



Community Van Program User Group Guidelines

This document is intended to provide your organization with guidelines for using Intercity Transit's Community Van Program effective January 1, 2024.

Before reserving a van, your organization is required to complete and sign the Limited-Mode Special Purpose (LMSP) Contract and conduct a driver approval process that includes these steps:

1. **Driver applicant** completes application.
 - a. If you do not have an application for driver applicants, please use attached.
2. **Organization** reviews application.
 - a. Best practice is to use our points system (attached) to help you review driving history and determine driver eligibility.
3. **Organization** reviews applicant's motor vehicle record (points system recommended).
 - a. To obtain the motor vehicle record, you may:
 - i. Have applicant request it from Department of Licensing and provide it to you.
 - ii. Set up an account with [Samba Safety](#), [Embark](#), or another company that provides driving records.
4. **Organization** provides driver abstract to **Intercity Transit** for review.
5. **Intercity Transit** reviews driver abstract.
6. **Organization** provides Intercity Transit with driver applicant's email address (for enrollment in defensive driving course).
7. **Intercity Transit** enrolls applicant in defensive driving course and notifies **Organization** of test results.
8. **Organization** approves driver applicant to drive the Community Van.
9. In addition, **Organization** must also conduct annual driving record reviews for all approved drivers to ensure continuing eligibility.

If you have any questions, please contact us at 360-786-8800 or CommunityVans@intercitytransit.com.

Thank you for participating in Intercity Transit's Community Van Program!