



Vanpool Policy

A Better Way To Work!

1. PURPOSE

This policy establishes program and participation guidelines for Commuter Services and vanpool members regarding the county's Vanpool Program.

2. POLICY STATEMENT

Vanpooling is a form of ridesharing that allows groups of people to be transported to and from their worksite in an efficient, timely, and cohesive manner. It reduces traffic congestion, curbs air pollution and serves to fulfill the mission of the Commuter Services Commute Reduction Program. Vanpooling is a privilege offered to County of San Bernardino employees and for those who elect to vanpool there are significant benefits and monetary savings.

3. ADMINISTRATION

The County of San Bernardino Commuter Services Program Administrator or designee is responsible for administration and oversight of the vanpool program and will act in the following capacity:

- Coordinate and facilitate the formation and operation of vanpools
- Monitor the use of county fleet vehicles
- Administer payroll deductions and assist with the placement of individuals on vans
- Make a determination on a undecided pickup point and pickup radius area for vanpoolers
- Manage fleet of vanpool vehicles and rotate them when appropriate to prolong the utility of the vans
- Make the final judgment to remove an individual from a van, or disband a vanpool
- Place vans in all locations with a significant population to support vanpool formation

4. PROGRAM ELIGIBILITY & MEMBERSHIP

County employees living 20 miles or more from their worksite may be eligible to join or form a vanpool. Membership shall be determined by available seating with no restrictions or limitations set by individual drivers or members.

A. Licensing & Records

Each member of a vanpool is required to sign an authorization for the Department of Motor Vehicle (DMV) to release driving record information to the County of San Bernardino. The DMV will be authorized to track each driver's driving history, report any action against his or her driving privileges, and will send an annual driver's record report to Commuter Services.

To form a new vanpool, contact Commuter Services by phone: (909) 387-9639/9640/9638, by fax: (909) 387-9641, or by e-mail at: CommuterServices@sbcounty.gov. To join an already existing vanpool, contact Commuter Services to determine if there is seating available, or if there are other interested parties living in the same general area commuting to the same location. A match will be subsequently determined. Commuter Services will make the final determination of employee eligibility and membership.

Anyone who drives a San Bernardino County vanpool must be a County employee, possess a valid California Driver License and have a sound driving record. Per V.C. Section 12804.9 (j), each driver shall keep, in the vanpool vehicle, a statement signed under penalty of perjury, that he or she has not been convicted of reckless driving, drunk driving, or a hit-and-run offense in the last five years.

B. Criteria for Forming or Operating a Vanpool

Vanpool shall consist of a minimum of 4 occupied seats in a 7-passenger van and a minimum of 7 occupied seats in a 12 -passenger van. Note: Maximum occupancy in a 7-passenger van is 6 people, maximum occupancy in a 12-passenger van is 11 people, and maximum occupancy in a 15-passenger van is 14 people.

5. VANPOOL RATES

Rates collected are used to reimburse Fleet Management for the actual cost of using the vans and are adjusted according to mileage and/or membership changes of the vanpool. Commuter Services shall make the appropriate modifications to the vanpoolers' payroll deductions and will notify the affected individuals as they occur.

Rates are also reviewed and adjusted each fiscal year. In the event the rate structure is modified and the rate table changes, Commuter Services shall notify all active participants in advance of implementation.

Rates are based upon the following criteria and subject to periodic change:

- Round-trip mileage
- Number of members (*Occasional riders are not included when determining vanpool membership*)
- Cost of vehicle
- Insurance
- Service & Maintenance
- Licensing
- Fuel
- Carwash
- Replacement costs

A. Pre-Tax Benefit

Vanpool rates are collected through payroll deduction distributed over 26 pay periods or 27 pay periods during a leap year and cannot be pro-rated. The Internal Revenue Service (IRS) allows certain qualified transportation expenses such as vanpools to be made using pre-tax dollars, resulting in lower taxable income for vanpool members. Qualified transportation expenses and dollar limits are defined by the Internal Revenue Code. Vanpool members agree to have their vanpool rates deducted, within IRS limits, through payroll deduction on a pre-tax basis.

B. Driver Benefit

A 50% discount shall be given to all the primary drivers of a vanpool who maintain the required minimum occupancy criteria (vanpool membership of 4 or more for a 7-passenger van and 7 or more for a 12-passenger van). If vanpool membership falls below the minimum requirement, then, the vanpool has 1 pay period to raise its membership back to the minimum requirement. Vanpools may request an extension if they can show there is a serious prospect for membership. However, all extensions will be solely at the discretion of Commuter Services on a case by case basis.

C. Occasional Rider Rates

Rates have been established to allow individuals who may wish to occasionally ride in a vanpool an opportunity to do so. Individual rates are based on the same factors and mileage tables as for groups. Occasional rider rates may be purchased in 10-trip (5-round trip) packets only.

6. MEMBER RESPONSIBILITIES

Individual vanpool members shall adhere to the following responsibilities. Failure to comply shall be grounds for removal from the Vanpool Program.

A. Schedule of Operation

The Vanpool Program's purpose is to transport large groups of employees to and from their worksites on time. It is the responsibility of each member to cooperate in a cohesive manner so everyone gets to work promptly. A consensus among all participants of the vanpool shall set the absolute departure time for pick up points to and from work. It is the responsibility of each member to comply with the set time.

Members who are not present at the absolute departure time, either to or from work, may be left behind. Habitual tardiness or demonstrated lack of dependability shall be grounds for removal from the Vanpool Program.

The driver of the van shall be notified in advance of any planned absence. However, if the absence is unplanned, such as illness, emergency, unexpected overtime, etc., the driver should be notified as soon as possible. If the driver cannot be contacted immediately, another vanpool member shall be notified so that other members will not be unnecessarily detained.

B. Meeting Points

Vanpool meeting points are determined by the members of the vanpool and may be adjusted to accommodate the needs of the vanpool members, i.e., new meeting points may be added to accommodate new members and meeting points may be removed as members drop the vanpool. The vanpool members are expected to negotiate and agree on reasonable locations. In the event that a consensus cannot be obtained from all vanpool members concerning meeting point locations, Commuter Services will evaluate and render a final decision.

C. Safety

- All members must be seated with their seatbelts fastened prior to departure
- Purses, laptops and packages shall be secured
- Traffic laws shall be obeyed at all times
- Vehicle shall be operated in accordance with road conditions
- Vanpool members shall be responsible for reporting reckless driving to Commuter Services
- Instrumentation and tire pressure shall be checked regularly to make certain the vehicle operates safely
- At no time shall any driver use a cell phone or other electronic device while operating the vehicle (NOTE: This means no Bluetooth, MP3, text messaging or any other type of electronic hands-on or hands free communication devices shall be used by the driver during vehicle operation)
- In an emergency situation where an electronic communication device must be used, the driver must safely move the vehicle to a safe location off the road

D. Courtesy

- There shall be no smoking at any time in the van
- A courtesy should be extended to those vanpool members who wish to sleep, read or converse. Radio volume shall be adjusted to be respectful of all members of the vanpool. Loud conversations that could be distracting to the driver or disturbing to other passengers should be avoided
- Apply perfumes, colognes and/or lotions after the destination has been reached
- Climate controls shall be set to a level that is approved by a consensus of the vanpool's members
- Vanpool members shall only use cell phones for emergency situations
- Vans shall be fueled prior to picking up passengers. Refueling shall take place outside of work time
- Members of a vanpool shall be responsible for any and all damages resulting from abuse or recklessness
- Grievances shall be worked out among the parties within the van. Failure to reach a middle ground shall result in mediation by Commuter Services or possible disbarment of any individual or individuals found to be causing a disruption, or total disbandment of the vanpool itself

7. MEMBERSHIP STATUS CHANGES

A. Joining or Dropping a Vanpool

An individual living 20 or more miles from their worksite may join a vanpool only at the beginning of a pay period. Anyone who chooses to terminate their vanpool membership must give Commuter Services two (2) weeks notification prior to terminating from the vanpool. This termination must coincide with the end of a pay period.

B. Changing Vanpools

Changing from one vanpool to another will **ONLY** be permitted under the following circumstances:

- A schedule change that makes work hours incompatible with the current operating vanpool
- A change in work site to a location that is not within the area supported by the vanpool
- A change in home address to a location that is not within the area supported by the vanpool

C. Open Season

After 6 consecutive pay periods, any vanpool member will be allowed a one-time change to a more personally accommodating vanpool. Afterward, leaving an existing vanpool to build the membership of another vanpool will not be allowed unless the change can be proven beneficial to the County. Commuter Services will review each situation on a case by case basis for a final decision.

8. ABSENCE

A. Temporary

During periods of temporary absence including: sick leave, vacation, administrative, or annual leave, vanpool rate payroll deductions will continue and will not be adjusted or prorated due to such absence.

B. Medical Leave

A vanpool member on a medical leave of absence may exercise one of two options: (Option A) terminate the vanpool membership or (Option B) reserve his or her space on the vanpool while on medical leave.

Option A - A vanpool member choosing to terminate membership on the vanpool due to a medical leave must notify Commuter Services as soon as possible to cease vanpool rate payroll deductions. The member's space will be considered vacant and available for a new member to occupy. The member may rejoin the vanpool upon returning from a medical leave *only* if space is available.

Option B - A vanpool member choosing to remain on the vanpool while on a medical leave may reserve his or her space by continuing vanpool rate payroll deductions during the absence. Commuter Services must be notified of the absence and approximate return date as soon as possible. The member's space on the vanpool will be reserved for as long as the vanpool rate payroll deductions continue.

In either case, Commuter Services will evaluate and monitor the rates of the other vanpool members and will make any necessary adjustments.

9. VANPOOL DRIVER

A. Responsibilities & Requirements

Each vanpool shall appoint a Primary Driver and an Alternate Driver. Only County employees who possess a valid California Driver License and have a sound driving record are eligible to drive a vanpool van. The names of the appointed drivers, as well as any future driver updates, must be reported to Commuter Services. The Primary Driver assumes the following responsibilities:

- Complete all required driving courses within the first 60 days of driving the vanpool and repeat annually thereafter
- Provide leadership and act as the primary contact for the vanpool
- Obey traffic laws and practice safe, courteous driving habits at all times
- Consistently follow the appropriate departure times to and from work as agreed to by the vanpool
- Notify Commuter Services of any changes regarding changes in vanpool membership, routes, schedules or any other alterations pertaining to the vanpool
- Maintain a daily log and submit a weekly report to Commuter Services the following Monday
- Accurately report odometer readings for the primary van
- Make certain the vehicle adheres to the prescribed service and maintenance schedule when notified by Commuter Services and/or Fleet Management and maintaining the overall cleanliness
- Notify Fleet Management or Commuter Services of any vehicle problems
- Prohibit any unauthorized person from riding in the vanpool without securing prior permission from Commuter Services
- Initial any passes presented by Occasional Riders for each one-way commute. Occasional Riders may not ride in a vanpool without a valid pass
- Park the vehicle in a consistent location at the worksite
- Park the vehicle after-hours in a location approved by Commuter Services
- Maintain a current copy of the Vanpool Policy for periodic review and to answer member questions
- Carry all required licenses, statements, and documentation

*The Alternate Driver will be required to fulfill the responsibilities of the Vanpool Driver whenever the Primary Driver is unavailable.

B. Medical Examination

According to V.C. Section 668, a "vanpool vehicle" is any motor vehicle, other than a motor truck or truck tractor, designed for carrying more than 10 but not more than 15 persons including the driver, which is maintained and used primarily for the nonprofit work-related transportation of adults for the purposes of ridesharing.

Pursuant to V.C. Section 12804.9 (j), an employee may drive a vanpool vehicle (12-passenger vanpool van) with a class C license but shall possess evidence of a medical examination required for a class B license.

The wallet-sized Medical Examiner's Certificate (provided and signed by the examining physician) must be kept with the employee's license whenever he or she operates the vanpool van and a copy must be provided to Commuter Services. The DMV Medical Examination Report should be kept with the employee's private records.

An updated medical examination record of completion must be obtained every two years or sooner if required by a physician.

Drivers and Alternate Drivers - Drivers and alternate drivers of 12 passenger vans may have a class B driver medical examination completed at the Center for Employee Health and Wellness. The driver and alternate driver may use a reasonable amount of County time to obtain the medical examination. With advance notification to Commuter Services, the vanpool van may be used as transportation for this purpose .

Other Vanpool Members - All other members of the vanpool, who may have occasion to drive, will be required to obtain a medical examination for a class B drivers license through a medical provider of the employee's choice during the employee's personal time. Use of the vanpool van is not permitted as transportation for this purpose. Upon the employee's request and approval by Commuter Services prior to the medical examination, co-pays and service charges incurred by the employee for this purpose may be eligible for reimbursement not to exceed \$50 every two years.

C. Training

Any member who drives a vanpool van is required to attend the County's Driver's Awareness *and* one of the 4 hour practical "behind the wheel" driving courses; Professional Driving I or Vanpool Driving. These courses are offered by the County's Risk Management Department and are held throughout the year. The Vanpool Driver and the Alternate Driver must complete the required courses within 60 days of driving the vanpool van and must repeat one of the practical "behind the wheel" driving courses annually. Drivers who have completed the required courses within the six months prior to starting a new vanpool may be considered for an exception. All necessary verification of attendance must be provided to Commuter Services for consideration. Drivers may contact Risk Management and PERC for specific course and registration information.

10. VANPOOL VANS

Vanpools shall consist of minivans and full-sized vans. All vans designated for the County Vanpool Program shall bear a decal on each side and on the back of the van with the Commuter Services logo and symbol. Vans may be replaced periodically to ensure the safety of the passengers and to minimize the risk of disabled vehicles during commutes. Vanpool vans are for the sole purpose of taking County employees to and from the worksite and are prohibited from personal use by any member. The van is not to be driven to off-site lunch establishments or to run personal errands. Any vanpool member, who uses the van for a personal matter that does not fall under the category "Emergency," will be required to reimburse the County for all vehicle expenses. Members of a vanpool shall be responsible for any and all damages resulting from abuse or recklessness.

A. Use for Official County Meetings, Trainings, & Seminars

Vanpool vans may be used for official County business by County employees attending scheduled training, official County meetings, and seminars in the local area. The use of vanpool vans for this purpose may not exceed a maximum of 60 miles per week nor will van use for this purpose delay or disrupt the normal scheduled pickup and drop-off of the other vanpool members by any amount of time be permitted. There are no exceptions for van delays and no overnight stays will be allowed. Commuter Services reserves the right to make case by case decisions under unusual circumstances with regard to the best interest of San Bernardino County.

A vanpool member requesting use of the van for official county business must receive prior approval from Commuter Services at least one week in advance and the additional mileage use must be accurately reported on the Vanpool Mileage Form.

B. After Hours Parking Location

Pursuant to County Policy 12-04SP, vanpool vans must be parked at night and on the weekend at a County storage location or on the driveway or in the garage of the Primary Vanpool Driver or a member of the vanpool. The parking location of the vanpool van must be reported to Commuter Services and any changes to the parking location must be reported to Commuter Services as soon as possible. Any other arrangement, beyond what is stated herein, must be approved by Commuter Services.

C. Fueling

All vans shall be fueled prior to departures to avoid any delays arriving to the worksite or the designated drop-off point for return trips. Unless authorized by the Vanpool Driver's supervisor, fueling of the vanpool van shall take place outside of regular work hours. Vanpool vans may be fueled at the County Yard or at a selection of commercial service stations approved by Fleet Management. If a Voyager card has been approved and assigned for that vanpool, use unleaded (87 Octane) fuel only. The Voyager card is for gas purchases only.

D. Maintenance

Fleet Management shall provide all service and maintenance for the van. It is the responsibility of the Primary or the Alternate Driver to adhere to the prescribed maintenance schedule. The Driver is responsible for washing the vehicle and may utilize the carwash located at the County Yard.

E. Required Equipment for Full-Sized Vans

All full-sized vans are required to carry the following equipment:

- An operable dry chemical or carbon dioxide fire extinguisher with a minimal rating of 4B:C; securely mounted and readily accessible
- A plainly marked, visible, accessible first aid kit, conforming to the requirements of school buses

F. Loaner Van

Periodically, the vanpool van will require maintenance. During these periods, a "loaner van" will be provided. Prior to use and weekly, thereafter if applicable, the mileage of the loaner van must be accurately reported in the notes section on the Weekly Report Mileage Log Sheet for the primary vanpool van.

F. Keys

Three keys shall be assigned to each vanpool to accommodate the Primary Driver, the Alternate Driver and a spare key, should a tertiary driver be needed. Commuter Services must be provided the names of all vanpool van key holders and any changes must be reported as soon as possible. Vanpool van drivers must advise their fellow riders when they are unavailable to drive as soon as possible so that the Alternate or other designated driver can make preparations. Vanpool van keys are to be distributed to those members of the vanpool, who are designated or willing to drive the van in place of the identified Primary or Alternate Driver.

Fleet Management has additional keys to each of the vanpool vehicles to ensure access to vanpool vans should keys be locked inside the vehicle, misplaced or stolen. A lost or stolen vanpool van key should be immediately reported to Fleet Management by calling the phone number(s) provided on the last page of this Vanpool Policy.

All designated vanpool vans are owned by Commuter Services and the County of San Bernardino. Individual vanpool van members are prohibited from duplicating keys for any of the vanpool vans without prior authorization by Commuter Services. Additionally, at no time should a vanpool member leave a key to the van under a floor mat, in the glove box, or inside the ignition of the van. Should a van be vandalized or stolen as a result of a key or keys being left in the van, the person or persons responsible for such action maybe subject to disciplinary action. Failure to comply with this Policy may result in financial penalty to members of a vanpool should theft or damages resulting from a break-in occur to their van.

11. EMERGENCIES

A. Accidents

In the event of an accident, all provisions of the County's policy are to be followed.

1. Immediately notify the local law enforcement agency. If you are not injured, stay at the scene until all investigations have been completed. Quickly attempt to ascertain names and addresses of any witnesses to the accident and note vehicle registration numbers of potential witnesses. Complete the Vehicle Accident Report found in the glove compartment of the van.
2. Only give information or sign papers required by law – driver's license, vehicle registration, and personal identification. Do not sign any other papers for anyone except those persons representing the County of San Bernardino.
3. As soon as possible, notify the County Garage giving the location of the vehicle and the extent of the damage. If the vehicle can be driven safely, take it to the County Garage or the nearest County Service Center.
4. As soon as possible, notify Commuter Services.

B. Breakdown

1. Park the vehicle in a non-hazardous location.
2. Promptly notify the County Garage giving the location and nature of the breakdown. If the vehicle is safe to drive, take it directly to the County Garage or nearest County Service Center.
3. As soon as possible, notify Commuter Services.
4. If a vehicle cannot be immediately repaired, a loaner vehicle shall be provided until the van can be repaired, at which time the loaner vehicle shall be surrendered.

12. GUARANTEED EMERGENCY TRANSPORTATION (GET)

Emergency transportation is provided to any County employee actively participating in the Vanpool Program. Inclement weather and road closures do not qualify under Guaranteed Emergency Transportation. In order to qualify for Guaranteed Emergency Transportation, the following criteria must be met:

1. The emergency must occur while a vanpool member is at work on a day that he/she vanpools.
2. There must be a definite emergency, for example: a sudden illness involving you or an immediate family member and/or unexpected overtime. In the latter case, if an individual was asked to work overtime at the last minute, he/she would be entitled to Guaranteed Emergency Transportation. If, however, an individual knows the day before that he/she is going to work overtime, this would not qualify as an emergency and therefore he/she would not be entitled to Guaranteed Emergency Transportation.
3. If an individual needs to use the Guaranteed Emergency Transportation, they are to notify and receive approval from their department head or supervisor. A car from within the department will be assigned to the individual and must be returned no later than the start of business of the following workday. If a department car is unavailable, someone in the department should be assigned to bring the employee home or to the site of the emergency. Should it be necessary to rent a car from Fleet Management, the employee's department shall be charged a minimum of \$30/day and the car must be returned to Fleet Management by 9:00 a.m. the next business day.
4. Should Guaranteed Emergency Transportation be required, Commuter Services must be notified by phone, e-mail, or fax.
5. The Guaranteed Emergency Transportation program is intended solely for emergencies and is not designed for individuals who are prone to being late.
6. Contact your Vanpool Driver and/or other vanpool members as early as possible to notify them that you will not be on the van for the return trip home.

7. Rental Cars – A rental car is provided if the one-way distance of the ride needed is more than 30 miles. (This number is subject to change at the discretion of the sponsoring agencies or program administrator.) The commuter must be 21 years of age or older, have a valid driver license and a credit card for the required security deposit, and be able to drive. This option is generally available Monday through Friday; 8:00 AM to 5:00 PM. A ride to the rental office to complete the rental agreement and pick up the car can be provided by the rental car agency or by a fellow employee.
8. Rental Car Return – The rental car must be returned to the rental car agency the same day before 6:00 PM (near the commuter's home location) or by 9:30 AM the next day to the originating rental office. This option is not available on Saturday or Sunday. It should be noted that a rental car may not be available in all areas or at all times.
9. Taxi Rides – A taxi ride is provided if the one-way distance of the ride needed is 30 miles or less and if the other options (rental car, public transit, a ride with a fellow employee) are not feasible. It should be noted that a rental car may not be available in all areas or at all times.

13. ROAD CLOSURES OR UNSAFE CONDITIONS

In the event that weather prohibits a vanpool from delivering its passengers to their worksites on time, each individual passenger must make up the missed time or appropriately code the Time Reporting Code (TRC) in the Employee Management and Compensation System (EMACS) to use accrued leave subject to supervisor approval.

Occasionally, circumstances cause roads to become unsafe or closed making it necessary to leave work earlier than the regularly scheduled time. Each individual member must obtain approved leave from his or her supervisor prior to leaving early for any time not worked.

During unusual weather circumstances, vanpools may elect to stay in the local area overnight. Vanpools electing to stay in the local area are authorized to drive the vans within a 30 mile radius. Each vanpool group should agree as to where individuals may be dropped off and picked up. All the standard Vanpool Policy procedures for safety and care will be adhered to. With the approval of the appointing authority, vanpoolers may be authorized to use department vehicles, and the 30 mile radius will still apply.

As with any employee in this situation, the County will not be responsible or accountable for any lodging or incidental cost such as meals incurred due to the current weather circumstance. Under these circumstances the vanpools should base decisions on what most benefits the group as a whole. Any other inclement weather arrangements, such as a rental car, will be made independent of the county's involvement, guidelines, or said jurisdiction as stated in the Vanpool Policy.

EMERGENCY NUMBERS

FLEET MANAGEMENT	COMMUTER SERVICES	CALTRANS ROAD CONDITIONS
During Business Hours: (909) 387-7871	Phone (909) 387-9639; 387- 9640; 387- 9638	Phone 1-800-427-7623
After Business Hours (909) 387-7855	Fax (909) 387-9641	

COUNTY OF SAN BERNARDINO TYPICAL SCHEDULE OF INSURANCE COVERAGE FOR THE FISCAL YEAR

Type Coverage: General and Automobile Liability

Insurer: The County is self-insured up to \$2,500,000 per claim or occurrence with limits to \$100M

For more details please reference the County Line website, Department of Risk Management at <http://countyline.sbcounty.gov/riskmanagement/insurancecentral/coverage.asp> and see Frequently Ask Questions on page 10 of this policy.

NON-DISCRIMINATION/HARASSMENT POLICY NUMBER 06-01, EFFECTIVE AUGUST 30, 2005

It is the policy of the Board of Supervisors that the County of San Bernardino shall not discriminate against or tolerate the harassment of employees or applicants for employment on the basis of actual or perceived age, ancestry, color, race, sex, religion, national origin, marital status, physical or mental disability, medical condition, or sexual orientation or any other basis protected by law. All County employees or applicants for employment are to be treated with respect and dignity. In addition, the County shall not discriminate on the basis of disability in admission or access to, or in operations of, its programs, services or activities. It is the responsibility of all County employees to adhere to and implement this Policy. The County has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of the law in order to violate this Policy. Instead, failure to follow the Policy provides grounds for disciplinary action up to and including termination of employment or vendor contracts. **Example:** Attempting to use a person's religious preference against himself to influence a decision or perspective in a given situation is considered harassment. This is the same exact policy signed by all County employees upon their hire, so please review this policy in its entirety; it will also be enforced while riding in County owned vehicles even after normal duty hours. The policy can also be found at the following County website at <http://countyline.sbcounty.gov/policy/section.asp?section=06>.

COUNTY RESPONSIBILITIES

The County recognizes its obligation to take prompt and appropriate action if an incident of discrimination or harassment occurs and to avoid or minimize the impact of any incident of discrimination or harassment. The County will pursue all reasonable preventive measures to ensure the work place; programs and services are free of discrimination or harassment. Pursuant to these obligations, individuals who believe they have been discriminated, harassed, or retaliated against may also file a complaint of discrimination and seek legal remedies.

Frequently Ask Questions

Insurance clarification provided by Risk Management. If you are in need of further clarification, please call Commuter Services @ 909-387-9639.

Question: If I am driving the van and I hit another car and it is my fault and someone in that car gets hurt, does the County pay the bill?

Answer: Yes. The County's liability insurance coverage goes into effect.

Question: If during the accident above, one of the riders in the vanpool gets hurt while I am driving, who pays for that? Does the County cover their injuries?

Answer: NO, the County does not cover their injuries. Any injury resulting from vanpool participation is NOT covered under worker's compensation, but the injured employee can be seen by his or her personal physician.

Question: If I am riding in the van and we get into an accident and it is not the driver's fault, for example someone broadsides us and it is clearly their fault, am I covered medically?

Answer: Again, the medical is not covered. You can see your personal physician.

Question: I understand the County will not provide workers comp because we are off the clock. But, am I protected medically?

Answer: Yes, through your personal medical insurance

Question: If I am not covered medically, will our health insurance go into effect and I could use the health insurance.

Answer: Yes

Question: Let's suppose the accident is my fault, that the County will not cover me if a rider or the other car decides to sue me? Is that a true statement?

Answer: This is similar to driving a County vehicle for the purposes of business. If an employee is driving a County Prius, gets into an accident and has some injuries, the other party would file a claim against the County and not the individual personally. The above is true with vanpools; the employee is driving a County vehicle that is covered under the County's general/auto liability.



Acknowledgment

Upon receiving and reading this **Vanpool Policy**, please sign and date on the lines provided below. You may interoffice mail this document to **Commuter Services** at mail code **0178**, or Fax to: **(909) 387-9641**. A copy of this signed acknowledgment will be placed in your file for as long as you are a member of a vanpool. Failure to sign, date and return this to **Commuter Services** may result in not being allowed to participate in the Vanpool Program.

I have fully read, understand and agree to the terms and conditions set forth in the San Bernardino County Vanpool Policy.

Signature

Print Name

Date

Vanpool Driver Statement

The Vanpool Driver, Alternate Driver, and any member who may have occasion to drive the vanpool van are required to read and sign the following statement under penalty of perjury. A copy of this signed statement must be maintained in the vanpool van and produced upon request.

I am an employee of the County of San Bernardino. I possess a valid California Driver License and have a sound driving record. I have not been convicted of reckless driving, drunk driving, or a hit-and-run offense in the last five years.

Signature

Print Name

Date