

It's great that you are interested in starting a new Vanpool! Groups needs 2-3 full time riders that begin and end at similar locations. Of the 2-3 members, the group also needs someone willing to be the primary driver, a backup driver (optional) and a bookkeeper.

**1) Primary Driver:**

- a) At least 21 years of age
- b) Have a valid Washington state driver's license
- c) At least 5 years of verifiable driving history with a safe driving record.
- d) If you have had a driver's license in a different state the last five years, please include the license number from that state in the application.
- e) If you have had a driver's license in a different country the last five years, please include a photocopy of the license with your application.
- f) On the application, mark "Primary driver" or "Back-up driver" for the role. Complete Sections 1-2 and sign Section 3.
- g) An email will be sent with a link to the online driver training.
- h) Send and receive emails to communicate with the vanpool office.

**2) Bookkeeper:**

- a) Mark "Bookkeeper" for the role. Complete Sections 1 and sign Section 3.
- b) An email will be sent with a link to the online bookkeeper training.
- c) Send and receive emails.

**3) Operating rules:**

- a) Logistics of the vanpool
  - i. Route
  - ii. Meeting points
  - iii. Seating arrangements
  - iv. Wait times

**4) Next steps:**

- a) Collect applications- All participants must complete an application. Each vanpool group needs at least 1 driver and 1 bookkeeper (minimum) **\*Metro no longer accepts electronic signatures\***
- b) Submit the signed applications by scanning and emailing, faxing or mailing hard copies to King County Metro.
- c) Vans available include – 7 passenger vehicle or a 12 or 15 passenger van.

For more information – [www.kingcounty.gov/metrovans](http://www.kingcounty.gov/metrovans). For questions or to start your vanpool email [vanpool@kingcounty.gov](mailto:vanpool@kingcounty.gov) or call 206-625-4500.