



King County

Metro Transit Division

Rideshare Operations

January 19, 2012

Dear VanPool Driver and VanPool Bookkeeper,

As you are aware, there always the possibility of flood conditions in the fall and winter. Since your King County Metro Commuter Van could have an origin and/or destination in the flood zone, this information is provided to inform you of your responsibilities for the safety of your group and van.

You are responsible for:

- Monitoring Flood Conditions
- Planning ahead to ensure the safety of your vehicle by moving and parking the van outside the flood zone.
- Reading the attached Flood Preparedness Bulletin and determining your group's flood plan including an alternate schedule, routes, and parking location.
- Notifying this office of your proposed alternate van parking location by **email reply to vanpool.vehiclemaintenance@kingcounty.gov stating your HOV number. (Please make certain to have only one person reply for your group.)** Assuming that the driver's home is out of the flood zone, VanShare drivers may choose to park their van at a driver's home.

The attached Flood Preparedness Bulletin provides you with additional information. Please share this document with your riders when discussing your group's flood plans.

Thank you for your pre-planning and cooperation to protect your van!