



Vanpool Application Packet Checklist

The following materials must be included in a single packet to start your vanpool group: Fill out the forms completely and make sure to sign them. **Please go over this carefully – missing items will cause a delay in the start of your vanpool.**

PRIMARY DRIVER

- _____ Route Information Sheet
- _____ Driver Application
- _____ Primary Driver Agreement (including Exhibit A)
- _____ Copy of driver's license (front and back)
- _____ Copy of current automobile insurance card (front and back)

BACK-UP DRIVER(S) – YOUR GROUP MUST HAVE AT LEAST ONE BACK-UP DRIVER

- _____ Driver Application
- _____ Back-up Driver Agreement
- _____ Copy of driver's license (front and back)
- _____ Copy of current automobile insurance card (front and back)
- _____ Rider Application
- _____ Rider Agreement
- _____ Automatic Payment Plan Application and Change Form (optional)

RIDER

- _____ Rider Application
- _____ Rider Agreement
- _____ Automatic Payment Plan Application and Change Form (optional)

****All pages of all completed documents and support documentation must be mailed to the address below or you may submit as a PDF to the email address below.**

Pacevanpool@pacebus.com or

Pace Vanpool Services
Attn: Supervisor of Vanpool Services
14539 S. Depot Drive
Plainfield, IL 60544

A driving history check is conducted on the primary driver and back-up driver(s) through the DMV. Upon approval, the primary and back-up drivers will receive an authorization form and a list of approved clinic locations for the required physical and drug screen. Upon completion of the physical and drug screen, all drivers will be scheduled for a one-day training course held on Saturday.



Vanpool Incentive Program (VIP) Driver Application

Please return completed Vanpool Incentive Program (VIP) Driver Application to the designated Pace portal unless otherwise directed by a Pace Vanpool Services representative.

1. Select One: I want to be a primary driver / back-up driver in the Pace Vanpool Incentive Program.

Select One: I was / was not previously a driver in the Pace Vanpool Incentive Program.

2. Name: _____
Last First Middle Initial

3. Primary Residence Address: _____

4. How long have you resided at the address identified in 3? _____

5. Phone Numbers: Home: _____ Work: _____ Cell: _____

6. Email Address: _____

7. Social Security Number: _____ - _____ - _____

8. Date of Birth: _____

9. Name of Current Employer: _____

10. Address of Current Employer: _____

11. Job Title at Current Employer: _____

12. Length of Employment at Current Employer: _____

13. If length of employment at current employer is less than two years, provide name of previous employer and length of employment at previous employer:

14. Do you currently have a valid U.S. driver's license? Yes No

15. If the answer to 14 is No, then skip 15. If the answer to 14 is Yes, then complete 15.

Driver's License (D/L) Number: _____
(Please include a legible copy of the front and back of driver's license.)

State D/L Issued: _____ D/L Expiration Date: _____ Number of Years with U.S. D/L: _____

D/L unrestricted? Yes No If No, please identify restrictions: _____

16. Have you ever had your driving privileges suspended or revoked? Yes No

If Yes, explain: _____

17. Have you ever been convicted of driving while intoxicated or under the influence of drugs? Yes No

If Yes, explain: _____

18. Has an insurance company ever refused to issue an automobile insurance policy to you, cancelled or not renewed your automobile insurance policy, or given notice of termination of your automobile insurance policy (automobile insurance policy for purposes of this question includes any umbrella and/or excess insurance policy)? Yes No

If Yes, explain (include date(s), reason(s), and insurance company name(s)): _____

19. Have you ever been required by any state to file evidence of financial responsibility (SR-22)? Yes No

If Yes, explain: _____

20. If you own a vehicle, include a copy of your automobile insurance card for the vehicle.

I understand that should any information provided be shown to be materially incorrect, misrepresented, or incomplete, Pace reserves the right to deny Pace-provided insurance coverage as a result of any losses, damages, or claims related to such information. I further understand that, in the event of denial of Pace-provided insurance coverage, I shall assume full responsibility for any losses, damages, or claims related to any misrepresentations or omission of any material fact.

21. Over the past three years, how many motor vehicle accidents have you been involved in where you were the driver? _____

If one or more accidents, provide the full details for each (attach additional paper if needed):

Date of Accident: _____ Time of Accident: _____

Location of Accident: _____

Municipality or Police Agency That Responded to Accident: _____

Description of Accident: _____

Were any tickets/citations issued? Yes No If Yes, please identify to whom and the nature of the violations:

Was anyone injured? Yes No

Were there any fatalities? Yes No

Was your vehicle damaged? Yes No If Yes, provide the dollar amount of the damage: \$ _____

Was any other vehicle damaged? Yes No If Yes, provide the dollar amount of the damage: \$ _____

22. Over the past three years, how many tickets/citations have you received? _____

If one or more tickets/citations, provide the full details for each (attach additional paper if needed):

Date of Ticket/Citation: _____ Time of Ticket: _____

If speeding ticket/citation issued: Posted Speed Limit: _____ mph Your Speed Limit: _____ mph

Did any of the violation(s) result in fines? Yes No If Yes, provide the total dollar amount of the fines: \$ _____

23. Can you provide off-street parking for the Pace-owned vehicle to be used in the Pace VIP? Yes No

24. Are you requesting authorization for personal use of the Pace-owned vehicle to be used in the Pace VIP? Yes No

If Yes, explain (include the nature of your personal use of the Pace-owned vehicle and the amount of time you anticipate using the Pace-owned vehicle for personal use): _____

STARTING POINT

Where the van is parked before/after work: _____

Street Address: _____ City: _____

Miles from where the van is parked to the first stop (deadhead miles): _____

Fixed Daily Allowable Round Trip Miles (not counting the deadhead miles): _____

VANPOOL STOPS

Please provide vanpool stops, times, miles, and who gets picked up at each stop. Please list all stops in both directions (heading to work and heading home). Please name your stops using the nearest intersection for residential locations and business or organization names for work destinations.

Stop Location	Round Trip Miles	Stop Time		Name of Participants at each stop
		Pick-up to Work	Drop-off to Home	
Address: City:				
Address: City:				
Address: City:				
Address: City:				
Address: City:				
Address: City:				
Address: City:				
Address: City:				

VANPOOL PROPOSED ROUTE

Please provide a narrative of how the vanpool travels from home to work and the return trip. Include all the turn-by-turn directions, headings (North, South, East, etc.), street names, and parking lot locations. Add a Google map and directions showing all the vanpool stops.

Heavy congestion, road construction, weather conditions, employment or participant changes impact the vanpool routing. As changes occur, please submit an updated description by emailing your representative or mailing the form to: Pace Vanpool Department 14539 S. Deport Drive Plainfield, IL 60544.



Vanpool Incentive Program (VIP) Primary Driver Agreement

This Vanpool Incentive Program (VIP) Primary Driver Agreement (“Agreement”) is between Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation (“Pace”), and _____ (“Driver”).

The Pace Vanpool Incentive Program (“VIP”) connects individuals who live near each other and have similar travel patterns or work hours to form a vanpool using a Pace-owned vehicle (“Vehicle”).

Driver wants to participate in the VIP as a primary driver and operate a Vehicle.

This Agreement establishes the rights and obligations of Pace and Driver in connection with the VIP.

Pace and Driver agree as follows:

1. **Effective Date.** This Agreement is effective beginning on the date on which Pace signs this Agreement (“Effective Date”). If a party signs this Agreement but fails to date its signature, the date that the other party receives the signing party’s signature on this Agreement will be deemed to be the date that the signing party signed this Agreement.
2. **Term and Termination.** This Agreement will remain in effect for a minimum of 60 days following the Effective Date and will thereafter continue in full force and effect unless terminated by a party upon 15 days’ advance written notice to the other party. Notwithstanding the foregoing, Pace may immediately terminate this Agreement:
 - a. if Driver fails to comply with this Agreement and/or any policies, procedures, standards, or requirements established by Pace in connection with the VIP, including those in the Pace Traditional Vanpool Program Operation Manual (“Manual”), which Driver acknowledges receiving and which is incorporated into and made a part of this Agreement;
 - b. if Driver disrupts or interferes with VIP operations;
 - c. if the VIP is terminated;
 - d. if Driver loses or fails to timely renew Driver’s driver’s license;
 - e. if Driver fails to timely renew Driver’s Medical Examiner’s Certificate or fails to pass any non-federal 10 panel drug test required by Pace for continued participation in the VIP;
 - f. if Driver receives a moving violation, exhibits unsafe driving behavior, or is involved in an accident; or
 - g. for any other or no reason.
3. **Fare.** Driver will not be obligated to pay any fare or fare surcharge to Pace to participate in the VIP as a primary driver.
4. **Vehicle Ownership.** The Vehicle is and will remain the sole property of Pace. Driver shall not assert any claim to or otherwise affect Pace’s ownership of the Vehicle.

5. **Vehicle Receipt.** Pace and Driver shall jointly conduct a Vehicle inspection and complete a written Vehicle condition report prior to Driver's receipt of the Vehicle. Pace and Driver shall sign that report.

6. **Vehicle Use.** Driver shall use the Vehicle for vanpool transportation to and from Driver's workplace pursuant to a Pace-authorized route and schedule, picking up and dropping off (a) riders who are assigned to the vanpool and whose VIP account is current as specified on Pace's monthly rider roster/payment status sheet and (b) such other riders as approved by Pace.

Driver may use the Vehicle for personal use, subject to the terms of this Agreement and provided such use does not interfere with the availability of the Vehicle for vanpool transportation or involve the transportation of organized groups of people. If, in any month, the total Vehicle mileage associated with all personal use of the Vehicle exceeds the sum of the monthly personal use miles allowance of 300 and any unused personal use miles up to a maximum of 500, Driver will be obligated to pay \$0.75 per excess personal use mile to Pace. Pace will bill Driver monthly for those excess personal use mileage charges, and Driver shall pay them by the due date specified on Pace's billing statement. Driver shall coordinate any reimbursement due from the vanpool's back-up driver(s) for excess personal use mileage charges attributable to the personal use of the Vehicle by the vanpool's back-up driver(s). Pace may revoke or suspend personal use of the Vehicle if Pace, in its sole discretion, determines that use to be improper or excessive.

7. **General Driver Requirements.**

a. Before operating the Vehicle, Driver must:

- i. be 21 years of age or older; hold a valid, unrestricted (glasses or contact lenses are acceptable restrictions), and unexpired Illinois, Indiana, or Wisconsin driver's license; and have held a valid U.S. driver's license, without any breaks or suspensions, for at least three consecutive years immediately prior to the date of Driver's VIP application;
- ii. be employed by Driver's current employer for one year or provide other indication of stable employment;
- iii. have a safe driving record as determined by Pace;
- iv. have a valid, unexpired Medical Examiner's Certificate that documents that Driver passed a U.S. Department of Transportation (DOT) physical examination, which must be administered at a Pace-approved facility;
- v. pass a non-federal 10 panel drug test, which must be administered at a Pace-approved facility;
- vi. pass Pace's driver training course;
- vii. have a valid Visa, Mastercard, or Discover credit card or debit card issued in Driver's name; and
- viii. complete the Primary Driver Credit Card/Debit Card Authorization Form (see Exhibit A) and submit it to Pace.

- b. Driver must further:
- i. operate the Vehicle in a courteous, safe, prudent manner in accordance with all policies, procedures, standards, and requirements established by Pace in connection with the VIP, including those in the Manual, and all applicable laws, statutes, ordinances, rules, and regulations and when Driver and all Vehicle riders are properly seated and wearing a seatbelt (standees are prohibited);
 - ii. notify Pace Vanpool Services immediately of any accident/incident with the Vehicle that involves a fatality, injuries requiring an individual to be transported from the scene, or towing of any vehicle from the scene or that involves any other event of a serious nature;
 - iii. cooperate with Pace and Pace-designated vendors providing fleet management services, accident and incident management services, emergency roadside assistance, and fuel credit card services in connection with the VIP;
 - iv. notify Pace Vanpool Services: (A) within three days of receiving each written warning, ticket (including red light camera ticket), conviction, license suspension, and/or license revocation that Driver receives as a result of Driver's operation of the Vehicle or any other vehicle and (B) within seven days of the disposition of each such written warning or ticket; all written warnings and tickets (including red light camera tickets) that Driver receives as a result of Driver's operation of the Vehicle (including parking tickets) will be the sole responsibility of Driver, including any fines, fees, and costs, provided, however, Driver shall not plead guilty to or pay any tickets resulting from Driver's operation of the Vehicle until Driver has obtained Pace's written approval;
 - v. comply with all policies, procedures, standards, and requirements established by Pace in connection with the VIP (including those in the Manual for accident and incident handling, reporting, minimum ridership, annual fire extinguisher recertifications, and Vehicle breakdowns, maintenance, servicing, cleaning, semi-annual Illinois Department of Transportation safety inspections, emissions testing, and manufacturer recall notices) and all vanpool-related guidelines established by a majority vote of the vanpool's participants to the extent such guidelines do not conflict with any of those policies, procedures, standards, and requirements;
 - vi. notify Pace Vanpool Services immediately when Driver is no longer in compliance with any policies, procedures, standards, and/or requirements established by Pace in connection with the VIP;
 - vii. cooperate with Pace regarding Driver's participation in the VIP;
 - viii. coordinate an alternative transportation plan with other riders in the vanpool for when the Vehicle is not available;
 - ix. notify the vanpool's back-up driver(s) and riders as soon as practicable in advance of Driver's absence from the vanpool;
 - x. help keep the Vehicle clean and free from litter and garbage; and
 - xi. lock and properly secure the Vehicle in an off-street parking location when the Vehicle is not in use.
- c. Pace may establish additional VIP driver-related policies, procedures, standards, and requirements through the issuance of bulletins, manuals, or handbooks, which will be deemed incorporated into and made a part of this Agreement.

8. **Conditions and Restrictions on Vehicle Use.** Driver must not:
- a. use the Vehicle to transport animals, contraband, illicit substances, or hazardous materials that might be flammable, explosive, or corrosive;
 - b. permit the consumption of alcoholic beverages and/or use of illegal drugs or marijuana in the Vehicle;
 - c. bring any weapon, including a firearm or knife, onto the Vehicle or permit any individual to do so;
 - d. load the Vehicle beyond the manufacturer's stated passenger capacity;
 - e. use the Vehicle for hire, for pulling trailers or boats, or for hauling garbage or debris;
 - f. remove any Vehicle seats;
 - g. operate the Vehicle off road, on beaches, in fields, or in any other unsafe environment;
 - h. drive the Vehicle over bridges or roads posted for less than a four-ton maximum weight load;
 - i. operate the Vehicle in violation of width and height clearance signs;
 - j. use the Vehicle for political activities or for distributing political information;
 - k. use the Vehicle for business or for selling or distributing goods;
 - l. alter, mark, remove, and/or install equipment, accessories, or signs on the Vehicle unless Driver obtains the prior written approval of Pace Vanpool Services;
 - m. remove the Vehicle from the Pace six-county region in northeastern Illinois consisting of Cook, DuPage, Kane, Lake, McHenry, and Will Counties unless Driver obtains the prior written approval of Pace Vanpool Services;
 - n. smoke in or within 15 feet of the Vehicle or permit any individual to do so;
 - o. use a cellular phone, earphones, or other electronic device while operating the Vehicle, including "blue tooth" or other hands-free device;
 - p. cause a mortgage, pledge, lien, hypothecation, encumbrance, or security interest on the Vehicle; and
 - q. permit anyone other than a VIP-registered driver to operate the Vehicle.

9. **Use of Information.** Driver acknowledges that Driver's participation in the VIP constitutes Driver's consent for Pace to share Driver's name, phone numbers, email address, and workplace location with the vanpool's back-up driver(s) and actual or prospective riders.

10. **Vehicle Return and Repossession.** Immediately upon termination of this Agreement, Driver shall return the Vehicle to Pace in the same condition as when Driver received it from Pace, ordinary wear and tear excepted. Upon Vehicle return, Pace and Driver shall jointly conduct a Vehicle inspection and complete a written Vehicle condition report. Pace and Driver shall sign that report.

If Driver fails to timely return the Vehicle to Pace or use, repair, or maintain the Vehicle as required by this Agreement, Driver authorizes Pace, without demand, legal process, or breach of the peace, to enter any premises where the Vehicle is located and take possession of and remove the Vehicle and its contents. Driver shall not prosecute or assist in the prosecution of any claim, suit, action, or other proceeding, and releases Pace from any liability and/or damages, arising out of such repossession.

11. **Insurance.** Driver shall maintain at least the minimum insurance on Driver's personal vehicle(s) as required by the State of Illinois, Indiana, or Wisconsin as applicable.

Pace shall maintain automobile liability and physical damage insurance for the Vehicle within the scope of the VIP and may deny, withhold, or otherwise reserve its rights to extend such insurance coverage in the event of Driver's violation of this Agreement or any policies, procedures, standards, or requirements established by Pace in connection with the VIP, including those in the Manual.

Pace will not be responsible to Driver for any loss of income, inconvenience, or other damage sustained by Driver as a result of an interruption or termination of VIP services. Neither Pace nor its insurance carrier(s) will be responsible for any property lost, stolen, or damaged in or from the Vehicle.

12. **Indemnification.** Driver shall indemnify, hold harmless, and defend Pace, the Regional Transportation Authority, and their respective directors, officers, employees, and agents (collectively "Pace Parties") from and against all liability (including third-party liability), injuries, losses, damages, claims (including workers' compensation claims), suits, payments, settlements, judgments, demands, awards, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from Driver's intentional or negligent acts or omissions. Driver forever releases, waives, and discharges the Pace Parties from, and covenants not to sue the Pace Parties for, any liability, injuries, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, costs, and expenses, including reasonable attorneys' fees, which may be incurred by Driver, arising out of or resulting from Driver's participation in the VIP. This paragraph is binding upon Driver and Driver's spouse, heirs, representatives, executors, administrators, and successors.

13. **Compliance with Laws.** Pace and Driver shall comply with all local, state, and federal laws, statutes, ordinances, rules, and regulations applicable to this Agreement, including Title VI of the Civil Rights Act of 1964 and 49 C.F.R. part 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964).

14. **Independent Relationship.** Driver is not an employee, agent, joint venturer, or partner of Pace. Nothing in this Agreement will be construed as creating an agency, partnership, joint venture, or any other relationship between Driver and Pace, and Driver shall not act on behalf of or bind Pace in any manner.

15. **Notice.** Any notice under this Agreement must be in writing and must be given in the following manner:

- a. by personal delivery (deemed effective as of the date and time of delivery);
- b. by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company);
- c. by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the third business day following deposit of the notice in the U.S. mail); or
- d. by email with delivery receipt requested (deemed effective as of the date and time indicated on the receipt confirming delivery, except the effective date and time will be 8:00 a.m. on the next business day after delivery of the notice if the receipt shows delivery during non-business hours).

The notice must be addressed as follows or to such other address as either party may specify in writing:

If to Pace:

14539 S. Depot Drive
Plainfield, IL 60544
Attention: Supervisor of Vanpool Services

Email Address: pacevanpool@pacebus.com

If to Driver:

Address and email address identified
on Driver's signature block of this
Agreement

16. **Governing Law, Jurisdiction, and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and Pace and Driver shall submit to the exclusive jurisdiction and venue of the Circuit Court of Cook County, Illinois, Third Municipal District, in Rolling Meadows, Illinois for any dispute arising out of or related to this Agreement.

17. **Waiver.** Failure of a party to exercise any right or pursue any remedy under this Agreement will not constitute a waiver of that right or remedy.

18. **Assignment.** No party may assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement.

19. **Amendment.** Pace may change, amend, or modify this Agreement and any other policies, procedures, standards, requirements, fees, charges, fares, and/or forms relating to the VIP upon 30 days' advance written notice to Driver.

20. **Entire Agreement.** This Agreement, including any exhibits and the introductory recitals, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between Pace and Driver and supersedes any prior written or oral understandings, agreements, or representations between Pace and Driver that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, will be implied or impressed upon this Agreement.

21. **Conflict.** In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to or document incorporated into and made a part of this Agreement, the terms and conditions of this Agreement will control.

22. **Survival.** Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement will be deemed to survive termination or expiration of this Agreement.

23. **Severability.** If any provision of this Agreement or amendment thereto is held invalid or unenforceable by an Illinois court of competent jurisdiction, that provision will be deemed severed therefrom, and the remaining provisions will remain in full force and effect.

24. **Force Majeure.** Neither Pace nor Driver will be liable for failure or delay in performing any obligations under this Agreement if the failure or delay is caused by or results from causes beyond the reasonable control of and without the fault or negligence of the affected party.

25. **Counterparts.** This Agreement may be executed in counterparts, each of which when so executed and delivered will be deemed to be an original and all of which when taken together will constitute one and the same agreement.

26. **Electronic Signatures.** This Agreement may be executed through the use of electronic signatures. Electronic signatures and signatures scanned and transmitted via email will be deemed original signatures for purposes of this Agreement.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.
SIGNATURE PAGE FOLLOWS.]**

Driver and Pace have caused this Agreement to be executed on the dates indicated below.

DRIVER:

Printed Name

Street Address

City, State, and Zip Code

Signature

Cell Phone Number

Work Phone Number

Email Address

Date

PACE:

Signature of Authorized Signatory

Printed Name

Title

Date

Exhibit A



**PRIMARY DRIVER CREDIT CARD/DEBIT CARD
AUTHORIZATION FORM**

I, the undersigned, hereby authorize Pace, the Suburban Bus Division of the Regional Transportation Authority (“Pace”), to charge the following amounts (“Amounts”) to my credit card or debit card specified below, provided (1) the Amounts are incurred during the time when I am the assigned primary driver of a Pace-owned vehicle (“Vehicle”) in the Pace Vanpool Incentive Program (“VIP”) and (2) I do not pay the Amounts by the due date specified on Pace’s billing statement:

- excess personal use mileage attributable to all personal use of the Vehicle;
- purchases appearing on Pace’s account for the fuel credit card assigned to the Vehicle that are not authorized by Pace; and
- tolls appearing on Pace’s account for the I-PASS transponder assigned to the Vehicle that are not authorized by Pace.

I understand that my authorization under this Primary Driver Credit Card/Debit Card Authorization Form (“Authorization”) in no way relieves me of my obligation to pay the Amounts to Pace, that it is my responsibility to immediately give Pace written notice of any change to my credit card/debit card information specified below while I am a primary driver in the VIP, and that this Authorization will remain in effect until the termination of my VIP Primary Driver Agreement with Pace.

CREDIT CARD/DEBIT CARD INFORMATION	
Check One: <input type="checkbox"/> Credit Card <input type="checkbox"/> Debit Card	
Check One: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover	
Cardholder Name (as it appears on the card): _____	
Card Number: _____	
Expiration Date (mm/yy): ____ ____ / ____ ____	
Three-Digit CVV Security Code: ____ ____ ____	

Signature of Primary Driver _____
Date

Printed Name of Primary Driver

PACE VANPOOL OFFICE USE ONLY	
Account #: _____	
Approved by: _____ Vanpool Representative	_____ Supervisor of Vanpool Services

PACE ACCOUNTING DEPARTMENT USE ONLY	
Processed by _____	_____ Date