



## **Vanpool Passenger Agreement**

MassRIDES, on behalf of the Massachusetts Highway Department, manages the Statewide Travel Options Program, forms commuter vanpool groups, monitors vehicle and maintenance arrangements with vehicle vendors, and provides marketing support to build and maintain vanpool ridership.

### **MassRIDES will:**

Arrange for a qualified vanpool vehicle vendor to deliver a commuter van that will provide vanpool group members with transportation to the work place, including picking up and delivering passengers to mutually agreeable locations before and after work, on a regular schedule to be determined by the Driver/Coordinator.

Assure that the vehicle vendor enables the vanpool to continue to operate during a 30-day grace period if and when the number of passengers has fallen below the minimum load; in this event it is expected that the Driver/Coordinator and passengers will be able to recruit the additional passenger(s) necessary to meet minimum load before the 30 days expire.

Issue certification letters to vanpool participants, enabling them to participate in the Insurance Discount program offered to vanpool commuters by the Commonwealth of Massachusetts.

Certify eligible vanpools for participation in the Commonwealth of Massachusetts's Free Vehicle Registration Vanpool License Plate program; the City of Boston's Vanpool Boarding Zone Program; and preferential parking incentives.

### **As a vanpool group member you will be expected to:**

Notify MassRIDES and the Driver/Coordinator at least one month in advance if you elect to withdraw from the vanpool.

Notify the Driver/Coordinator in advance whenever you cannot meet the van's scheduled pick-up time; it is your responsibility to be on time for pick-up. Arrange other means to get to and from work if you cannot meet the vanpool schedule on a particular day.

Pay each month's commuter fare in advance to the Driver/Coordinator, in exchange for a guaranteed reserved seat on the commuter van. If you live in Massachusetts, you are also eligible for the 10% rate reduction on your personal automobile insurance allowed to MassRIDES vanpool participants in good standing.

Understand that participants in any MassRIDES vanpool operation will, with no exceptions, refrain from soliciting for riders at all public or private transportation terminals or designated stops, including both bus and rail. Failure to comply with this rule shall mean automatic expulsion from the program of the individual soliciting, as well as relocation of the van involved.

Understand that the majority of members set the guidelines for each individual vanpool. However those guidelines must reflect not only the majority's wishes, but MassRIDES status as an agent of the Massachusetts Highway Department. Furthermore, any member of any MassRIDES vanpool may request and receive an accounting of the vanpool fare from the driver or the MassRIDES office.

Name \_\_\_\_\_ Van # \_\_\_\_\_  
(please print)

Home Address \_\_\_\_\_  
(street) (city) (state) (zip)

Home Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Company Name \_\_\_\_\_ Work Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Funded by MassHighway and the Federal Highway Administration.***