



VANPOOL AGREEMENT

Columbia County Public Transportation

This Agreement establishes the rights and responsibilities of parties as participants in the Public Vanpool Program established by Columbia County Public Transportation, hereafter referred to as CCPT.

The Public Vanpool Program, as referred to below, means the Vanpool Program administered by CCPT. Vanpool Group Coordinator/POC, hereafter referred to as Coordinator, means the person or institution that governs the activities of an individual vanpool group. Driver, as referred to herein, means all persons who are approved by CCPT to operate the vanpool vehicle as an independent contractor. Bookkeeper, as referred to herein, means the person who has the responsibility for collecting and submitting monies pertinent to the operation of the vanpool. Rider, as referred to herein, means all persons who ride in the vanpool vehicle, including the coordinator, drivers, and bookkeeper. If applicable, the Coordinator, Driver, and Bookkeeper may be one responsible individual.

THE COORDINATOR AGREES DURING THE TERM OF THIS AGREEMENT, TO:

1. Establish, in cooperation with CCPT, the vanpool route and schedule to places of employment, education, or other institutions.
2. Attempt to maintain the vanpool at its maximum ridership and keep CCPT informed of ridership changes.
3. Coordinate maintenance, cleaning, and servicing of the van as prescribed by CCPT.
4. Obtain prior approval from CCPT for any expenditure relating to the safe operation of the van. Accessories, including appearance items or additional equipment, will not be added or removed without prior approval of CCPT. Any loss of such equipment will be reported by the Coordinator immediately. The vanpool group will reimburse CCPT for the loss of such equipment if CCPT determines that the loss was caused by any action of the vanpool group or member.
5. Enlist sufficient Drivers (minimum of two per van) to ensure continued operation of the vanpool.
6. Coordinate the development of rules for the day-to-day operation of the vanpool (e.g., waiting times, music, etc.).
7. Be responsible for the condition of the van (e.g., maintaining proper oil level, maintaining tire air pressure requirements, and be accountable for

vandalism when the van is not parked in accordance with CCPT guidelines.

8. See that the appropriate records as required by CCPT are completed and turned in when required. This can be delegated to another group member.
9. Collect the fares from all Riders in advance. Submit all fares and records as required by CCPT by the 10th of each month.

THE DRIVER AGREES, DURING THE TERM OF THIS AGREEMENT, TO:

1. Maintain a valid driver's license as required by the State of Washington.
2. Notify CCPT when he/she is no longer in accordance with the established Driver Selection Criteria as outlined in your Member Agreement and Reference Guide.
3. Coordinate with CCPT-approved drivers the daily operation of the van to and from places of employment, education, or other institutions, picking up and discharging riders in accordance with the mutually established route and schedule.
4. Keep appropriate records as required by CCPT.
5. Prior to driving a vehicle, attend a mandatory vanpool driver workshop.
6. Observe safe driving habits and all traffic regulations. Any citation resulting from the operation of the van is the responsibility of the person driving the van at the time of the issuance of the citation. All CCPT-approved Drivers will

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report any citation resulting from a moving traffic violation to CCPT within 48 hours, whether received while driving the van or any other vehicle. CCPT reserves the right to monitor authorized driver's driver license records to determine if a Driver continues to meet the established Driver Selection Criteria.

7. Be responsible for reporting any vanpool vehicle accident or incident involving bodily injury, property damage, or a third party immediately to CCPT. Such reporting is to include any injury to a rider of the van even though no third party was involved (e.g., riders falling and injuring themselves while entering the van). The Driver is responsible for completing all required paperwork and submitting it directly to CCPT for all accidents or incidents, regardless of severity. CCPT will forward copies to the relevant agencies as needed.
8. Remain drug and alcohol free while operating a CCPT vanpool vehicle. CCPT has established a rule that all vanpool drivers fall under the same laws that govern drivers who hold a CDL whether or not the vanpool driver has or does not have a CDL. This includes the use of Marijuana for medical or recreational purposes.

THE BOOKKEEPER AGREES, DURING THE TERM OF THIS AGREEMENT, TO:

1. Collect the fares from all Riders in advance.
2. Keep and submit records as required by CCPT by the 10th of each month.
3. Complete CCPT-provided training prior to assuming Bookkeeper responsibilities.

THE RIDER AGREES, DURING THE TERM OF THIS AGREEMENT, TO:

1. Pay his/her fare as established by CCPT; this payment must be made to the POC early enough so the POC can submit it by the 10th of each month to the CCPT office.
2. Abide by all day-to-day operational rules (i.e., waiting time, music, etc.) as established by a majority of the vanpool members.
3. Notify his/her Coordinator in advance of all anticipated non-use of the van and find his/her own alternate transportation when work or personal schedule does not allow for riding the van.

4. Provide his/her Coordinator with fifteen (15) calendar days advance notice of planned termination.
5. Not drive without express written or documented emergency telephone authorization from CCPT. (To drive without authorization could cause you to be at great personal financial risk and possible removal from the program).
6. Wear/use safety belts properly at all times while occupying the van.

THE COORDINATOR, DRIVER, AND RIDERS MUTUALLY AGREE, DURING THE TERM OF THIS AGREEMENT, TO:

1. Assist in maintaining the vanpool ridership at its maximum level.
2. Be held responsible for the cleanliness of the interior and exterior of the vanpool vehicle.
3. Be held responsible for the van and pilferable equipment (e.g., chains, reflector kit, spare tire, etc.).
4. Abide by all rules, which may, from time to time, be established by CCPT. Abide by arbitration provided by CCPT in disputes arising out of the day to day operational vanpool rules. Agree to wear seatbelts at all times.
5. Release the Driver and CCPT from any liability, claims, and demands for
 - Loss, theft, or damage to their personal property
 - Loss of income or consequential damages resulting from delays, tardiness, absence of the van on particular days, or termination of the program.
6. Adhere to all other rules and regulations as outlined in CCPT's "Vanpool Member Agreement and Reference Guide".
7. **Immediately report any mechanical problems with the van.**

CCPT AGREES, DURING THE TERM OF THIS AGREEMENT, TO:

1. Provide a rider van for use by the group.
2. Execute agreements with Coordinators, Drivers, Bookkeepers, and Riders as needed.

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3. Provide “secondary” bodily injury and property damage liability coverage at statutory limits for all authorized users of the van.
4. Assist in developing and maintaining the vanpool’s ridership at its maximum level.
5. Coordinate establishment of the vanpool’s daily route and schedule.
6. Provide an outline of all policy and operational aspects of the vanpool program.
7. Provide all necessary report forms, including instructions for their completion and a submission schedule.
8. Establish a fare schedule for participation in the vanpool.
9. Establish a schedule for routine service and maintenance of the van at CCPT approved maintenance facilities.
10. Provide loaner vehicles by reservation on a first-come, first-served basis, for occasions when the vanpool vehicle is out of service.
11. Assist in providing alternate transportation when neither the regular nor the loaner vans are available. When driving car pools on such days, drivers shall be credited an agreed upon amount per person for each day on which they drive.
12. Provide sample rules and regulations for the daily operation of the vanpool.

THE AGENCY, COORDINATOR, DRIVER, AND RIDERS MUTUALLY AGREE, DURING THE TERM OF THIS AGREEMENT, THAT THE FOLLOWING REGULATIONS APPLY TO OPERATION OF THE VAN:

1. The van shall at all times be operated in a manner complimentary to the public nature of this program. The van shall be kept clean, driven in a safe manner at all times, and not operated while under the influence of alcohol and/or drugs. All members shall act in a courteous manner and the unique character of this van’s use shall be explained if such is questioned.
2. Operation of the van is restricted to CCPT-approved drivers. Prior to the operation of the van, the driver must be authorized (for insurance purposes) in one of two ways:
 - A. Attend a mandatory vanpool driver workshop prior to driving the vehicle which includes a vehicle orientation and on-road evaluation prior to driving the van
 - B. In an emergency, request temporary emergency authorization over the telephone from CCPT vanpool staff. If authorized for one day trip, this emergency authorization must be followed closely with attendance at one of the next two scheduled mandatory driver workshops.
3. The van is to be parked off-street at the residence of a vanpool group member or other CCPT approved areas during non-commute hours.
4. The van is not to be used for hire; to pull trailers, boats, etc.; to haul garbage or excessive loads; or for any purpose requiring the removal of seats.
5. The van is to be driven only on hard surfaced streets and highways and other normal access roads and driveways.
6. No personal use of the van is authorized. The van will never be left unattended with the engine running.
7. Unpaid fares may result in denial of service.

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This agreement shall be effective as of the date of its signing, and shall continue in force until one of the parties gives the other party written notice **15 days** prior to the planned date of termination. A Coordinator/POC, Driver, or Rider may terminate the Agreement for any reason. CCPT may terminate this Agreement if fares are below the break-even point for two consecutive months, operation of the vanpool becomes inconsistent with the evaluation criteria established by CCPT, and/or the program/route is terminated. CCPT may terminate an individual for involvement in an accident, incident or safety complaint; failure to pay the rider fare promptly; failure to abide by any of the program's operating policies; personal use of the van; failure to abide by any of the terms of this Agreement; or for other good cause. Termination notification shall be confirmed by telephone or by mail to the last provided address. The affected party shall cooperate fully in return of all vanpool records, materials, the van itself, and all keys thereto as appropriate within 48 hours of termination.

The parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of the vanpool because of race, creed, color, sex, age, national origin, nor the presence of any sensory, mental, or physical handicap, nor in any way contrary to applicable local ordinances, state and federal laws and regulation, specifically including, but not limited to, Title VI of the Civil Rights Act of 1964; Title 46, Code of Federal Regulations, Part 21 – Nondiscrimination in Federally Assisted Programs of the Department of Transportation; and, Chapter 49.60 Revised Code of Washington – Law Against Discrimination.

I have received, read, and understand this agreement which consists of four pages. I have signed this page and have turned it in to the proper agency or person. The remaining three pages I have retained for future reference.

Name (Please Print)

CCPT Staff – Name (Please Print)

Address

CCPT Staff Title

City

Zip

CCPT Staff Signature

Work Phone

Home Phone

Date

Signature

Date

Van # _____ Employer _____

Work E-Mail Address

Home E-Mail Address

(Check all below that apply)

	COORDINATOR	
	DRIVER	
	RIDER	
	TEMPORARY RIDER Less than 4 months ridership	START END

FOR CCPT OFFICE USE ONLY

No longer a member
_____ / _____ / _____

Moved to another group
_____ / _____ / _____

Removed from VP program
_____ / _____ / _____

Reason for removal: