

Vanpool Checklist for new Municipal Vanpool Program

Name of Municipality: _____

Agreement Related

Municipality must submit the following:

- _____ Two signed copies of the Pace Municipal Vanpool Agreement
- _____ Signed Federal Fiscal Year 2009 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)