Volunteer Driver Application
Ada County Highway District Commuteride

5714 Fairview Avenue • Boise, Idaho 83706-1169
208- 345-7665

This application will be used to establish your eligibility as a driver for the Ada County Highway District Commuteride Vanpool program. The information you provide helps us assure you, your vanpool group, and the public that the highest standards of safety and accountability are maintained. We appreciate your cooperation and interest in our vanpool program. Return completed application to your Commuteride Vanpool Coordinator.

All applicants must read and sign in the signature block on the back of this form.

1. Vanpool No._____ and / or From_____ To_____

2. Name_____
First Full Middle Last

3. Address_____
Number and Street (include apartment number, if applicable)

_____
City State Zip Code

4. Years at this address _____ years _____months Email Address_____

5. Telephone: Work_____ Home_____

6. Date of Birth_____ Drivers License Number_____
Month/Day / Year

7. Employer's Name and Address_____

_____

8. Job Title _____

9. Present Supervisor's Name_____ Supervisor's Phone_____

10. Length of Employment _____ years _____ months

If less than 2 years
Previous Employer_____

Length of Employment _____ years _____ months Previous Supervisor_____

11. Years Driving Experience _____ years _____ months

12. Have you driven an oversized vehicle before? ☐ Yes ☐ No
If "Yes," please specify_____

13. Do you currently have a valid and unrestricted Idaho State Driver's License? ☐ Yes ☐ No
If "No," please specify_____

14. Have you ever had your automobile driver's license or privileges suspended, revoked or refused? ☐ Yes ☐ No
If "Yes," please explain_____

15. Do you have a condition that may or does result in physical or mental impairment? (Including, but not limited to, sight in only one eye, missing limbs, deafness, paralysis, convulsive or seizure activity, epilepsy, blackouts, diabetes, or a heart disease.)
☐ Yes ☐ No If "Yes," please specify

_____

continued on back

16. Have you ever been convicted of driving while intoxicated or under the influence of drugs? ☐ Yes ☐ No
If "Yes," please explain:

_____

_____

17. List the motor vehicle accidents, of any type or cause that you have been involved in as a driver during the past three (3) years? Please complete all sections for each accident.

Date	Time am pm	Driver	Violation Type	Who was at Fault?
Bodily Injury ☐ Yes ☐ No	Vehicle Damage ☐ Yes ☐ No	Damage Costs $	Property Damage ☐ Yes ☐ No	Damage Cost $

Date	Time am pm	Driver	Violation Type	Who was at Fault?
Bodily Injury ☐ Yes ☐ No	Vehicle Damage ☐ Yes ☐ No	Damage Costs $	Property Damage ☐ Yes ☐ No	Damage Cost $

I have not been involved as a driver in any motor vehicle accidents during the past three (3) years _____ (initial)

18. Indicate all driving violations or citations, other than parking tickets, that you have been convicted of, or paid any fines for, during the past three (3) years. Please complete all sections for each violation or citation.

Date	Time am pm	City and State
Conviction Type	If speeding Legal limit mph	Your speed mph
Remarks (may be continued on a separate sheet) _____		

Date	Time am pm	City and State
Conviction Type	If speeding Legal limit mph	Your speed mph
Remarks (may be continued on a separate sheet)_____ _____		

I have not received any motor vehicle moving violations or citations in the past three (3) years _____ (initial)

19. Do you have automobile insurance for your personal vehicle? ☐ Yes ☐ No If no, why not?

_____

20. Name of your personal auto insurance company_____

21. Can you provide off-street parking for the van at your home? ☐ Yes ☐ No

My signature below authorizes the Ada County Highway District to obtain my driving record. This release continues in effect as long as I continue to operate an Ada County Highway District Commuteride Vanpool vehicle.

Signature_____ Date_____

Committed to Service

VANPOOL DRIVER AGREEMENT

This agreement, made and entered into this _____ day of _____, 20_____, by and between the ADA COUNTY HIGHWAY DISTRICT, acting by and through the Ada County Highway District Commissioners whose address is 3775 Adams Street, Boise, Idaho, 83714, hereinafter referred to as

"DISTRICT", and,_____
(Please print full name)

whose address is _____,
hereinafter referred to as "DRIVER".

WHEREAS, the "District" and the "Driver" desire to cooperate in reducing energy consumption, traffic congestion, and air pollution through initiation of commuter vanpool service;

WHEREAS, the "District" desires to form an operating Commuter Vanpool, wherein District will provide to "Driver" a van, and assist in forming and maintaining a vanpool for the benefit of commuters, and to render such other reasonable assistance as may be required for the function of the vanpool;

WHEREAS, "Driver" desires to be an operator of a van during the term of this agreement.

W I T N E S S E T H:

1. RESPONSIBILITIES OF DRIVER: Drivers of the Ada County Highway District Commuteride Vanpool Program, hereby agree to maintain, and to perform the following services:

   A. Driver agrees to maintain and keep in full force and effect a valid Idaho Motor Vehicle Operator's license as defined in Idaho Code 49-303(c). Members of the military, and/or residents of Oregon will be exempt from this requirement, but must show proof of valid license from their home state before being approved as a Commuteride driver, and then every year thereafter.

   B. Driver agrees to drive said van to and from the work location and to pick up and deliver the other commuters who pay consideration to ride in said vanpool.

   C. Driver agrees to arrange for minor periodic maintenance of said vehicle, and to keep said vehicle clean, weather conditions permitting.

   D. Driver agrees to keep an accurate record, in form and in detail satisfactory to District, covering the operation, expense and all income earned from passengers using the Commuteride Vanpool Program.

E. Driver agrees to remit all fares to District at such intervals as shall be determined by District.

F. Driver further agrees to submit to District any and all bills incurred in operating and maintaining said vehicle at such intervals as shall be determined by District.

G. Driver agrees to make no modification, changes, or installation of equipment on said vehicle without the express written permission of District.

H. Driver agrees to return the van to District on demand in as good condition as received, normal wear and tear expected.

I. Driver agrees to keep the van locked at all times and not leave keys in the van unless instructed by Commuteride.

J. Driver acknowledges that the Vanpool Driver Agreement may be revised from time to time by District and Driver agrees to comply with, and be legally bound by, all of the terms and conditions of the Vanpool Driver Agreement as set forth now and at any time in the future on the Commuteride website at the following link: commuteride.com Driver accepts full responsibility to keep informed of any revisions to the Vanpool Driver Agreement.

2. RESPONSIBILITIES OF DISTRICT: The responsibilities of District pursuant to this agreement are as follows:

A. District shall approve the designation of each Driver who operates motor vehicles pursuant to the Vanpool Driver Agreement.

B. District will offer one (1) Driver per Vanpool Route free transportation to and from work so long as Driver shall operate said van pursuant to the terms of this agreement.

C. District will assist Driver to locate potential Vanpool members.

D. District will provide printed forms for, and assistance in the maintenance of, the record keeping of all vehicles used pursuant to the Commuteride Vanpool Program.

E. District shall receive fares from all participants in the Commuteride Vanpool Program, and pay any and all bills incurred in the operation of said vehicle, except as hereinafter set out herein.

3. GENERAL CONSIDERATION:

A. It is hereby agreed and understood by and between the parties hereto, that the operation of a van pursuant to the Commuteride Vanpool Program to transport commuters, is permitted only by the Driver as specified pursuant to this agreement.

B. The vehicle used pursuant to this agreement shall not carry any commuters to and from work location other than paying vanpool members or riders participating in the free trial ride.

C. The Commuteride Vanpool Program provides one free driver fare per month, per Vanpool Route. In a shared driving responsibility, the primary driver is still responsible for the report and all maintenance care items with the van.

D. The vehicle herein shall not be used to carry any passengers, or freight for hire, for ridesharing or for any other purpose other than is specifically set out pursuant to this agreement. The Driver may use the van for personal trips under conditions and rates set forth in Attachment A. The Driver is responsible for scheduling and monitoring all personal use of the van.

E. The Driver shall not overload the vehicle beyond the specified carrying capacity, or operate the vehicle on flat or insufficiently inflated tires.

F. The vehicle shall not be used to pull any trailers.

G. The vehicle used herein shall be operated only on existing public and private streets and rights-of-way.

H. The vehicle shall not be used for any purpose requiring the removal of any seats, or any fixtures or attachments located in, upon, or attached to said vehicle.

I. Driver of the vehicle herein, agrees to be solely responsible for all individual fines and penalties for parking, traffic and speeding violations. Should the District herein be required to pay any fines or summons, it may be billed to the Driver for same.

J. The Driver of the vehicle, pursuant to this agreement is responsible to promptly report any accident or incident involving bodily injury or property damage to District within twenty-four (24) hours of the accident or incident. Such reporting is to be made in accordance with the procedures outlined by the Idaho State Law and the Insurance Carrier. Such procedures will be available in the vehicle at all times. Such report is also to include injury to any passenger in the van, even though no other party was involved.

K. The Driver of the vehicle, pursuant to this agreement may be held liable for damages or loss due to the van left unlocked or keys left in the van and other instances of gross negligence.

4. TERMINATION: This agreement may be terminated by either party upon thirty (30) days written notice, delivered to the other party in person, or by use of the United States mail. District herein shall also have the right to terminate this agreement for failure of Driver to provide adequate service, maintain a valid motor vehicle license, failure or refusal to sign annual Vanpool Driver Agreement, or to properly care for said motor vehicle during the time that said vehicle is in Driver's possession.

_____DATE_____
DRIVER/OPERATOR

ACCEPTED:

ADA COUNTY HIGHWAY DISTRICT

_____DATE_____
Vanpool Operations Coordinator

Personal Use of Commuter Vans and Reimbursement Policy

Driver may drive vans for personal use as follows:

a. Vans are not to be driven over 50 miles from Boise (or Vanpool Route origin). Personal miles are designed to be used during commuting hours for personal errands such as doctors appointments, going out to lunch, or errands on your way home from the Park & Ride etc. They are not designed to be used for family vacations, work transportation, or group outings per our insurance.

b. Each Vanpool Route is given the first 25 personal use miles free. These miles belong to the primary driver, or are shared by any approved drivers in a shared driver arrangement. Primary driver can share their free miles with back-up drivers.

c. Any miles over the 25 free are charged at 0.56c/ per mile not to exceed 50 miles per month without prior approval from the Vanpool Operations Coordinator.

d. *Personal miles must be paid monthly.*

e. Gross personal miles in excess of “400” in any calendar quarter will be charged at the full "Total cost per mile" to operate the van the preceding quarter. *This cost will run approximately .90 cents per mile.*

f. Personal miles should only be used by the van driver during commuting hours.

g. Personal miles are designed to be used on days that you drive. If you are a back up driver and didn’t drive that day, you need to call the Vanpool Operations Coordinator and have personal miles preapproved.

Clarification on recording personal mile usage:

On the day you drive, record all personal mile usage on the Monthly Vanpool Report in the column marked *Personal Daily*. In the *Comments* section list your name and how miles were used:

i.e. *Annette-went to doctors appt.*