

# California Vanpool Authority Commuter Program

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Background .....	3
Vanpool Vehicle .....	3
Vanpool Program .....	3
State of California Vanpool Vehicle License and Maintenance Requirements.....	3
License Requirements .....	3
Equipment Requirements .....	4
Maintenance Requirements .....	4
Driver Selection Criteria .....	5
Employment:.....	5
License and Experience:.....	5
Suspension or Revocation of License:.....	5
Medical Condition:.....	5
Insurance History: .....	5
Information about CalVans.....	5
Vanpool Driver Obligations.....	6
CalVans Obligations .....	7
First Aid Kit Requirements .....	7
Fire Extinguisher Requirements 4 A:B:C rating 13 CCR 1242 .....	7
Vanpool General Terms and Obligations .....	8

# California Vanpool Authority Commuter Program

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## Background

The purpose of the vanpool program is to encourage individuals to share their commute and to promote the vanpool as an inexpensive alternative to driving alone. CalVans is sponsored by the California Vanpool Authority and acknowledges that ride-sharing is an effective tool to reduce congestion, air pollution, highway and road maintenance costs, the depletion of fossil fuels and reliance on foreign sources of energy.

## Vanpool Vehicle

A “vanpool vehicle” is defined by the California Vehicle Code – Section 668 as 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 purposes of ridesharing.

## Vanpool Program

The California Vanpool Authority - CalVans is responsible for the administration of the CalVans Vanpool Commuter Program. To encourage participation, a low-cost program has been developed whereby all costs are included for the use and maintenance of a commuter van. The fare is based on mileage and passengers. CalVans is able to offer this low-cost program to general commuters and farmworkers. The vans were designed especially for commuters equipped for the occupation of the riders and are fully equipped, tracked by GPS, include all insurance, fuel and maintenance. CalVans provides 24/7 technical and roadside assistance with a spare van for emergencies.

Each volunteer driver completes and abides by CalVans driver agreement policies, including completing all required forms and statements at the driver orientation.

## State of California Vanpool Vehicle License and Maintenance Requirements

### License Requirements

For the driver of vans designed to seat 11-15 adults the following requirements apply:

- A van used primarily for nonprofit, work-related transportation of adults, for the purpose of ridesharing, is considered a vanpool vehicle.

# California Vanpool Authority Commuter Program

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- A class C driver's license, a valid class B medical certificate and sworn statement that the driver has not been convicted of reckless driving, drunk driving, or hit-and-run offense in the last five years are required.
- The medical certificate must be renewed every two years and the sworn statement must be renewed every year.

## Equipment Requirements

For vans designed to seat 11-15 adults Vehicle Code Section 34509 requires the following:

- Vans shall be equipped with an operable fire extinguisher which is of the dry chemical or carbon dioxide type with an aggregate rating of at least 4lb A:B:C and is securely mounted and readily accessible
- Vans shall be equipped with a first aid kit, conforming to the minimum requirements for school buses. First aid kits shall be readily visible, accessible, and plainly marked "First Aid Kit".
- Vans shall display, upon the rear and sides of the vehicle, a sign or placard, clearly visible and discernible for a distance of not less than 50 feet, indicating that the vehicle is being used as a vanpool vehicle.

## Maintenance Requirements

For vans designed to seat 11-15 adults Vehicle Code Section 34509 requires the following:

- Drivers must keep a 12-month maintenance history of their vehicle in the van at all times. After repairs are made, a copy of the work order must be kept in the van. Maintenance records must identify service performed, person performing it, date and vehicle mileage at time of service.
- A safety inspection must be performed every six months or 6,000 miles, whichever occurs first. The inspection must include an in-depth inspection of the vehicle's brake and lighting systems, steering components, wheels and tires. Documentation showing that work has been done must be kept in the van\*. CalVans contracts with a mobile mechanic that performs required services.

\* *Wheels must be taken off for visual inspection and brake fluid levels must be checked. Steering connecting arms and knuckles must be inspected for wear and play. Wheels must be inspected for cracks. Tires must be inspected for proper tread depth (4/32 front; 2/32 rear tires) and wear. Tail, brakes and turn signal lights must be checked to see that they work properly.*

# California Vanpool Authority Commuter Program

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## Driver Selection Criteria

### Employment:

All drivers and backup drivers must be employed to qualify.

### License and Experience:

Must have a current and unrestricted California Drivers License and with at least a 5-year driving history. Drivers must agree to be enrolled in the DMV Pull Notice system and have their driving record monitored. Restrictions for glasses and contact lenses are acceptable.

### Suspension or Revocation of License:

No suspensions or revocation within the past five years. (Drivers must complete a sworn statement card that states that they have not been convicted of reckless driving, drunk driving or a hit-and-run offense within the previous 5 years. This card must be kept in the van at all times and presented upon request to law enforcement while driving a vanpool vehicle).

### Medical Condition:

All vanpool drivers and alternates are required by law to have a physical exam. The examining physician must complete the Medical Examiner's Certificate (MEC), Form MCSA-5876 found on the Federal Motor Carrier Safety Administration website where drivers can also locate qualified medical providers. <https://www.fmcsa.dot.gov/sites/fmcsa.dot.gov/files/docs/regulations/medical/63066/medicaalexaminerscertificatemcsa587611302021.pdf>. Passing exams will be transmitted to the California Department of Motor Vehicles (DMV). The physician will complete and provide the volunteer driver a copy of the MEC which must be kept in the van at all times.

### Insurance History:

CalVans adds all volunteer drivers to the CalVans insurance policy once the driver has passed the DMV clearance and their exam and are ready to have a vehicles assigned.

## Information about CalVans

For more information about the CalVans program please contact:

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CalVans Executive Director  
1340 North Drive  
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# California Vanpool Authority Commuter Program

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## Vanpool Driver Obligations

In exchange for the use of the vanpool van, the Driver agrees to:

- 1) Drive the van in lieu of paying as a passenger of the vanpool, unless you become a passenger.
- 2) Maintain a valid Class C California Driver's license and a valid Class B exam.
- 3) Participate in the Employer Pull Notice Program.
- 4) Notify CalVans when employer or contact information changes.
- 5) Notify CalVans of any new moving violation within 48 hours.
- 6) Drive a van daily to and from work, picking up and discharging riders in accordance with a route and schedule that is acceptable to the Driver and Passengers.
- 7) Attempt to maintain the vanpool at its maximum ridership.
- 8) Contact CalVans to report mechanical issues and be available for mobile mechanic to conduct required maintenance on the vehicle service schedule.
- 9) Lock and secure the van in a safe location at all times.
- 10) Obtain prior approval from CalVans of any expenditure relating to the van, other than fuel.
- 11) Keep a daily and monthly log of odometer readings and rider trips. At the end of each month verify trips and promptly (within 3 business days of each month end) submit log for invoice and payroll processing.
- 12) Make an effort to ensure sufficient Backup drivers are available to ensure continued operation of the vanpool in the Driver's absence (Backup drivers must be approved by CalVans).
- 13) Work with CalVans staff to coordinate the provision of alternate transportation when the vanpool vehicle is not available.
- 14) Coordinate rules for the day-to-day operation of the vanpool (e.g., wait times, radio).
- 15) Sign a sworn statement attesting to the fact that you have not been convicted of reckless driving, drunk driving, or a hit-and-run offense in the last 5 years. The sworn statement must be renewed annually.
- 16) Pass a Class B physical exam and have a physician complete MEC, which must be kept in the van when driving the van. The medical certificate must be renewed every two years.
- 17) Make sure the report to CalVans if the 10-unit first aid kit and fire extinguisher are not properly mounted and readily accessible.
- 18) Report any issues with the "Vanpool" or "CalVans" decal on the sides and rear of the vehicle.
- 19) Keep the copies of all work orders in the van at all times.
- 20) Ensure that all use of the vanpool van is consistent with the CalVans General Terms and Obligations.
- 21) Additional forms will be provided at the Driver Orientation that must also be reviewed and signed.

# California Vanpool Authority Commuter Program

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## CalVans Obligations

1. Assist in the acquisition of an 8 or 15 passenger van for use by the vanpool group.
2. Provide the DRIVER with all information on policy and operational aspects of the vanpool program.
3. Assist the DRIVER in maintaining the vanpool's ridership at its maximum level.
4. Establish a schedule for routine servicing and maintenance on the van.
5. Provide the Driver with all the necessary report forms.
6. Establish a fee per trip for participation in the vanpool.
7. Provide an IO-unit first aid kit and fire extinguisher rated at least 4lb A:B:C.

## First Aid Kit Requirements

Vanpool vans must be equipped with a first aid kit and an operable fire extinguisher. As shown in the California Highway Patrol Regulations, vanpool vans shall carry a CalOSHA approved 10-unit first aid kit with the following items:

1. 1-in. adhesive compress
2. 2-in. bandage compress
3. 3-in. bandage compress
4. 4-in. bandage compress
5. Eye dressing packet (3 cotton eye pads, 3 sets adhesive plastic strips)
6. Plain gauze pads (3x3 in.)
7. Gauze roller bandage (2 rolls, 2 in. x 6 yd.)
8. Plain absorbent gauze (1/2 sq. yd.)
9. Plain absorbent gauze (24 x 72 in.)
10. Triangular bandages (40 in.)
11. Tourniquet, scissors, tweezers

## Fire Extinguisher Requirements 4lb A:B:C rating 13 CCR 1242

Every van shall be equipped with on fully charged fire extinguisher having at least a 4lb ABC rating and securely mounted in a conspicuous place or a clearly marked compartment and readily accessible. Fire extinguishers shall be maintained in efficient operating condition and equipped with some means of determining if it is full charged.

# California Vanpool Authority Commuter Program

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## Vanpool General Terms and Obligations

The van shall at all times be operated in a manner consistent with the public nature of this program; the vehicle shall be kept clean; it shall be driven in a courteous manner; and the unique character of the vanpool program shall be explained if such is questioned.

Except in emergency situations, operation of the van is restricted to an approved Driver or Backup Driver.

Safe driving habits and complete observance of all traffic regulations is the utmost importance and is required of all drivers. Any citation resulting from the operation of the van is the responsibility of the person driving the van at the time of issuance of the citation. The Driver and Backup Driver(s) will report any citation resulting from a moving traffic violation to the Vanpool Program Administrator within 48 hours whether received while driving the van or any other vehicle.

The driver will be responsible for reporting any vehicular accident involving bodily or property damage within 24 hours to the Vanpool Program Administrator. Such reporting is to include any injury to a passenger of the van even though no third party was involved (e.g., passengers falling and injuring themselves while entering the van.) The Driver is responsible for completing a motor vehicle accident report and submitting it to CalVans. The Accident Report can be found in the accident packet.

The van is to be parked off-street at the residence of either the Driver or the Backup Driver overnight and as often as possible at other times.

The van is not to be used for hire; to pull personal trailers, boats, etc; to haul garbage, debris, or excessive loads; and any purpose required for the removal of seats.

The van is to be driven only on hard-surfaced streets and highways and other normal access roads and driveways, unless the vehicle is used in agriculture. It is not to be driven on beaches, in mud, or in any other potentially unsafe environment.

The van is not to be driven over bridges or roads posted for less than a 4-ton maximum weight load. Width and height clearance requirements of the van are to be observed at all times.

Accessories including appearance items or additional equipment will not be added or removed without prior approval of CalVans.

The vanpool vehicles shall not be removed from the State of California for any reason, nor may they driver in excess of 200 miles outside of their area, unless the driver obtain permission from CalVans first.

The vanpool van may be taken out of service for maintenance, in which case, it is the responsibility of CalVans to provide a spare vehicle.

If these General Terms and Obligations are not followed, vanpool users must make other transportation arrangements.