

Community Vehicle Programs (CVP)

Locally Based (Champion bus) and Municipal Vehicle (vans)

Goals:

- Provide cost-effective transportation options appropriate to the service area.
- Provide local jurisdictions the flexibility to meet transportation for senior citizen's mobility needs, parks and recreation requests, or moving people to and from regional transportation facilities.
- Allow communities more input in determining the types of transportation service to be provided and their hours of operation.
- Provide local communities the opportunity to help determine who operates the preferred transportation service.
- Allow municipalities to determine fares and select service contractors
- Key part of Pace's "family" of services, which also includes fixed-route service, complementary paratransit services and vanpools.



MUNICIPAL PROGRAM VEHICLE: 7 PASSENGER CONVERSION VAN WITH LIFT (pictured) AS WELL AS A 5 PASSENGER MINI-VAN WITH RAMP (not pictured)



Requirements apply to both programs unless noted:

Eligibility:

- Programs are available to municipalities, local bodies of government or government funded programs/agencies located in the Pace six-county region.
- Municipality is defined as any City, Village, Township, County, Park District, unit of local government or a municipality comprised of any of the above within the six-county jurisdiction of the Regional Transportation Authority.

Deposits/Fees:

- Municipality is required to pay a security deposit of \$1000 per vehicle.
- Municipality is required to pay Pace \$100.00 per month per vehicle.
- Pace has the right to change monthly fares when deemed appropriate by the Pace Board of Directors.
- At the end of each month of service, Pace shall send the Municipality an invoice for the following month's Service, payable within 30 days of receipt.

Conditions and Use Restrictions:

Municipality **shall not allow** the vehicle(s) to be used in the following manner:

- For courier service, ambulance-type service, or the transportation of goods, to pull trailers, or to allow the consumption of alcoholic beverages on the vehicle.
- For personal use of any driver or other person.
- Use or allow the vehicle to be used illegally or improperly for hire.
- Remove the vehicle from the State of Illinois, unless authorized by Pace to do so.
- Alter, mark or install equipment in or on the vehicle, unless written approval is obtained in advance from Pace (See Exhibit C of the Agreement).
- Expose the vehicle to seizure, confiscation, forfeiture or other involuntary transfer
- For charter service.
- For school bus service.
- For non-transit use.
- To transport groups of children under the age of eight (8).

Drug and Alcohol Policy:

- Pace requires a copy of the municipality's drug and alcohol policy which must meet Federal Transportation Administration (FTA) standards or adopt Pace's policies as they pertain to employees related to the program.

Drivers:

- Municipality will provide its own drivers.
- Municipality shall maintain a file on said drivers evidencing valid driver's license, valid U.S. DOT physical examination, drug and alcohol test results, a criminal background check, driver training, and motor vehicle reports for the previous five (5) years and/or their entire driving history as necessary.
- Drivers must complete and pass DOT Physical, Nida 5 panel, and a breath alcohol test.
- For the **Locally Based Program**, prospective drivers must complete the Pace 3-day training program at the Fox Valley Division facility. Training time may be adjusted at the discretion of the Pace instructor.
- For the **Municipal Vehicle Program**, Municipality may use its own established driver training program, and shall provide documentation for said program as to any of its drivers under the MVP program. Pace reserves the right to establish additional guidelines with regard to driver procedures and standards; or
- Drivers may complete Pace's 1-day (Saturday) driver training program at Headquarters in Arlington Heights.

Administration:

- The municipality is required to designate a Transportation Coordinator to serve as the Pace contact person on all matters related to the operation of the Pace vehicle. Pace will provide this person with complete administrative training.

Maintenance:

- For the **Locally Based Program**, Municipality is responsible for the cost of all maintenance, washing, detailing and storage of the vehicle as per the schedule set forth in Pace's Locally Based Service Program Operations Manual and to the extent necessary to maintain the vehicle in good and clean condition. Municipality will perform all preventive maintenance required pursuant to the Pace Locally Based Service Program Manual.
- For the **Municipal Vehicle Program**, Pace will provide maintenance through designated vendors. Municipality agrees to cooperate with the Pace designated vendors at all times and to abide by any Pace rules and the Pace designated vendors with respect to fleet management.

Insurance:

- Municipality shall carry commercial general and auto liability in amounts not less than:
 - a) Commercial General Liability (including Broad Form Contractual):
 - (1) Bodily Injury Liability
 - (2) Property Damage LiabilityCombined Liability Limits of \$5,000,000.00
 - (b) Auto Liability:
 - (1) Bodily Injury Liability
 - (2) Property Damage LiabilityCombined Liability Limits of \$5,000,000.00
 - (c) Auto Physical Damage:
 - (1) Collision and Comprehensive
 - (d) Worker's Compensation: Minimum statutory coverage.

Checklist for new Locally Based and Municipal Vehicle Program

Agreement Related

Municipality must submit the following:

- ___ Complete an Application for the requested program including Certificate of Insurance meeting Pace's requirements
- ___ Completed Municipality Information Form
- ___ Completed Provider Information (Exhibit D to Pace's Drug and Alcohol Policy)
- ___ Two signed copies of the Pace Locally Based Vehicle Program Agreement or Municipal Vehicle Program Agreement including signed current Federal Fiscal Year FTA Certifications and Assurances Signature Page (Exhibit A of the Agreement)
- ___ Copy of the Municipality's Drug and Alcohol Testing Program and Policy or Acknowledgement of compliance with Pace Policy
- ___ Copy of Acknowledgement of compliance with Pace's Safety, Security, Emergency Preparedness Plan (SSEPP)
- ___ Resolution approving the agreement, drug and alcohol policy and Safety Security Emergency Preparedness Plan policy
- ___ Deposit in the amount of \$1,000.00 per vehicle

Municipality Related

Municipality must submit Pace Vehicle Program Random Drug/Alcohol Testing Notification Information Form

Driver Related

Municipality must submit the following:

- ___ Employee Information Form
 - ___ Legible copy of driver's license (front and back if renewal sticker)
 - ___ Pace Drug and Alcohol Testing Compliance Form
 - ___ Copy of DOT Medical Officer's Report (drug results)
 - ___ Notice of Testing form (FTA authority)
 - ___ Copy of Federal Testing Custody and Control Form
 - ___ Copy of Alcohol Testing Form (always Pre-employment)
 - ___ Copy of signed receipt of Drug and Alcohol Policy
 - ___ Copy of On-Line Drug and Alcohol Training Certificate of Completion
- (Applicant has 3 months from drug and alcohol test date to complete Pace's approval process, this includes attending Pace's Driver Training class)*