

## Vanpool Checklist for new Locally Based Program

Name of Municipality: \_\_\_\_\_

### Agreement Related

Municipality must submit the following:

- \_\_\_\_\_ Two signed copies of the Pace Locally Based Program Agreement
- \_\_\_\_\_ Signed Federal Fiscal Year 2010 FTA Certifications and Assurances Signature Page (Signed by Authorized Representative and Municipal Attorney)
- \_\_\_\_\_ Completed Exhibit B-1 Intended Use of Pace Vehicle
- \_\_\_\_\_ Copy of the Municipality's Drug and Alcohol Testing Program and Policy (If you choose to adopt Pace's Drug & Alcohol Program please include copy of resolution)
- \_\_\_\_\_ Certificate of Insurance meeting Pace's requirements
- \_\_\_\_\_ Deposit in the amount of \$1,000.00 per vehicle

### Municipality Related

Municipality must submit the following:

- \_\_\_\_\_ Municipality Information Form
- \_\_\_\_\_ Pace Vehicle Program Random Drug/Alcohol Testing Notification Information Form

### Driver Related

Municipality must submit the following:

- \_\_\_\_\_ Employee Information Form
- \_\_\_\_\_ Pace Drug and Alcohol Testing Compliance Form
- \_\_\_\_\_ Copy of DOT physical card
- \_\_\_\_\_ Copy of Chain of Custody, Nida 5, Breath & Alcohol Results
- \_\_\_\_\_ Certificate of completion from on-line Substance Abuse Training (From Transportation Coordinator & Drivers)
- \_\_\_\_\_ Date of Criminal Background Check
- \_\_\_\_\_ Legible copy of Drivers License (front and back if there is a renewal sticker)