



VANPOOL LEASE FARE SUBSIDY AGREEMENT FOR SAN JOAQUIN NTD

dibs, a program of the San Joaquin Council of Governments (SJCOG) is offering a vanpool lease fare subsidy to qualifying vanpools traveling to or from San Joaquin County and Merced County. This agreement is between the vanpool driver, the authorized vanpool provider (Vanpool Company), and the San Joaquin Council of Governments. All subsidies will be paid directly to the Provider on the Coordinator's behalf for travel origins and/or destinations in San Joaquin County and Merced County. Owner operated vans, private transit, private shuttles or private vanpools are not eligible to participate.

Vanpool Subsidy

SJCOG will pay \$600 per month to vans that satisfy and comply with the subsidy terms, conditions and requirements for the term of the leased van as of October 1, 2024.

VANPOOL TERMS, CONDITIONS AND REQUIREMENTS

The National Transit Database is the Federal Transit Administration's primary source for information and statistics on the transit industry and utilized for planning and funding purposes. The following are the basic criteria required to participate in the NTD Subsidy program.

1. The NTD subsidy is only available for San Joaquin County vanpools (origin, destination or both).
2. The Coordinator is required to agree to the terms, conditions, and requirements outlined in this agreement. In the event of a coordinator change, any previous agreements are null and void and the incoming coordinator must sign and acknowledge the current agreement. This ensures that all coordinators are aware of and bound by the terms and conditions. The terms and conditions are subject to change at any time.
3. The Coordinator shall lease a van from an approved Provider pursuant to a separate lease agreement between the Coordinator and the Provider. The Provider shall comply with all applicable state, federal, and local laws and regulations, including driver screening and vehicle certification, licenses, vehicle registration, as well as Buy America provisions (49 CFR Part 661) and Americans with Disabilities Act of 1990 (49 CFR 37.31). Coordinator must understand some laws and regulations may restrict types of vehicles offered. Responsibility for maintenance and repair of the van rests with the Coordinator and/or the Provider pursuant to the terms of their agreement. Both Coordinator and Provider acknowledge and agree that (i) SJCOG's sole responsibility under this agreement is to pay the Provider the lease fare subsidy set forth herein, (ii) SJCOG is not responsible for the condition of the van or its manner of operation. Both Coordinator and Provider permanently release SJCOG and its officers, employees, agents, and contractors from all actions, claims, or demands, that they, their assignees, heirs, distributes, next of kin, spouse and legal representatives now have, or may have in the future, for injury, death, or property damage, related in any way to this participation agreement, the van lease agreement, or the operation of the vanpool. The Coordinator and Provider acknowledge the foregoing release by signing page 6.
4. The Coordinator must agree to register the vanpool with *dibs*. The Coordinator and riders must remain registered in the *dibs* database during the life of the subsidy, and update roster



information when needed, including but not limited to names, phone numbers, and email addresses for each of the vanpool riders should the rider's information change or should a new rider join the vanpool.

5. The Coordinator will receive and provide program information via email and/or U.S. Mail. All information supplied by the Coordinator must be accurate, current, and complete.
6. The Coordinator will cooperate to ensure, to the best of their ability, that no person shall be denied the opportunity to participate in or be subjected to discrimination in the conduct of the SJCOG lease fare subsidy program because of race, creed, color, sex, age, national origin, sexual orientation, or the presence of any sensory, mental or physical disability in any manner contrary to applicable local ordinance, state or federal laws and regulations. Additionally, all vanpools must be open to the public, should any person desire to ride in a vanpool serving their work trip commute (space permitting), including those with disabilities and not restricted to specific employers, clients or groups.
7. The Coordinator shall comply with the data collection requirements or risk loss of the vanpool subsidy. Vanpools are required to report data for a full month, which is considered at least 10 days per month. Only new vans are eligible to report less than 10 days their first month if they start by the 16th of the month. For partial month reporting on new vans, the rate will be prorated ($\$600/30 \text{ days} = \$20 \times \text{reporting days}$). New agreements submitted after the 16th of the month will be eligible for the subsidy the following month.
8. Coordinator change agreements must be submitted by Provider to SJCOG by the end of the month to qualify for the subsidy the following month.
9. The vanpool vehicle must have a minimum seating capacity of seven, including the vanpool driver, and maintain at least 50% occupancy per month to qualify for the subsidy. Should the occupancy fall below 50% for four consecutive months, the Coordinator will not be eligible for the subsidy the following month and/or until 50% occupancy is met.
10. The Coordinator will help maintain and increase ridership in the commuter group.
11. The Coordinator and vanpool driver(s) shall not be paid a wage by the vanpool group, his/her employer, or any third party in exchange for driving the vanpool van.
12. The Coordinator is responsible for paying the remaining monthly lease amount to the Provider and fulfill all responsibilities stated in the Provider's lease agreement. If their monthly lease fare subsidy is revoked for any reason or if SJCOG terminates this agreement, the Provider agrees to permit the Coordinator to terminate the van lease agreement without penalty.
13. The Coordinator hereby assumes full responsibility and all risk of injury and loss, including death which may result from my participation in this program and hereby agree to hold harmless, release, waive, forever discharge, and covenant not to sue or bring claims against SJCOG, its officers, directors, agents or employees, by reason of accident, illness, injury or death, or damage to or loss or destruction of any property arising or resulting directly or indirectly from my participation in the program and occurring during said participation, or any time subsequent thereto, whether or not such loss, injury or death caused or alleged to be caused in whole or in part by the negligent acts or omissions of SJCOG, its officers, directors, agents or employees. The terms of this release shall serve as a release and assumption of risks for my heirs, executors, administrators and for my family members. Participant acknowledges having read the foregoing paragraphs and understand the potential risks incidental to engaging in the SJCOG Vanpools Program. Participants will indemnify and



hold harmless SJCOG, its authorized agents and employees from all claims, actions, costs, damages or expenses of any nature whatsoever arising out of or resulting from any delays, tardiness, failure to make an appropriate or scheduled pick-up, or absence of the van or termination of the Program.

14. The Coordinator agrees that SJCOG’s financial responsibility is limited to making subsidy payments as described in this participation agreement and that SJCOG or its directors, officers, employees and agents has no liability for any loss or damages, bodily injuries, including death, damage to or loss of property as a result of, but not limited to, vehicle acquisition, vehicle maintenance, vehicle operation, insurance, passenger eligibility for the vanpool program, vanpool participant agreements with Contractor, or Contractor’s policies and procedures, vanpool program administration, and any other aspect of provision of vanpool service.
15. The Coordinator shall ensure that the vanpool keeps daily and monthly records as required by Contractor and submit monthly reporting to Contractor by the 10th of each month. Failure to do so will result in SJCOG’s termination of the monthly subsidy payment for the vanpool and possible termination of the vanpool itself.
16. The Coordinator will be required to report, at minimum, the following information:

Passenger Trips	Number of Riders
Distance Traveled	Work Schedule
Vehicle Miles	Accident Reports or details
Vehicle Hours	Parking, Bridge & Fuel Fees
Vehicle Information	Passenger Names
Passenger departure/arrival times	Odometer readings
Incidents	Non-commute miles

17. SJCOG will pay the Provider the monthly lease fare subsidy per this agreement on behalf of the Coordinator’s vanpool. The Provider will credit the Coordinator’s account with the amount of the lease agreement monthly payment.
18. SJCOG reserves the right to withhold subsidy payments or to terminate a vanpool from the program, for failure to submit monthly reports by the time specified by SJCOG or failure to provide timely responses to reasonable requests for information. SJCOG reserves the right to terminate subsidy payments at any time for any reason. SJCOG retains the right to deny funding for any new vanpools and to terminate the funding for a vanpool or the entire program if SJCOG deems that it is in the best interest of the agency to do so.
19. SJCOG reserves the right to contact participants to verify their participation in the program and/or their commute behavior. SJCOG reserves the right to refuse an application, discontinue an applicant’s participation in this program, and/or withhold incentive payment if the Coordinator fails to abide by the program requirements. If a dispute arises regarding any aspect of the program, including, but not limited to, the interpretation of the program requirements, accuracy of the information applicants provide, or eligibility to participate, SJCOG shall be the final decision maker regarding such disputes. Any decision will be final and binding on status as a participant of the program.
20. SJCOG certifies that the vanpool is operated by an independent private entity and that the vanpool program is helping meet the overall transportation needs of the local urbanized area.



21. SJCOG will revoke the subsidy if the subsidized vanpool fails to meet the program requirements or if the Coordinator has not otherwise fulfilled the terms, conditions or requirements of this participation agreement.
22. SJCOG may terminate the Participation Agreement and/or the commuter van for any of the following reasons:
 - a. if the operation of the commuter van becomes inconsistent with the evaluation criteria established for the SJCOG NTD Vanpool Reporting Program.
 - b. if the program in which the participant is active is terminated.
 - c. if the participant disrupts the operation of the commuter van.
 - d. if the vanpool fails to abide by these Terms, Conditions and Requirements.
 - e. for other reasons as determined by SJCOG.
23. The Provider agrees to submit to SJCOG a monthly invoice for each month that the vanpool qualifies for the program. The invoice will be dated and printed on the Provider's letterhead, and will include the Coordinator's name, the relevant month and year and amount of the requested lease fare subsidy that is equal to the \$400 subsidy unless pre-approved by SJCOG.
24. The Provider must submit a completed and signed subsidy agreement along with a completed roster and route form, which should include all pick up and drop off locations, to SJCOG by the 16th day of any month in order for the vanpool to be considered for enrollment in the program for the following month.
25. The Provider must comply with all applicable state, federal and local laws and regulations, including driver screening and vehicle certification, licenses, and vehicle registration, as well as Buy America provisions (49 CFR Part 661), and Americans with Disabilities Act of 1990, (49 CFR 37.31).
26. The Provider is responsible for the condition of the van delivered to the Coordinator and for ensuring that the Coordinator (and any backup Coordinator) has the required Coordinator's license and medical examination to perform his or her duties as a Coordinator. To the extent permitted by law, Coordinator and Provider, individually and collectively, hereby agrees to defend (with counsel acceptable to SJCOG), indemnify, and hold harmless; SJCOG, including any of their directors, officers, employees, and agents (collectively, the "Indemnities"), from and against any and all liabilities, obligations, losses, damages, penalties, fines, claims, actions, suits, costs, and disbursements, including reasonable attorneys' fees and expenses, of any kind and nature imposed in, asserted against, incurred or suffered by, any Indemnity by reason of damage, loss, or injury (including death), of any kind or nature whatsoever to persons or property in any way relating to or arising out of the subject vanpool, this agreement, or the Provider's lease agreement with Coordinator.
27. The Provider is actively engaged in advertising the vanpool service to the public with dibs branded signage and has a system and method in place to match interested members of the public to vans with available seats.
28. The Provider shall supply the Coordinator with web based reporting tools and all necessary report forms online, including training and instructions for their completion and a submission schedule.



29. The Provider must have a record-keeping system in place to meet all NTD reporting requirements, including collecting and reporting fully allocated operating and capital costs for the service. Provider shall be prepared to report, at minimum, the following vehicle information:

NTD Forms

S-10 Transit Agency Service	F-10 Source of Funds	A-10 Maintenance Facilities
R-20 Maintenance Performance	F-30 & F-40 Operating Expenses	FFA-10 Federal Allocation
B-30 Data	A-30 Revenue vehicle Inventory	S&S - 40 and 50

Type of Data

VIN	Year of Manufacture
Manufacturer	Model
Fuel type	Seating Capacity
Initial Odometer Reading	Vehicle Rental Costs
Vehicle Type	Operating and Maintenance Costs

- 30. The Provider’s record keeping system must be consistent with Uniform System of Accounts (USOA).
- 31. The Provider will be the direct contact with vanpool drivers to collect the necessary reporting information.
- 32. The Provider may allow approved drivers to use vans for personal use in accordance with their policies and consistent with Federal requirements of maintaining at least 80% of all miles driven to be for home to work commutes.
- 33. The Provider and Coordinator understand that SJCOG’s continuation of the subsidy will be subject to an evaluation of the program and funding appropriations.
- 34. Disbursement of the monthly lease fare subsidy is contingent upon the availability of funds and accurate submission of daily, monthly and/or annual reporting requirements.
- 35. This agreement shall be effective the date it is signed by all three parties and will remain in effect subject to compliance with the terms, conditions and requirements of the agreement. SJCOG reserves the right to determine whether vanpool meets program requirements
- 36. This agreement shall continue in force until one of the parties gives the other party written notice 30 days prior to the planned date of termination. Coordinators may terminate their participation for any reason.



Executed by:

This agreement can be executed through electronic or digital means acceptable to all parties.

Vanpool Driver:

I certify that I have read this subsidy agreement, this vanpool qualifies for SJCOG’s Lease Fare Subsidy, and I will comply with the terms, conditions and requirements of this agreement.

Signature _____ Date _____

Printed Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Employer _____

Work Address _____

City _____ State _____ Zip _____

Work Phone _____ Work Email _____

Vanpool Provider (Vanpool Company):

I certify that this vanpool qualifies for SJCOG’s Lease Fare Subsidy and that my company will comply with the terms of this agreement.

Signature of Representative _____ Date _____

Printed Name and Title _____

Name of Vanpool Provider _____

Address of Vanpool provider _____

City _____ State _____ Zip _____

Phone Number of Vanpool Provider _____

Email _____



San Joaquin Council of Governments:

I certify that the Provider will receive payment for this subsidy, to be credited to the Coordinator's account, as described in this agreement, if all the terms of this agreement are met.

Signature: _____ Date: _____

Printed Name and Title: Grace Orosco, Interim Deputy Director of Finance & Administration
555 E Weber Ave.
Stockton, CA 95202