



Pace Municipal Vehicle Program Guide

ELIGIBILITY

Municipalities, local bodies of government, or government funded programs/agencies located in the Pace six-county region or in areas bordering the six-county Pace service area designated as severe non-attainment area emission inventory boundaries as determined by the Illinois EPA are eligible to participate.

FEE/DEPOSITS

Pace will furnish the vehicle(s) required for the Municipality to provide public transportation services, contingent upon available resources, at the established rate per month per vehicle.

The Municipality is required to pay a security deposit of \$1000 per vehicle. The deposit will be returned when the Municipality returns the vehicle to Pace, provided the vehicle is returned in the same condition as when it was delivered to the Municipality, ordinary wear and tear excepted. Pace reserves the right to waive the security deposit.

VEHICLES

Each vehicle has an established schedule for routine maintenance. The Municipality is responsible for coordinating the maintenance and care of the vehicle as prescribed in the provided Pace Municipal Vehicle Program Operations Manual.

Pace covers the cost of maintenance provided the Municipality uses the Pace-provided maintenance only credit card for authorized service and repairs to the Pace provided vehicle.

Municipality is responsible for all fuel costs.

Municipality is responsible for the cost of vehicle washes and detailing as prescribed in the Pace Municipal Vehicle Program Operations Manual.

The Pace assigned vehicle must be parked in a secure off-street location after hours.

INSURANCE

The Municipality or other agency and any of its officers, directors, employees, agents, or contractors utilizing the Pace vehicle(s) shall each carry and keep in force commercial general and auto liability insurance covering the use of the Pace vehicle(s) in the amounts not less than the following:

1. Commercial General Liability (including Broad Form Contractual):
 - A. Bodily Injury Liability

- B. Property Damage Liability
Combined Liability Limits of \$5,000,000.00
- 2. Auto Liability:
 - A. Bodily Injury Liability
 - B. Property Damage Liability
Combined Liability Limits of \$5,000,000.00
- 3. Auto Physical Damage:
 - A. Collision and Comprehensive
- 4. Worker's Compensation: Minimum statutory coverage.

DRIVERS/ADMINISTRATION

Municipality is responsible for providing its own drivers for the Service. Each Municipal Vehicle Program driver must be approved by Pace prior to operating a Pace vehicle. Municipal Vehicle Program drivers must be selected on the basis of their qualifications, in accordance with Federal, State, and Local laws and regulations, and within the provisions of the established Pace Municipal Vehicle Program Driver Standards and Municipal Vehicle Program Operations Manual.

The agency is required to designate an individual (Transportation Coordinator) to serve as Pace's contact person on all matters relating to operation of the Pace vehicle(s). This individual is required to attend and complete administrative training provided by Pace.

CONDITIONS AND RESTRICTIONS ON USE

The vehicle will be used to provide transportation to the general public or specific groups of the general public such as senior citizens, people with disabilities, and/or low income.

The Municipality or other agency shall not allow the vehicle to be used in the following manners:

1. For courier service, ambulance-type service, or transportation of goods, to pull trailers, or allow the consumption of alcoholic beverages on the vehicles(s).
2. Remove the vehicle from the State of Illinois, unless expressly authorized by Pace in writing.
3. Alter, mark or install equipment in or on the vehicle without Pace's written consent.
4. For charter service or school bus service
5. To transport groups of children under the age eight (8).
6. For non-transit use.

AUDIT AND RECORD KEEPING

Pace will perform monthly reviews of required monthly reports. Pace will also perform periodic site visits. The Municipality shall permit authorized representatives of Pace, or its designees, to inspect and audit all records and data associated with the operation of the Municipal Vehicle Program. The Municipality or other agency shall retain all records associated with the service for a period of five (5) years following expiration or termination of the service or such longer period of time for any pending audit, litigation or other claim.

SUMMARY OF DRUG AND ALCOHOL POLICY REQUIREMENTS

Municipality must comply with all drug and alcohol policy requirements, including, but not limited to; the following:

- Program participants must identify all non-volunteer employees who are performing “Safety Sensitive” jobs and are therefore subject to drug and alcohol testing. A list of the job functions which would mandate drug and alcohol testing can be found on page 10 of the Pace Drug and Alcohol Policy and Testing Program. Participants must submit to Pace this list of Safety Sensitive Employees.
- All Safety Sensitive Employees must take a pre-employment FTA-mandated drug test.
- All Safety Sensitive Employees will be subject to random testing. Participants can establish their own random pool, under the FTA and DOT mandated guidelines, for testing purposes, or participants can choose to have their Safety Sensitive Employees placed in Pace’s pool for random testing purposes.
- All Safety Sensitive Employees must take a DOT approved pre-employment physical. Pace will provide participants specific procedures to follow in having this physical performed.
- Pace participants must adopt a Drug and Alcohol Policy and Testing Program. This policy can be modeled on Pace’s program or participants may simply adopt the attached Pace policy as their own.
- All Safety Sensitive Employees must take a minimum of 60 minutes of training on the manifestations and behavioral cues indicating drug use and the effects of drug use on personal health, safety and the work environment. Pace offers an on-line program to participants to be given to Safety Sensitive Personnel.
- All supervisors of Safety Sensitive Employees must take a course on determining when it is appropriate to administer “reasonable suspicion” drug or alcohol tests. Pace offers an on-line course for all participant supervisors.
- In addition to pre-employment and random drug and alcohol testing, Safety Sensitive Employees will be subject to testing under the following circumstances: reasonable suspicion, post-accident, return to duty, and follow-up. These circumstances are defined in the Pace Policy and must be included in the policy adopted by the participant.