

VIP Application Packet Checklist

The following materials must all be included in a packet in order to start your vanpool group:
Fill out the forms completely and make sure to sign them. **Please go over this carefully– missing items will cause the start date of the vanpool to be delayed!**

PRIMARY DRIVER

- Route Information Sheet
- Driver Application
- Driver Agreement
- Exhibit A– Operating terms and conditions
- Copy of current insurance card (front and back)
- Copy of drivers license (front and back)
- Deposit– \$250 check or money order to ‘Pace Vanpool,’ or submit VIP Exhibit B Automatic/Electronic Security Deposit Authorization

BACK-UP DRIVER(S) - YOUR GROUP MUST HAVE AT LEAST ONE BACK-UP DRIVER

- Driver Application
- Driver Agreement
- Exhibit A– Operating terms and conditions
- Copy of current insurance card (front and back)
- Copy of drivers license (front and back)
- Rider Agreement
- Deposit–\$75 check or money order to ‘Pace Vanpool’

RIDER

- Rider Agreement
- Deposit–\$75 check or money order to ‘Pace Vanpool’

****Mail original copies** of each vanpool participant’s forms in one packet to:

Business Development Department
Pace Suburban Bus
550 West Algonquin Road
Arlington Heights, IL 60005-4412

A driving history check is conducted on the primary and back-up driver(s) through the DMV. Pace performs a credit check on the primary driver. Upon approval, the primary and back-up drivers will be issued a voucher and provided the locations for the required physical. Upon completing the physical, all drivers will be scheduled for a one-day driver training course, which is held every 2-3 weeks on a Saturday.

If you have questions, please call (847) 228- 2492