

WELCOME TO JEFFERSON TRANSIT'S VANPOOL PROGRAM

As a full-service transportation agency, Jefferson Transit provides vans for use by commuters like you, who travel to or from work in Jefferson, Clallam and Kitsap Counties. Commuters receive comfortable, convenient travel in exchange for a monthly fare, which covers the cost of the van's operation. Vanpool passengers pay a monthly fare for the ride to work; Jefferson Transit purchases the equipment and administers the program.

Benefits include:

- A affordable ride
- A safe, reliable commute
- Less miles on personal vehicle, less wear and tear on personal car
- Potentially lower insurance rates on personal vehicle
- Personal satisfaction for easing traffic congestion and air pollution

VANPOOL DRIVERS

A safe driver is the single most important ingredient in any vanpool program. Jefferson Transit in partner with Washington State Transit Insurance Pool (WSTIP) has established specific criteria to qualify those persons who have volunteered to drive a public vanpool vehicle.

Drivers:

- Must have a current Washington State Driver's License and have driven for at least five years. Restrictions for glasses or contact lenses are acceptable. Other restrictions must be reviewed.
- The potential driver must be in good health. A potential driver may be required to have a physical examination, at the driver's expense, to determine good health.
- Must complete a Vanpool Agreement
- Must complete a Driver Application
- At the time of application provide a driving history record (abstract) from the Washington Dept of Licensing for the last three years
- Review and sign Driver Function List

- The use of a Jefferson Transit vanpool vehicle is a privilege.
- Jefferson Transit vans must be driven by authorized van drivers only.
- Jefferson Transit reserves the right to revoke the use of a van.
- Report any moving violations, accidents, or health changes that may affect your driving record

Jefferson Transit may contact the applicant's employer, insurance company, and/or physician to obtain information necessary for approval. This will be accomplished only with the applicant's consent. Information will be kept confidential.

VANPOOL DRIVER'S LICENSE ELIGIBILITY CRITERIA – MINIMUM STANDARDS - Established by WSTIP and Jefferson Transit

Within a three-year period, prospective, eligible drivers shall have:

- No more than one minor, non-cited accident and one minor moving violation
- No more than two minor, non-cited accidents with no minor moving violations
- No major moving violations
- No major at-fault accidents
- No seat belt violations

For existing vanpool drivers, eligibility will be terminated if within a three-year period they have:

- More than one minor, non-cited accident and one minor moving violation
- Two minor moving violations
- Any major moving violation
- Any major at-fault accident, cited or non-cited
- More than two minor accidents
- Multiple complaints (Jefferson Transit Vanpool staff reserves the right to terminate a driver or take disciplinary action, such as suspension, based on frequency, severity, and validity)
- No seatbelts violations

"Minor accident" shall be defined as involving less than \$2,500 in total damage and no bodily injury.

"Cited" means an accident in which the driver was given a traffic citation for a violation of a law or regulation in connection with an accident.

"Minor moving violations" are listed as any violation less significant than those referenced as major violations

"Major moving violations" shall be defined as those in which an accident resulted, also including any and all felony traffic convictions (DUI – alcohol or drugs – careless reckless, or negligent), failure to appear, leaving the scene, suspensions or revocations, speed greater than 10 mph over the limit, passing/center line violations, failure to stop, failure to yield, disobeying school patrol/officer violations, following too close, disobeying road signs, and over-driving road conditions.

AUTHORIZED DRIVERS

Jefferson Transit vans must be driven by authorized van drivers only. Authorized drivers are those who:

- Have completed the Driver Application Process
- Have completed online Defensive Driving class assigned by Vanpool Coordinator

Any commuter group found operating a van by an unauthorized driver will lose their van. Jefferson Transit's vanpool insurance coverage will not be extended to any incident occurring while the van is driven by an unauthorized driver. The liability for any incident would be assumed by the unauthorized driver.

- Only authorized drivers are permitted to operate Jefferson Transit vans.
- Authorized drivers must first complete a mandatory Driver Workshop and meet the selection criteria established by Jefferson Transit.

BACK-UP DRIVERS

Many of the vanpools now divide driving responsibilities between two or more people. From the standpoint of driver fatigue, burn-out, and attitude adjustment, this system is what we prefer. We recommend that at least two other back-up drivers be trained and ready to assist for a variety of reasons: business appointments, classes, vacation, sick time, or temporary work location re-assignments.

DRIVER EMERGENCY AUTHORIZATION

In an emergency, a passenger may obtain temporary (**one trip**) telephone authorization from Jefferson Transit vanpool staff to act as the vanpool driver from the work site. A short interview at the time of the request would include information on the following:

- Full name of the individual
- Washington State driver's license number
- Date of birth
- Years of driving experience

WEATHER EMERGENCIES

If a vanpool group chooses because of a snow day to commute using some alternative plan, such as a personal vehicle, Jefferson Transit insurance does not extend to cover the personal vehicle used.

- Jefferson Transit's insurance does not extend to personal vehicles. Drive your personal vehicle at your own risk.

If a very serious weather emergency arises, Jefferson Transit reserves the right to request that the van not be operated until the emergency passes.

Vanpool vehicles should not be operated if Jefferson Transit bus service has suspended operations due to a weather emergency

VANPOOL DRIVER RIGHTS AND RESPONSIBILITIES

PERSONAL USE OF THE VAN

No personal use of the van is permitted at any time. Please do not have your family on board for any reason, unless they are paid participants in the Jefferson Transit Vanpool Program.

CELL PHONE USE

Cell phone use is prohibited when driving the vanpool.

OFF STREET PARKING

Whenever possible, park the van off the street to provide security and to reduce the risk of accidents and vandalism. Never park off street in places that public opinion might deem inappropriate or negative, such as a tavern.

PRE-TRIP INSPECTION

- Walk around the van – see any obstacles or vandalism?
- Check underneath for fluid drips and obvious mechanical defects.
- Check condition of tires' tread and proper air inflation psi.
- Unplug the block heater cord if in use.
- Clean windshield and all windows, tail and headlights if needed.
- When starting up, watch the van gauges. Have fuel? Alternator OK?
- Test if turn signals, lights and horn are working.
- Adjust and clean mirrors if necessary.
- Weekly – check fuel, oil, washer fluid, belt, transmission fluid and brake fluid.

Proper Use of Seat Belts

- Shoulder straps must be properly worn.
- Do not pull away until all passengers are seated and buckled in.
- Remove passengers for non-compliance of seat belt law.

Plan Ahead

- Allow yourself time.
- Know the hazards on your route.

Van versus Cars

- Safe operation is a different challenge; abrupt maneuvers may create risk of roll-overs
- More blind spots.
- More height and clearance /weight /width considerations.

- Center of gravity is higher and shifted to the rear; increasing the propensity to roll
- Meets more wind force resistance
- Acceleration may feel slower in diesel vans
- Stopping distance when fully loaded is longer; vans equipped with ABS
- Turning radius is wider, may require a different sight line at corners

Accident Avoidance

- Make sure the van windows are not blocked by decals or decorations. No hanging objects from the rearview mirror.
- Watch out for the other guy!
- Recognize the difference between taking "unnecessary chances" and taking a "calculated risk."
- Secure the van when boarding or off loading passengers – set your emergency brake and the transmission in park. Remember this safety feature: you cannot shift out of park again until your foot is on the brake pedal.
- It is a good idea to drive with your headlights on. At end of trip, turn them off.
- Drive with your hands at 3 and 9 on the steering wheel due to the air bag.
- No cellular phone use while you are driving.
- A moment's inattention or simple distraction can be a serious mistake.
- Remember to keep scanning your mirrors.
- Follow the 4 second "cushion of safety" rule.
- Leave yourself an out.
- Respect intersections and right-of-way. Stop lights are never for sure – clear it and cover your brakes, watch out for stale green or yellow lights.
- Restrict the space between your vehicle and the curb to less than the width of an auto when making a right turn.
- Watch for dangers and accident traps such as, animals, downed vehicles, brake lights or construction.
- Watch pedestrian crossings, loading zones, school bus stops, and railroad crossings.
- When turning right, look both left and right.
- When backing up ask for help and honk.
- When passing, ask yourself, "is this necessary to make a safer situation?"

- When being passed, accept it and ease off to help the other driver around you.
- Use your turn signals and hazard flashers to let others know your intentions.
- Be aware of speed limits and obey them.
- When merging, it helps to ask and use a spotter.
- Look to the left and behind you before moving from a stop or loading zone.
- Got to the light for left turns and crossing heavy traffic lanes.
- Look a block ahead, anticipate and drive according to several vehicle reactions not just the bumper immediately in front of you.
- Visibility may be impaired with bicycles loaded on the bike rack. Compensate for the increased length on the front of the van if a bike rack is installed on your van.
- Set the parking brake and take your keys at the trip's end, then lock the doors.

Inclement Weather

- Know that conditions change from town to outer areas.
- With snow and ice driving, you will go slower, so allow more time.
- Increase your following distance to have reaction time to stop.
- Turn into the skid – wheel the direction you want the front of van to go
- Understand that visibility is reduced; please clear all your windows of frost.
- Black ice is common on bridges, in shady spots, at intersections and down hills.
- Do not use cruise control if you suspect icy conditions.
- Winterize the van: do you need an ice scraper, washer fluid, better tires, and extension cord to plug in the diesel vans?

The Driver

- Self-report any health changes, use of prescription drugs, or medical issues.
- Self-report any accidents or ticket violations.
- Let someone else drive if you are tired, do not feel well or have had a bad day.
- Get help with conflict resolution so you can concentrate on the task of safe driving.

JEFFERSON TRANSIT RIGHTS AND RESPONSIBILITIES

Jefferson Transit is the legal owner of the vanpool vehicle and, therefore, has specific rights and responsibilities to the Vanpool Program. Jefferson Transit reserves the right to revoke the use of a van, as detailed in the following sections.

REMOVAL OF A VANPOOL DRIVER

- Operating the van in a manner inconsistent with the agreement
- Unsafe driving (reckless, negligent, or illegal)
- Involvement in an "at-fault" accident
- Citation(s) for traffic violation(s)
- Complaints; based on frequency or severity. Complaints from a Police Official. (JT reserves the right to hire a private/confidential 3rd party to investigate)
- Using the van for hauling, towing, or other unapproved purposes
- Using the van to push or jump-start another vehicle
- Driving the van outside Jefferson Transit's 50 mile radius boundaries.
- Removal of seats
- Personal use of the van
- Operation of the vehicle under the influence of drugs or alcohol
- Unreported accident or incident in a vanpool vehicle
- Consistently late or unreliable service
- Failure to abide by Jefferson Transit's no smoking policy
- Failure to accurately submit revenues (fares) in accordance with reporting requirements and comply with accounting deadlines

REMOVAL OF A VANPOOL GROUP/VANPOOL VEHICLE

- Condone or encourage a driver to speed, hide the fact from JT staff
- Unauthorized drivers operating the van
- Unreported damage or abuse of the van
- Consistently low passengers or revenues, below required levels
- Consumption of alcoholic beverages, or smoking cigarettes

REMOVAL OF AN INDIVIDUAL PASSENGER

- Failure to pay monthly fees
- Not using seat belts
- Failure to abide by majority consensus, as established in the Vanpool Agreement
- Rude, abusive, or intimidating behavior, as determined by the majority
- Failure to abide by Jefferson Transit's no smoking policy

Guaranteed Ride Home Program

Information usage and hours of Jefferson Transit's Guaranteed Ride Home Program can be found on the last page of the Vanpool Agreement,

Insurance

Jefferson Transit provides appropriate insurance coverage for vanpools through the Washington State Transit Insurance Pool (WSTIP). The premiums for this coverage are paid by the monthly passenger fares. The insurance rates charged for vanpools are a reflection of market trends and the accident history of the transit program. Please remember, **only drivers and back-up drivers authorized by Jefferson Transit may drive vanpool vehicles.**

- **Intentional malicious or illegal acts are excluded from insurance coverage, including driving under the influence of alcohol or other drugs.**
- **Any incident involving the van or a person must be reported immediately.**

Coverage Summary - Liability

Jefferson Transit PBTA purchases liability insurance coverage for van operations through the Washington State Transit Insurance Pool (WSTIP). If our van driver causes an accident, this liability insurance provides coverage for injuries to van passengers, injuries to other drivers and their vehicle occupants, and damage to other's property. This coverage is similar to the liability coverage on your own personal auto except Jefferson Transit PBTA, as a public entity, carries higher limits. The liability coverage excludes bodily injury for employees and vanpool drivers. This is similar to your personal auto insurance.

Vanpool Drivers: Jefferson Transit PBTA also purchases medical and hospital benefits insurance coverage for vanpool drivers. As long as the driver is operating the van under the terms and conditions of the vanpool agreement, the driver is eligible to receive \$35,000 in medical and hospital benefits, regardless of responsibility for the accident. This coverage is secondary to any other benefits the driver may have, such as medical benefits. However, it covers deductibles and other out of pocket medical and hospital expenses that medical insurance plans do not pay.

Drivers and Passengers: If another driver is responsible for an accident involving our vanpool and is underinsured, Jefferson Transit PBTA purchases \$60,000 of underinsured motorist coverage. This coverage is on a per accident basis and is distributed among the injured individuals in the van. Jefferson Transit PBTA also purchases coverage for auto physical damage coverage for the van itself. The van's value is determined at the time of loss using actual cash value.

Minor Incidents: Any incident involving the van or a person around the van, (where Jefferson Transit may have a liability issue) must be reported immediately to Jefferson Transit Vanpool staff. Always be sure to record and report the person's name, phone number, and address. This requirement includes such occurrences as a passenger injured upon entering or exiting the van, acts of vandalism, hitting an animal, or any other minor incidents taking place within a 20-foot radius of the van that pertain to the van or riders.

VANPOOL PARTICIPANTS RIGHTS AND RESPONSIBILITIES

All vanpool drivers/riders **must** read and sign a Vanpool Agreement and abide by the terms outlined in the vanpool agreement. Failure to do so will result in a denial of service.

Seatbelts - Under Washington State Law RCW 46.61.688(3), it is mandatory that "all passengers in all vehicles wear a seat belt safety device, in a properly adjusted and securely fastened manner."

Jefferson Transit Vanpool will not provide service to any individual that refuses to wear a seat belt.

The driver is legally responsible (and citable) for all passengers under age 16 to wear seat belts in any vehicle.

All adult passengers are personally responsible (and citable) to wear seat belts in any vehicle.

Jefferson Transit is responsible for supplying seat belt safety devices to all passengers.

Alcohol - It is forbidden by Washington State Law (RCW 46.61.519) and Jefferson Transit policy, to consume or carry alcohol on a publicly owned vehicle.

Illegal Drugs - Jefferson Transit receives a significant amount of federal grant funding which requires zero tolerance in the use of illegal drugs. The use of "medical marijuana" under a state law does not constitute a valid medical explanation under federal law and possession of marijuana remains a crime under federal law.

Smoking - Smoking is not allowed in Jefferson Transit vehicles.

Marijuana – under federal law possession or use of marijuana remains a crime and would disqualify a driver from the Vanpool Program.

Unlawful Bus Conduct - It is against Washington State law (RCW 9.91.025 *Unlawful Bus Conduct*) (Public Conveyance) and Jefferson Transit policy to hinder, disturb, deface, litter, carry a lighted pipe, cigar, or cigarette, to engage in loud, raucous, unruly, harmful, or harassing behavior, to carry or consume alcohol in a Jefferson Transit vehicle or on Jefferson Transit property.

Grievance Procedure

On occasions, there may be conflicts that cannot be resolved within your vanpool groups. These conflicts will be resolved by the Vanpool Program Administrator.

If a person directly involved with the conflict or action in question wishes to protest the decision of the Vanpool Program Administrator, such protest must be submitted in writing to the General Manager.

The General Manager will review information from those parties concerned with the action, as well as the decision of the Vanpool Program Administrator.

PASSENGER RECRUITING

Jefferson Transit will start a new vanpool group with four to ten passengers. Jefferson Transit must recover the operational cost of the van or consider closing the route if the payments fall below the monthly operational cost.

Jefferson Transit is a member of Rideshare Online. When we receive calls for vanpools, they will be referred to vans with capacity for more passengers.

When new passengers join your vanpool

- 1) have them complete a Vanpool Agreement and mail it to Jefferson Transit
- 2) note the addition of the new passenger and their start date on your monthly reporting form.

Remember, as a public program, we are concerned about the potential for discrimination. We realize a major factor in your selection of new passengers is trip compatibility. However, please be careful not to make a decision that could be construed as showing favoritism or prejudice when you select new passengers.

Part-Time Passengers

Definition of a part-time passenger is a commuter who only works a part-time (or shortened) work week. Example: Monday-Wednesday-Friday shifts.

Whether or not you choose to carry part-time passengers is a group decision. However, you should only take a part-time passenger with the understanding that if a full-time passenger comes along, the part-time passenger, may lose his/her seat if the part-time passenger decides not to pay the full fare after given the first choice.

Part-time passengers are subject to the same rules as other vanpool passengers. Completion of the Jefferson Transit Vanpool Agreement is required. Part time passengers must pay their fares in advance.

CARPOOL / SPARE VAN BACK-UP PLAN

Spare Vans

Jefferson Transit has spare vans that support the overall system in case of breakdown or during maintenance. If your van fails in the morning, chances are that there is a van at the main office that you can use that day.

Back-Up Carpools

In the event your van fails you in the morning before your commute trip, carpools can be easily arranged for emergency use. **Have a plan in place**, of who will drive from certain points in the route. Have a list of home and work telephone numbers of all the passengers so contact can be made quickly and smoothly. This information should be decided upon before an emergency occurs. (Jefferson Transit's insurance does not extend to personal vehicles)

Riders missing service due to vehicle breakdown will be given a credit for a missed trip. **Credits will be evaluated** for example: we can not support fare deductions due to repeated mechanical failure where driver or passenger error (such as head lights or reading lights left on).

ACCIDENT PROCEDURE - At the Accident Scene

- ✓ **Be visible** turn on the 4-way emergency flashers. Drivers have crashed into the rear of a parked vehicle because they thought it was moving normally. Use your horn at short intervals if visibility is poor.
- ✓ Identify geographical location of accident so that help can be dispatched. **Secure medical assistance** for any injured persons **and traffic support** by dialing emergency phone numbers **911**.
- ✓ Have a back-up driver **put out the red triangles** from the kit at the rear of the van. When putting out the triangles, hold them with the reflective side facing oncoming traffic so other drivers can see you.
 - Place triangles on the traffic side of the vehicle, within ten feet of the front or rear corners, to mark the location of the vehicle.
 - 100 feet behind and ahead of the vehicle on the shoulder or in the lane you are stopped in.
 - Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - If you must stop on or by a one-way or divided highway, place warning devices 10 feet, 100 feet, and 200 feet toward the approaching traffic.
- ✓ Exercise cautious judgment **if you must move passengers** to safety.
- ✓ **Immediately report to Jefferson Transit that an accident has occurred. Call 385-4777,**
- ✓ Do not move the vehicle or pick up vehicle parts that may be lying on the ground unless absolutely necessary to avoid another collision. Both actions could destroy evidence.
- ✓ **If only minor property damage** is involved or the accident is on private property, no police officer will respond. Please remember that even if both vehicles can be driven **Jefferson Transit needs to hear about the accident** and discuss what to do next.
- ✓ **Exchange information, do not admit fault** - names, addresses, insurance companies, driver's license numbers, and vehicle license plate numbers with the other driver.
- ✓ **All witnesses**, including all of the van passengers, must be asked to fill out a Witness Courtesy Card. **Make sure that any injuries are listed on the individual's completed Courtesy Card.**
- ✓ Within 24 hours of the occurrence, the driver involved in the accident must prepare and submit an Event Report to Jefferson Transit detailing what happened and a Vanpool Body Damage Report.
- ✓ If any Law Officers are at the scene they will fill out a State Report. We will need a copy. This is mandatory.

During and After the Accident

Drivers should refrain from discussing an accident, either at the scene of the accident or at a later time, except with the police or a Jefferson Transit representative, WSTIP insurance adjuster, or the Jefferson Transit attorney. All other parties not listed above should be referred to the offices of Jefferson Transit.

Never admit responsibility or assume liability for the accident except to the parties listed above.

When collecting the Witness Courtesy Cards remain professional, but never coach a person on what to write. Remember that a witness could be the deciding factor to an accident. Their support in a case could be very crucial. Here are some tips:

- Advise that it is your duty to secure the names of all persons who are nearby.
- Do not pass up a person who says, "I did not see the accident." Adapt your personality to a friendly, persuasive style to get the information needed.
- Make sure you can read their writing when you pick up the card, then thank them for their help.

VEHICLE MAINTENANCE

It is the driver's responsibility to ensure that the van is properly maintained.

Routine Maintenance and Repairs Schedule

Vanpool vehicles are on a preventive maintenance program. A 'Next Service Due' sticker is on your vanpool's windshield in the upper left-hand; an email reminder will also be sent to the vanpool driver/coordinator.

If a van requires repair or develops mechanical problems between service dates, the driver should call the maintenance staff immediately.

Know your vehicle so you can alert us to possible mechanical problems.

- Read the van's owner manual.
- Know where emergency exits are, how to open any hidden latches, and the location of the red triangle kit, fire extinguisher, spare tire, and jack.
- Know how to use the fire extinguisher, triangles and how to change a tire.

Preventive Maintenance

- **Check your van's oil each time you fuel the vehicle.**
- As you approach your van or leave your van, be aware of any fluid leaks. Check the ground under the engine for any drips that are fresh. Try to identify the color or placement. Call the maintenance staff for advice if you spot any fluid leaks.
- Pre-trip your van. Walk around your vehicle and check for body damage, low or flat tires, mirror adjustment, the proper operation of all lights, and any obstacles that may be in the driving path.
- Watch your gauges. The dash has indicators to alert you to potential problems.

Tires

If you have a question about the condition of your tires, please note it in Part II of the Vanpool Monthly Report **and call the Jefferson Transit Maintenance Department**. Items to be concerned about are uneven tire wear, tread depth, cupping, vibrations, and air pressure. (Tire pressure ranges are listed on a plate mounted in the driver's doorjamb.)

Windshield Repairs

Please report star rock chips and short cracks to the JT Maintenance staff right away. Windshields are usually repairable if the damage is filled soon. Windshields must be replaced if cracks run through the driver's line of vision.

Automatic Transmission

Your automatic transmission is electronically controlled. The transmission operation is controlled by the powertrain control module (PCM). The transmission control indicator light (TCIL) will flash repeatedly if a malfunction has been detected. **In some cases, the PCM will "order" the transmission to revert to the "manual" automatic mode of operation, and the transmission will feel "hard" and sometimes "clunky" between shifting gears. You will also see the "overdrive indicator button" light up and flash.** It is not harmful for the transmission to operate in this mode, for short periods of time, but the vehicle should be checked as soon as possible by Jefferson Transit mechanics.

Mechanical Emergencies

Brakes Fail

If your brakes fail shift to a lower forward gear. Unless a brake line has been cut, you will still have brakes, so use your pedal too. You will find the brakes harder to press, but still effective. Get the vehicle off the road and park it in the nearest safe location.

Accelerator Sticks

If your accelerator sticks, shift to neutral, pull over to the shoulder of the road, and stop. You may try to lift the pedal with the toe of your shoe, but never take your eyes off the road while the vehicle is in motion. Remember, if you turn off the engine, it will affect the power braking and will most likely lock up the steering wheel. Do not turn the engine off.

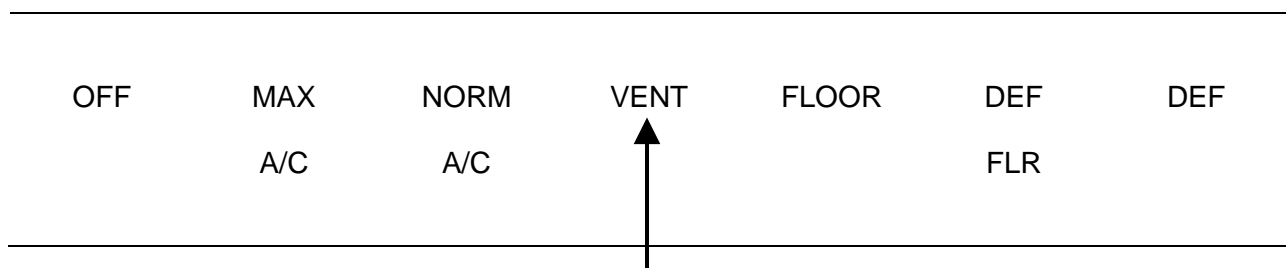
Air Conditioning Compressor Failure

All of our Ford vans manufactured since 1992 have several components that are operated by a single serpentine fan belt. We have noticed that on occasion, the air conditioner compressor will fail or "freeze up." This can happen in the Defrost mode also, because the a/c compressor is involved with the de-humidifier process.

When this happens, additional stress is put on the single serpentine fan belt, and the additional components are threatened as well. If the belt breaks, the water pump, power brakes, and power steering will no longer work. Typically, when the air conditioner compressor fails, there is a lot of noise, some smoking (belt rubbing against the frozen pulley), and you will be aware something is obviously wrong. In most cases, you will see smoke and the smell will be overpowering. Pull over and call for help.

If you suspect your compressor has failed, put your dash slider control in the "vent" position. This will disengage the air conditioning compressor so that it will "free-wheel" and allow the fan belt to continue running without restriction.

View of Slider Control



Preventable Road Calls

Drivers should be alert to the following preventable breakdowns:

- Interior or exterior lights left on resulting in a dead battery.
- Keys locked inside the van and no spare keys available. Watch those electric door locks! Backup drivers should carry their own keys with them.
- The van was not plugged in during cold weather and will not start. This is a particular risk over long weekends. (Diesel Only)
- Wrong type of fuel for your van. You will not get far putting unleaded fuel in a diesel van.
- **Do not run your van out of fuel.** A good safety net is to refill at the one-quarter mark.

Emergency Purchases

Most emergency situations can be handled by calling Jefferson Transit at 385-4777. If you find yourself in a rare emergency situation, you are authorized to purchase up to \$50 in emergency parts or fuel. **Be sure to get a receipt.**

Fueling

Gasoline Vehicle - purchase fuel with fueling card in your vehicle. The PIN number is written on the back of the card. Remember to log you mileage when you fuel on your Monthly Mileage Vanpool Report

If your card is damaged or lost, please notify the Vanpool Department at once.

Process for fueling at Jefferson Transit Base at 63 Four Corners Road

Process at the card lock:

Employee # = 4 digit van #, Vehicle # = 3 digit vehicle #, Pin # = 4 digit van #,
Odometer = odometer reading, Pump # = 1 for Diesel and 2 for Unleaded

Example:

Employee # - 0207

Vehicle # - 207

Pin # - 0207

Odometer – 25068

Pump # - 2