



METRO

RideShare Program

Member Agreement

INSTRUCTIONS

Van/Carpooling is a shared-ride program. All members share a responsibility in the successful operation of the Vanpool/Carpool. Each member also plays *an important role* and should participate actively in all Van/Carpool group discussions and decisions.

New members must complete the requested information below. The Member Agreement should then be signed and submitted to the primary driver. The driver must sign the form. The new member may ride in the Van/Carpool vehicle as soon as the driver has signed the form.

1. The primary driver faxes or sends an electronic copy of the Member Agreement to the RideShare office.
2. **The driver *must* notify the RideShare office that the fax or email was sent (call 512-389-7591) – leaving a telephone message is adequate.**
3. The driver keeps a copy of the fax confirmation form and the original agreement for two weeks.

AGREEMENT

This Agreement establishes the rights and responsibilities of parties as participants in the Capital Metropolitan Transportation Authority (Capital Metro) RideShare program.

The RideShare Program, as referred to below, means the Capital Metropolitan Transportation Authority. The RideShare program Member, as referred to below, means the person, approved by Capital Metro, who may participate in the RideShare program.

The Member is not an AGENT, servant or employee of Capital Metro; they are independent/volunteer parties participating with others in a ridesharing arrangement (Vanpool/Carpool). Any vehicle assigned by the RideShare Program under this agreement is the property of Capital Metro and this Agreement is an agreement to permit use of the vehicle or vehicles as provided herein.

The Member agrees during the term of this Agreement to:

1. **Pay the required vanpool fare on or before the first of each month to the Van/Carpool driver.** Members may not ride in the Van/Carpool vehicle until the fare has been paid each month.
2. Abide by the Policies and Procedures in the RideShare Program Guide and/or as established by the Capital Metro RideShare program.
3. **Report any personal injury accident/incident occurring in or getting into or out of the Van/Carpool vehicle to the Vanpool Representative (512-369-6005) as soon as possible** or within 24 hours. A written report (see the Accident Claim kit in the vehicle) must also be submitted.
4. Commute to work three (3) days per week each month in the Van/Carpool. Exceptions are allowed for members who are not working due to illness, vacation or work-related travel.
5. **Notify the Capital Metro RideShare office (512-389-7591) of any suspected misuse of the van/carpool vehicle or any breach of Van/Carpool policies.**
6. Participate in all Van/Carpool group discussions and decisions. Van/Carpooling is a shared-ride program. All Vanpool/Carpool members should assist with minor administrative duties: recruiting new members, distribution of RideShare Program information and completing required reports.
7. Be on time at the specified pick-up point. Do not keep the group waiting.
8. Give advance notice to the Van/Carpool driver when not riding.
9. Notify the driver as soon as possible, before permanently vacating the Van/Carpool.
10. **Wear a seat belt while riding in the Van/Carpool vehicle.**
11. **Refrain from smoking, drinking or carrying alcohol, carrying or using illegal drugs or carrying a weapon while on the Vanpool/Carpool vehicle.**
12. Help to maintain the cleanliness of the van/car interior at all times.
13. Comply with reasonable requests of the driver, Van/Carpool group, and Capital Metro.
14. Indemnify and hold harmless Capital Metropolitan Transportation Authority, its authorized agents, employees and approved Drivers 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, absence of the van/car or termination of the program. The rider also agrees to release Capital Metro and drivers from liability claims and demands for personal injury; for loss, theft, or damage to personal property; loss of income; consequential damages resulting from delays, tardiness, absence of the van/car on particular days; and, for termination of the program.



METRO
RideShare Program
Member Agreement
Signature Page

I understand that my signature on this Agreement is binding and a condition of my membership in the Van/Carpool group. **Failure to abide by this Agreement or the RideShare Program policies and procedures will result in my suspension or removal from the Van/Carpool group.** This Agreement will commence when signed and can be terminated 30 days after notice is given from the member. The Capital Metro RideShare manager may terminate the agreement immediately based upon the Program policies.

NOTICE: All information submitted to CAPITAL METRO constitutes and is presumed to be public record and as such, may be subject to disclosure under the Texas Public Information Act, unless an exception under such Act is applicable.

<u>Print Name</u>	
<u>Print Major street intersection nearest your home (Please list two streets)</u>	
St., Ave., Hwy., &	
St., Ave., Hwy.	
<u>City</u>	<u>Zip Code</u>
<u>Print Employer/Company Name</u>	<u>Work Phone</u>
<u>Print Work Address, City, Zip Code</u>	<u>Work E-Mail Address</u>
Member's Signature	Today's Date

This signed form supersedes any previous Member Agreement.

PRIMARY DRIVER COMPLETE THIS SECTION

Driver, you must submit this form within <u>one business-day</u> of the member's join date.	
List the date this new member joins your group:	
JOIN DATE:	
<u>Print Primary Driver's Name</u>	<u>Van/Carpool Vehicle Unit Number</u>
<u>Primary Driver's Signature</u>	<u>Date</u>

Effective Date: 11/12/2008

Recycle all previous forms
512-389-7591