



WASHINGTON STATE FORM INSTRUCTIONS (TRANSIT)

The following information will assist you in completing the appropriate form to access MVRs in this state.

- This form is for **transit authority** purposes only
 - Be sure to include your *Insurance Information Exchange* Account Number.
 - Fill in all blanks in **account information** fields completely.
 - Sign and date the forms in the fields provided.
 - Only a person who is authorized to execute contracts for your company should complete and sign this form.
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- Mail or fax signed form to:

Insurance Information Exchange (iiX)
Attn: Government Relations
1716 Briarcrest, Suite 200
Bryan, TX 77802

Fax: (201) 748-1449 or (979) 691-0426

TRANSIT AUTHORITY
SUBSCRIBER CERTIFICATION OF USE
TO WASHINGTON STATE DEPARTMENT OF LICENSING (DEPARTMENT)

I hereby certify:

- (A) That the company or their agent designated below as Subscriber is a transit authority for its vanpool program.
 (B) That INSURANCE INFORMATION EXCHANGE (iiX) is acting as agent for Subscriber.
 (C) That abstracts of driver records shall be used exclusively for determining whether the volunteer licensee meets those insurance and risk management requirements necessary to drive a vanpool vehicle, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party.
 (D) That the information contained in the abstracts of driver records obtained from the Department shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

The Subscriber listed below agrees to, and shall, indemnify and hold harmless the State of Washington, Department of Licensing (Department), the Director of the Department and all of the Department employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney's fees, arising from any incorrect or improper disclosure of individual names or addresses under this "Certification of Use;" any defects in any of Subscriber's procedures followed or omitted or arising from the failure of Subscriber or its officers, employees, customers, contractors or agents to fulfill any of its obligations under this Contract; or arising in any manner from any negligent act or omission by Subscriber or its officers, employees, customers, contractors or agents.

I affirm that I am a representative authorized to bind the SUBSCRIBER below named.

Subscriber	Address
Name (print)	Title
Signature	Date

RCW 46.52.130 Abstract of driving record -- Access -- Fees -- Penalty.

- (1) A certified abstract of the driving record shall be furnished only to: (a) The individual named in the abstract;... (c) An employee or agent of a transit authority checking prospective volunteer vanpool drivers for insurance and risk management needs;...
- (6) Upon proper request, a certified abstract of the full driving record maintained by the department shall be furnished to a city or County prosecuting attorney, to the individual named in the abstract, to an employer or prospective employer or an agent acting on behalf of an employer or prospective employer of the named individual, or to a volunteer organization for which the named individual has submitted an application for a position that could require the transportation of children under eighteen years of age, adults over sixty-five years of age, or persons with physical or mental disabilities, or to an employee or agent of a transit authority checking prospective volunteer vanpool drivers for insurance and risk management needs.
- (7) The abstract, whenever possible, shall include: (a) An enumeration of motor vehicle accidents in which the person was driving; (b) The total number of vehicles involved; (c) Whether the vehicles were legally parked or moving; (d) Whether the vehicles were occupied at the time of the accident; (e) Whether the accident resulted in any fatality; (f) Any reported convictions, forfeitures of bail, or findings that an infraction was committed based upon a violation of any motor vehicle law; (g) The status of the person's driving privilege in this state; and (h) Any reports of failure to appear in response to a traffic citation or failure to respond to a notice of infraction served upon the named individual by an arresting officer....
- (10) The director shall collect for each abstract the sum of ten dollars, fifty percent of which shall be deposited in the highway safety fund and fifty percent which must be deposited according to RCW 46.68.038.
- (13) Any employee or agent of a transit authority receiving a certified abstract for its vanpool program shall use it exclusively for determining whether the volunteer licensee meets those insurance and risk management requirements necessary to drive a vanpool vehicle. The transit authority may not divulge any information contained in the abstract to a third part.
- (16) Any negligent violation of this section is a gross misdemeanor.
- (17) Any intentional violation of this section is a class C felony.