leaving the vehicle and failing to remove all keys; failing to close and lock all doors and windows; and otherwise contributing to the vandalism or theft of the vehicle.
  - n. Use of the vehicle in the commission of a crime or illegal activity.

- o. Use or abuse of the vehicle by **Driver, Alternate Driver** or vanpool participant who, as a result of reckless misconduct or gross negligence, damages the vehicle or causes injury or property damage to others.
  - p. Use of any cell phone device (including a hands free cell phone) or personal audio or video equipment by the **Driver** or **Alternate Driver** while operating the vehicle.
2. This Agreement shall be terminated by:
    - a. **Driver** giving **VPSI** thirty (30) days notice, in writing, unless waived, in writing, by **VPSI**.
    - b. **VPSI** giving thirty (30) days notice, in writing, to **Driver**, without cause.
    - c. **VPSI** giving twenty-four (24) hours notice, in writing, to **Driver** for cause.
  3. Upon the termination of this Agreement, the **Driver** will arrange for and/or pay the cost of the return of the vehicle, any accessories and all documents pertaining to it, to the **VPSI** Customer Service Center location shown below or another location designated by **VPSI** and agreed to by **Driver**.
  4. This Agreement may not be assigned without prior written consent by **VPSI**.
  5. **VPSI** insurance applies only to vehicles supplied by **VPSI** under this Agreement.
  6. **VPSI** shall not be responsible to **Driver, Alternate Driver** or others for any loss of income, inconvenience or other damages sustained as a result of an interruption of services to be furnished by **VPSI**.
  7. It is expressly understood neither **VPSI** nor its insurance company will be responsible for any person's property lost, stolen, or damaged in or from the vehicle.
  8. This Agreement embodies the entire Agreement between the parties with respect to the transactions contemplated. Any prior agreements, representations or warranties between the parties other than those set forth in this Agreement are rescinded. This Agreement may not be modified or altered except in writing by Addendum attached hereto and signed by both **Driver** and **VPSI**.
  9. Any provision of the Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining portions hereof or affecting the validity or enforceability of such provisions in any other jurisdiction.

10. All notices and/or correspondence shall be addressed to:

**Driver**  
 Please print name and home address  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VPSI, Inc.** World Headquarters  
 1220 Rankin Drive  
 Troy, MI 48083-6004

**VPSI, Inc.** Customer Service Center (at below address)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_  
**Driver's Signature**

\_\_\_\_\_  
**VPSI, Inc.** Title





## Addendum to VPSI Volunteer Driver Agreement Wright Express MasterCard

It is understood that VPSI will issue the Driver, whose signature appears below, a ConnectCard to be used for purchasing fuel, parking, tolls and vehicle washes for said vanpool as described in VPSI's Volunteer Driver Agreement. The ConnectCard monthly allowance, which is established by the Driver, is due and payable, in advance, to VPSI each month.

In addition to the terms and amount stipulated in the Volunteer Driver Agreement (Section II.A.), the Driver agrees to accept full financial responsibility for any and all charges to, or associated with, the ConnectCard account. The Driver also acknowledges that changes to the monthly allowance can be made by VPSI, at its discretion, without notice, for cause.

The Driver authorizes VPSI to charge the ConnectCard monthly allowance on its VPSI vanpool account invoice on or about the 15th day of the month prior to the actual usage. Further, authorization is granted to VPSI to reconcile the vanpool account monthly and to credit or charge the actual usage difference to the account.

The Driver agrees to notify the issuer of the ConnectCard (Wright Express Financial Services) and VPSI, immediately, if the card is lost, stolen or damaged and agrees to pay a \$40.00 replacement card fee to VPSI in such an event. Failure to notify VPSI, Inc. and Wright Express within 24 hours may result in driver forfeiting his/her protection from fraudulent use of the card. The VPSI account must be paid in full, including the ConnectCard monthly allowance, no later than the 5th of the month or the card will automatically be deactivated. VPSI will endeavor to notify the Driver, of the deactivation. To reactivate the card, the account must be paid in full including a reactivation fee. The Driver agrees to pay the reactivation fee of \$40.00, which will be assessed to the account. If the card is deactivated more than three times in any twelve month period, it is understood that VPSI may deny reactivation of the ConnectCard.

The ConnectCard is the sole property of VPSI, Inc. and must be returned to VPSI upon request. VPSI reserves the rights to amend, suspend, or modify the ConnectCard Program upon written notice to the Driver.

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

VPSI's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

For VPSI Internal Use:	
Van Number: _____	PIN: _____
Card Number: _____	Date Issued: _____
Card Issuer Name: _____	Date Returned: _____



**ADDENDUM to Volunteer Driver Agreement**

**VAN NUMBER** \_\_\_\_\_ **VIN** \_\_\_\_\_

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This addendum shall be applied to the **Volunteer Driver Agreement** between **Driver**, as identified below, and **VPSI, Inc.** (hereafter referred to as **VPSI**) and is incorporated in that **Agreement** by reference.

**VANPOOL RIDERSHIP REPORT**

Volunteer **Driver** hereby acknowledges and agrees to the following:

- The Volunteer **Driver** will maintain a monthly Vanpool Ridership Report indicating the information required on the report form supplied by **VPSI**.
- The Volunteer **Driver**, or appointed vanpool member, must submit the monthly Vanpool Ridership Report to **VPSI** no later than the 5<sup>th</sup> of the following month.
- All information submitted on the Vanpool Ridership Report must be true and accurate.
- Failure to submit the Vanpool Ridership Report to **VPSI** by the due date of each month may result in **VPSI** terminating the vanpool.
- All provisions contained in the **VPSI Volunteer Driver Agreement** remain in full effect.

Your signature below indicates your concurrence with the provisions outlined above.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_  
**Driver Signature**

\_\_\_\_\_  
**Driver Printed Name**

\_\_\_\_\_  
**VPSI, Inc.** **Title**



## ***Vanpool Route Description***

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Van number:

Number of vanpool participants (*including driver*):

**Vanpool Origin** (all fields required):

- Pick-up time in A.M.:
- 1<sup>st</sup> meeting point (*Address + City + ZIP*):
- 2<sup>nd</sup> meeting point (if applicable):
- 3<sup>rd</sup> meeting point (if applicable):
- County of vanpool origin:

**Vanpool Destination** (all fields required):

- Employer (*Address + City + ZIP*):
- Work departure time in P.M.:

\_\_\_\_\_  
**Volunteer Driver Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Volunteer Driver Printed Name**

NOTE: Vanpool driver is required to fully complete and submit the Vanpool Route Description form as part of the vanpool approval process. Information contained herein will be used for vanpool reporting purposes and to facilitate the rider matching process to ensure all vanpools remain at capacity.