

## Vanpool Primary Driver Agreement

I, \_\_\_\_\_, will fulfill my responsibilities as primary van driver for my vanpool by agreeing to:

- Show proof of my Kentucky or Indiana driver's license.
- Complete a mileage log, fleet card purchase report, roster and personal expense report (if necessary) and submit to Ticket to Ride by the fifth of each month.
- Maintain the vehicle including oil changes every 3000 miles, filling it with fuel, keeping it clean and any other minor services it may require.
- Notify Ticket to Ride of any changes (deletions or additions) in the passenger list.
- Drive at least 75% of monthly commuting days in order to receive my free commute. If I do not, I acknowledge that I will be billed for the days I did not drive that month.
- Obey all applicable state statutes, local ordinances, and regulations related to the operation of a vehicle.
- Enforce the wearing of seat belts.
- Shall not allow any other driver to drive the van until TARC's insurance provider approves them.
- Be punctual and pick up vanpool members at previously appointed spots to and from work.
- Contact an approved, alternate driver when unavailable to drive, such as illness or vacation.
- Prohibit the drinking of alcohol or smoking in the van.
- Refrain from using alcohol or drugs which are illegal or prohibitive of proper driving, prior to or while driving the van during both commute and non-commute times.
- Report any accidents to Lancer Insurance and Ticket to Ride involving property damage or bodily injury, including the completion of an accident report form.
- Do not alter the appearance or contents of the vehicle unless previously approved by TARC.
- Agree to select passengers without regard to race, color, religion, sex, age, national origin or handicap.

I understand that by meeting these responsibilities, I have the right to use the van for personal use up to 200 miles per month within the TARC service area (Bullitt, Oldham, Jefferson counties in Kentucky, Clark and Floyd counties in Indiana). Prior approval must be obtained to commute outside of the TARC service area.

I understand and agree that a breach of any of these points is ground for termination. This agreement shall be in effect when signed and can be terminated 14 days after notice is given from either the driver, TARC, or Ticket to Ride. This agreement will terminate automatically if I lose my driver's license.

Driver Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Driver's Signature \_\_\_\_\_

Date \_\_\_\_\_