



## SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY SB LOOP VANPOOL PROGRAM PARTICIPATION AGREEMENT

You must read each of the following provisions, which are the terms and conditions of this Agreement. You must check “I Agree” after the last paragraph, sign the Agreement, and electronically submit the completed Agreement. If any of these steps are not completed, the Agreement has not been properly submitted and will be invalid.

Should you have any questions about this Agreement or the terms and conditions, or the submittal process, contact the San Bernardino County Transportation Authority (SBCTA) immediately at [ridetheloop@gosbcta.com](mailto:ridetheloop@gosbcta.com) or call 833-RIDETHELOOP (833.743.3843).

1. **Introduction.** This Vanpool Program Participation Agreement sets forth the terms, conditions, and Parties’ rights and responsibilities. By electronically signing the Agreement and acknowledging the terms, Participant indicates that he/she has read, understands, and agrees to abide by all terms and conditions of this Agreement.
2. **Definitions.**
  - (a) “SB Loop” means the vanpool subsidy program administered by SBCTA.
  - (b) “Provider” is an authorized SBCTA vanpool vehicle provider.
  - (c) “Participant” means any person or employer who directs activities of a vanpool group, including, but not limited to: Vanpool Coordinator, Primary Driver (if the Vanpool Coordinator is not also the Primary Driver), Back Up Driver(s) (optional), and Reporter(s) (optional).
  - (d) “Vanpool Coordinator” is the Participant who applies to SB Loop and holds a valid vanpool vehicle agreement with a Provider. The Vanpool Coordinator may designate through [ridetheloop.com](http://ridetheloop.com) (System) a Primary Driver, Back Up Driver(s) and/or Reporter(s). Vanpool Coordinator shall ensure that the Primary Driver Reporter(s) (if any) each create an online username and password, and read, execute, and electronically sign an Agreement. The Vanpool Coordinator is responsible for submitting the monthly reports into the online System if the designated Reporter(s) do not submit the reports according to this Agreement.
  - (e) “Primary Driver” is a vanpool passenger other than the Vanpool Coordinator who primarily drives the vanpool for commuting purposes. The Primary Driver is designated by the Vanpool Coordinator in the online System.
  - (f) “Back Up Driver” is a vanpool passenger other than the Vanpool Coordinator who drives the vanpool for commuting purposes when the Primary Driver is not available to drive. The Back Up Driver is designated by the Vanpool Coordinator in the online System and the Vanpool Coordinator may designate multiple Back Up Drivers in the online System.
  - (g) “Reporter” is a vanpool passenger other than the Vanpool Coordinator, whose responsibility is to assist the Vanpool Coordinator with submitting the monthly reports into the online System. The Reporter is designated by the Vanpool Coordinator in the online System and the Vanpool Coordinator may designate multiple Reporters in the online System.
  - (h) Participant and SBCTA are each a “Party” to this Agreement and are referred to collectively as “Parties”.
  - (i) “Subsidy” means SBCTA’s payment of up to \$600 per month, not to exceed 50% of the vehicle cost payable to vehicle Provider.
  - (j) “System” is the method by which a potential Vanpool Coordinator applies to SB Loop and Participants

enter reports and submit information required for participation in SB Loop.

3. **Participant Is a Volunteer.** Participant is a volunteer as defined in California Labor Code section 1720.4. No Participant shall receive compensation for any vanpool-related activity. Participant acknowledges that participation in SB Loop is strictly voluntary and that such participation is not within the course and scope of employment, and further that participation in SB Loop does not establish an employment or agency relationship between Participant and SBCTA.
4. **Participant Agrees to:**
  - (a) Comply with all terms and conditions of this Agreement.
  - (b) Submit the following information to SBCTA, through the System, for each vanpool passenger before such passenger rides with the vanpool: name, email address, phone number, address, employer name and phone number.
  - (c) Upon SBCTA's approval of the Participant, Participant agrees to receiving emails as they relate to the SB Loop program. If at any time, the Participant wishes to unsubscribe from the participation-related notifications, they will have to terminate their participation in the SB Loop program.
  - (d) Participant understands that the remaining vehicle amount not covered by SBCTA's Subsidy is billed by the Provider to the vanpool Participants.
  - (e) The Vanpool Coordinator is responsible for maintaining the application information submitted into [ridetheloop.com](http://ridetheloop.com). Any changes in your contact information, employer information, passenger list, route, drop off or pickup locations, or scheduling information, shall be updated no later than five (5) business days after the change takes place.
  - (f) Should in the future you have changes to your vanpool's Primary Driver, Back Up Driver(s) or Reporter(s), those persons will be required to submit an online Participation Agreement.
5. **SBCTA Agrees to:**
  - (a) Provide a monthly Subsidy. The Subsidy shall be paid to Provider; Provider shall reduce the Vanpool Coordinator's monthly payment by the amount of the Subsidy.
  - (b) Provide to Participant through the online System, all guidelines, policies, rules, URLs for online web-access and report forms with instructions and schedules applicable to SB Loop.
  - (c) Collect, record and maintain all agreements, reports, surveys and other SB Loop correspondence.
  - (d) Promote, advertise and provide ridesharing referral services for SB Loop participation and vanpool seat availability.
  - (e) Through a review of the application process and when referring potential passengers to a vanpool, ensure that no person shall be denied the opportunity to participate in the vanpool because of race, creed, color sex, age, sexual orientation, disability, or employer group, or any other protected class under state or federal law.
6. **Terms of Agreement.** This Agreement shall become effective on the date SBCTA notifies Participant of SB Loop approval and shall continue until terminated pursuant to the provisions of this Agreement.
7. **Reporting.** Participant shall complete and maintain records as required by SBCTA. SBCTA only accepts monthly reports/logs on SBCTA's online system at [ridetheloop.com](http://ridetheloop.com). Monthly Reports must be submitted into the System by 5:00 p.m. on the 5th day of each month for the previous month's vanpool operation. It is the responsibility of the Vanpool Coordinator to ensure accurate information is submitted for the reporting period. To continue to receive a Subsidy, monthly reporting must demonstrate that the vanpool has commuted a minimum of 12 days and maintained, on an average daily basis, at least 50% occupancy determined by the number of vanpool vehicle seats. SBCTA may reduce the Subsidy and/or terminate the

vanpool and Subsidy when the vanpool's occupancy is less than 50% for three consecutive months, or if the vanpool commutes less than 12 days during the reporting month.

8. **Public Access.**

- (a) **Non-discrimination.** The vanpool is open to the public and must accept any person wishing to join the vanpool, provided that the vanpool has a vacant seat and that commuting schedules and routes are compatible. As such, Participant shall ensure that no person shall be denied the opportunity to participate in, nor be subject to discrimination in the conduct of, the vanpool because of race, creed, color, sex, age, sexual orientation, disability, or employer group, or any other protected class under state or federal law. Any potentially discriminatory acts shall be reported to SBCTA immediately by contacting SBCTA at [ridetheloop@gosbcta.com](mailto:ridetheloop@gosbcta.com) or calling 833-RIDETHELOOP (833.743.3843).
- (b) **No Screening of Referrals.** Participant acknowledges and understands that SB Loop provides ridesharing referral services for vanpool seat availability but does not conduct character screening or background checks. SBCTA shall have no responsibility or liability for any acts or omissions of vanpool passengers or referrals.

9. **Accommodations for Riders with Disabilities.** Vanpools must comply with all requirements of the Federal Americans with Disabilities Act (ADA). If a person with a disability applies for an existing vanpool vacancy, the vanpool Participants and Provider shall make reasonable accommodations to enable the individual to join the vanpool. SBCTA's Providers shall comply with this and all ADA requirements. Additional charges may apply to modify a vanpool vehicle to accommodate a rider with a disability, which SBCTA is not responsible for.

10. **Vanpool Use.** Personal use (non-work and/or vocational/post-secondary education destination commuting purposes) of the vanpool vehicle may be permitted by Provider but shall not exceed 20% of total van miles traveled during a calendar month period. SBCTA may terminate Participant's enrollment, withhold subsidy payments, pursue claims, demands or lawsuits against Participant, and/or press criminal charges against any Participant who misreports vanpool use/operation or uses the vanpool and/or SB Loop in any unauthorized manner. Participant shall reimburse any expenses incurred by SBCTA as a result of Participant's inappropriate use of SB Loop.

11. **Indemnification.** Participant, in consideration of permission to participate in SB Loop, assumes full responsibility and all risk of damage, injury or loss, including death, which may result from participation in SB Loop. SBCTA, its directors, officers, employees and agents shall not be responsible for any liability arising from any act or omission of Participant, or Participant's employer, officers, agents, employees or subcontractors. Participant agrees to indemnify, defend (with legal counsel reasonably approved by SBCTA) and hold harmless SBCTA, its directors, officers, employees, agents and volunteers (collectively "Indemnitees"), from any and all claims, actions, losses, damages and/or liability arising out of any vanpool-related activity, including acts, errors, or omissions of any person, and for any costs or expenses incurred by SBCTA on account of any claim, except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of Indemnitees. Participant's indemnification obligation applies to SBCTA's "active" as well as "passive" negligence but does not apply to SBCTA's "sole negligence" or "willful misconduct" within the meaning of Civil Code section 2782.

12. **Access to Records.** Participant authorizes its Provider to release to SBCTA, records pertaining to participation in SB Loop, including, but not limited to: Primary Driver, Back Up Driver(s) and Vanpool Coordinator contact information; Vanpool Coordinator/Provider agreement; vehicle pricing; vehicle checklists and vehicle information; actual monthly invoice/billing statement; and any other documentation. Participant acknowledges that Participant's employer rideshare representative, Participant's Provider, and

regional rideshare agency representatives may also view Participant's submittals to SBCTA, including, but not limited to reports, applications and forms.

13. **Other Subsidies/Incentives.** Participant acknowledges that by participating in SB Loop, Participants and vanpool passengers are all ineligible for further subsidies from any other Vanpool Subsidy Program (including, but not limited to the Victor Valley Transit Authority, Los Angeles Metro, Orange County Transportation Authority, Riverside County Transportation Commission, San Diego Association of Governments, or the SunLine Transit Agency). Participant acknowledges that accepting subsidies from any of the above-mentioned programs shall immediately disqualify the vanpool from receipt of further SBCTA Subsidy. Participant further acknowledges that any employer-provided incentive or subsidy provided directly to Participants and/or the vanpool passengers (including, but not limited to the Federal Mass Transportation Benefits Program or MTBP) is permitted.
14. **Termination.**
- (a) **By Vanpool Coordinator.** Vanpool Coordinator may withdraw from SB Loop at any time, pursuant to Vanpool Coordinator's agreement with his/her Provider. Vanpool Coordinator may terminate this Agreement by emailing SBCTA at [ridetheloop@gosbcta.com](mailto:ridetheloop@gosbcta.com) at least five (5) business days prior to withdrawing from SB Loop. SBCTA will prorate the Subsidy during the last month of participation based on the number of days the vanpool was in operation that month. SBCTA will not release the last vanpool Subsidy to the Provider until the final Participant report has been completed and submitted.
- (b) **By Primary Driver or Reporter(s).** A Primary Driver or Reporter(s) may withdraw from the vanpool after giving Vanpool Coordinator sufficient notice to enable Vanpool Coordinator to designate a replacement Primary Driver or Reporter(s) and emailing notice of their withdrawal to SBCTA, at [ridetheloop@gosbcta.com](mailto:ridetheloop@gosbcta.com) at least five (5) days before withdrawing.
- (c) **By SBCTA.** SBCTA may terminate Participant enrollment and/or this Agreement immediately upon notice of termination, which may be by telephone, electronic mail or postal mail service to the current Participant address in the System. Subsidy payment for the final month of participation will be prorated based on the number of days the vanpool operated that month. SBCTA may terminate for any of the following reasons:
- I. Misreporting of vanpool operation;
  - II. Unauthorized use of the vanpool or SB Loop;
  - III. Repeated failure to submit scheduled reports and/or records online to SBCTA;
  - IV. Operation of the vanpool vehicle becomes inconsistent with SB Loop eligibility requirements;
  - V. Failure to provide timely responses to reasonable requests for information such as, but not limited to, information listed in this Agreement;
  - VI. Failure to comply with this Agreement and its terms;
  - VII. Failure to comply with the most current version of the SB Loop Program Guidelines. The Guidelines may be modified from time to time; the latest version can be found on the System website; or
  - VIII. Discontinuance of vanpool operation during the term of Agreement.
15. **Participant expressly acknowledges that:**
- (a) SBCTA may deny funding for any new vanpool application in accordance with the SB Loop Program Guidelines, without any liability to Participant.
  - (b) SBCTA may terminate the funding for Participant's vanpool if SBCTA deems that it is in the best interest of SBCTA to do so, without any liability to Participant.
  - (c) SBCTA may discontinue SB Loop if funding is no longer available, or if for any other reason SBCTA deems discontinuance is in SBCTA's best interest, without any liability to Participant.
  - (d) SBCTA may establish a wait list for SB Loop enrollment or change the SB Loop Program Guidelines, without any liability to Participant.

- (e) SBCTA may promote and advertise vanpool route information, schedule, origin and destination information, and seat availability to the general public for passenger solicitation purposes. SBCTA may release the first and last name, e-mail and phone contact information of Participant to individuals interested in joining a vanpool. A member of the public who is not affiliated with your employer is entitled to be a passenger in a vanpool serving the geographical area that the vanpool travels to, if there is an opening and the work hours, origin, destination, and routes are compatible.

**16. Miscellaneous.**

- (a) SBCTA shall not act as arbiter of disputes among vanpool passengers.
- (b) Safety-related complaints shall be directed to the Provider, who will investigate and address the complaint within one business day. Primary and/or Back Up Drivers who exhibit unsafe driving practices may lose their vanpool driving privileges.
- (c) The SB Loop Program Guidelines, as modified by SBCTA from time to time and posted on the SBCTA Vanpool website, and the SB Loop Application as submitted by Participant and approved by SBCTA and available on the System website, are hereby incorporated into this Agreement, and, together with this Agreement, contain all of the terms and conditions of the Agreement between SBCTA and the Participant and supersede all prior verbal or written agreements and understandings between the Parties with respect to SB Loop.
- (d) Any changes or additions to this Agreement must be in writing and signed by all Parties.
- (e) The captions or headings on any paragraphs in this Agreement are for reference only and do not affect any of the terms and conditions of this Agreement.
- (f) Nothing in this Agreement shall be construed to limit the right of SBCTA to adjust or modify its services or perform any other lawful functions.
- (g) Nothing in this Agreement shall be construed to give rights to any person or entity that is not a party to this Agreement.
- (h) In the event of conflicting provisions, the following order of precedence will apply:
  - i. The Participation Agreement,
  - ii. SB Loop Program Guidelines,
  - iii. SB Loop Application.

**17. Participant Authorization.** By checking the box below and writing my name in Section 18 below, and submitting this Agreement, I represent that I am authorized to enter into this Agreement, the information provided herein is true, and I have read and understand the above terms and conditions.

I Agree

**18. Participant Signature.** Enter your full legal name (at a minimum, your first and last name) below, which serves as a digital signature. The use of a digital signature shall have the same force and effect as the use of a manual signature.

**Participant Signature**

**Date**

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**SUBMIT**

**PRINT THIS AGREEMENT**