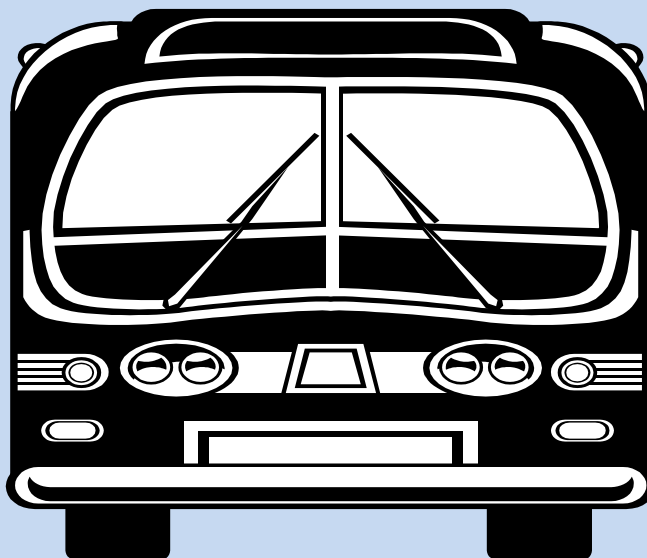


# **PUBLIC TRANSIT VEHICLE INVENTORY STUDY**

## **STUDY AREA CRAWFORD, LA CROSSE, AND VERNON COUNTIES**



**Prepared by the Mississippi River  
Regional Planning Commission – July 2015**





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## Introduction

The Mississippi River Regional Planning Commission (MRRPC) received a Planning Grant from the Wisconsin Department of Transportation (WISDOT) to conduct a vehicle inventory of vehicles purchased/operated with assistance of federal/state funds in Vernon, Crawford, and La Crosse Counties. The purpose of the study is to analyze the number and utilization of vehicles purchased for public transportation with assistance of state/federal funding and evaluate the feasibility of vehicle sharing in the three county area. Data compiled from transportation providers for the study documents vehicles ages, miles driven, days and hours of use, and the location of vehicles in the three county area. Based on findings, the study includes a vehicle rental agreement template and recommendations to assist in facilitating vehicle sharing and transportation coordination in the study area.

In this report, vehicle sharing is defined as one agency owning and operating a vehicle and also leases the vehicle to one or more agencies. In the context of this study “leasing” is a short-term occurrence (for example, Agency A has a vehicle that breaks down on a Tuesday afternoon and will not be available for a Wednesday route. Agency B has a vehicle that is idle on Wednesday. Agency A would like to use Agency B’s vehicle on Wednesday). The intent of the study is evaluate vehicle sharing as a way to improve transportation coordination and service efficiency in the area and potentially provide agencies that may have underutilized vehicles the opportunity to gain revenue through cooperative sharing while assisting neighboring agencies.

## Public Transportation Vehicles

A primary focus of the study was evaluating vehicles purchased with aid of federal funding through 49 U.S.C. 5310 in the three county area. Vehicles purchased with the aid of this federal program require agencies that acquire vehicles to make the vehicles available to other agencies under conditions described in the U.S. Department of Transportation Circular FTA C 9070.1G, June 6, 2014, “Subject: Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance and Application Instructions” addresses vehicles purchased with federal funding under 49 U.S.C. 5310. As (5) (Vehicle Use) states *“FTA encourages maximum use of vehicles funded under the Section 5310 program. Consistent with the requirements of 49 CFR parts 18 and 19, vehicles are to be used first for program-related needs for which a Section 5310 grant is made and then to meet other federal programs or project needs, providing these uses do not interfere with the project activities originally funded. If the vehicle is no longer needed for the original program or project, the vehicle may be used in other activities currently or previously supported by a federal agency. Vehicles may be used: ..... (b) For Other Federal Programs or Project Purposes. During the period the vehicle is used to serve the project or program needs for which it was acquired, the recipient or subrecipient shall make it available for use on other projects or programs, as long as such other use does not interfere with the service for which the vehicle was originally acquired. First preference for such other use will be given to other projects or programs sponsored by FTA, and second preference will be given to projects or programs sponsored by other federal agencies. Finally, vehicles may be used by non-federally funded providers, first to meet the needs of seniors and people with disabilities, and then to serve the transportation needs of the general public on an incidental basis.”* Though this requirement has been in effect for years, very little sharing of vehicles has occurred in the three county area.

A more common practice of leasing of vehicles between agencies has occurred as described in (6) of the Federal Circular *“Leasing Vehicles Acquired with Section 5310 Funds. Vehicles acquired under the Section 5310 program may be leased to other entities such as local governmental authorities or agencies, other private nonprofit agencies, or private for-profit operators. Under such a lease, the lessee operates the vehicles on behalf of the Section 5310 subrecipient and provides transportation to the subrecipient’s clientele as described in the grant application..... A recipient may lease its assets to a private entity to operate in public transit service so long as the entity has been selected through a competitive process and so long as the lease agreement obliges the lessee to adhere to all of the applicable and relevant requirements of the FTA master agreement. A finite lease term should be established as well as a clear price and scope of work.”* During the course of the study, several instances of “long-term” vehicle leases between agencies were identified in the project area.

The study also inventoried vehicles purchased through the 49 U.S.C. 5311 program which provides assistance for public transportation in non-urbanized areas. Section 5311 program funds may be used for capital projects, operating assistance, and the acquisition of public transportation services, including service agreements with private providers of public transportation services. 5311 program funds in the three county area are in part utilized to purchase vehicles for shared ride taxi services and the Scenic Mississippi Regional Transit (SMRT) Bus Service. In general the goals of the 5311 program are to: (1) enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation; (2) assist in the maintenance, development, improvement, and use of public transportation systems in non-urbanized areas; (3) encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in non-urbanized areas through the coordination of programs and services; (4) assist in the development and support of intercity bus transportation; and (5) provide for the participation of private transportation providers in non-urbanized transportation. In addition to these program goals, the 5311 program strives to ensure transit options are available to those who live in non-urbanized areas to meet their basic mobility needs.

Vernon County Aging Unit vehicles were also included in the study as the Aging Unit has two vehicles that were purchased with assistance of State of Wisconsin 85.21 County Elderly and Persons with Disabilities Transportation Assistance funding. Section 85.21 provides counties with financial assistance to provide transportation services to elderly persons and persons with disabilities.

A total of 105 vehicles were identified in this study and all are listed in Appendices D, E, and F. Vehicles operating for organizations in La Crosse County totaled (51), Vernon County (32), and Crawford County (22).

#### **Public Transit Vehicle Inventory Study for Crawford, La Crosse, and Vernon Counties**

<b>County</b>	<b># of 5310 Vehicles</b>	<b># of 5311 Vehicles</b>	<b># of 8521 Vehicles</b>	<b>Total by County</b>
Crawford	14	8	0	22
La Crosse	38	13	0	51
Vernon	25	5	2	32
<b>Total of Vehicles</b>	<b>77</b>	<b>26</b>	<b>2</b>	<b>105</b>

#### **Study Area**

The area of the study encompasses La Crosse, Vernon, and Crawford Counties. These counties were chosen as the study area in part because in the past the counties have collaborated on transportation initiatives. The SMRT Bus (three county fixed route bus service) is the result of a collaborative effort of county agencies as well as the La Crosse Aging Units "Find a Ride" which is a transportation resource phone number. In addition, the counties have active County Transportation Coordinating Committee's that are continually seeking ways to improve transportation services and transportation coordination in the study area.

La Crosse County consists of rural areas as well as the largest urbanized area of the three counties consisting of the cities of La Crosse, Onalaska, and the Village of Holmen. La Crosse County with a population of 114,638 people is home to regional healthcare facilities, a regional mall, and numerous other services. Vernon County is a rural county with twelve cities and villages and has a population of 29,773. Viroqua is the County Seat and is the largest city in Vernon County with a population of 4,362. Crawford County is a rural county with eleven cities and villages and a population of 16,644. Prairie du Chien is the County Seat and is the largest city in the Crawford County with a population of 5,911.

## Transportation Services and Providers

### *Transportation Services*

The three county area is served by numerous transportation services and providers. The public transportation services include the following:

#### Scenic Mississippi Region Transit “SMRT BUS”

Scenic Mississippi Regional Transit SMRT serves Crawford, Vernon and La Crosse Counties providing transportation for commuters, elderly and disabled residents, and the general public. Funding for the bus service is provided by a rural transportation grant from the Wisconsin Department of Transportation, fare box revenue, local unit of government and business contributions.



The service operates three buses running multiple routes a day, five days a week with stops at several locations in the cities of Prairie du Chien, Viroqua and La Crosse. The service also makes stops in Stoddard, Genoa, Coon Valley, Westby, Desoto, Ferryville, and Lynxville. Primary travel routes for the buses are on US Hwy 14/61 and State Highway and 35. Buses are handicapped accessible and are equipped with bike carriers and free access to the internet. The cost for a one way trip is \$3 with discount punch cards and monthly passes available.

#### Municipal Fixed Route Bus Service - La Crosse MTU.

In the City of La Crosse, a municipal mass transit bus system serves key points in the city, and agreements with the City of Onalaska, City of La Crescent, Minnesota, and the Town of Campbell result in the urban bus system serving parts of those nearby communities. Buses operate seven days a week serving fixed route stops every ½ hour.

#### Shared Ride Taxi Services

Shared ride taxi cab services are available in several communities in the three county area. The shared ride taxi cab services are subsidized by State/federal funding allowing for public transportation service in rural communities. Shared ride taxi services operate locally in Onalaska, West Salem, Bangor, Rockland, Town of Holland and Holmen in La Crosse County, Prairie du Chien in Crawford County, and Viroqua and Westby in Vernon County.

#### County Mini-Bus Services

The three counties in the study area either sponsor or operate a minibus that provides service to elderly and disabled residents. The majority of funding for the operation of the mini-buses comes through State of Wisconsin 85.21 funding. The mini-bus services are primarily operated by County Aging Units/Senior Services Offices. Mini-buses provide door to door service for medical appointments, shopping, and social activities.

Table 1 illustrates the public transportation services available in the study area.

**Table 1. Public Transportation in La Crosse, Vernon, and Crawford Counties**

	Shared Ride Taxi Systems	Municipal Bus Systems	Intercity Bus Service	Shuttle/ Commuter Service
Crawford	Prairie du Chien SRT			S.M.R.T. Reg. Transit
La Crosse	Onalaska/Holmen/West Salem SRT  Rockland/Bangor/Town of Holland SRT	La Crosse Municipal Transit	Jefferson Lines	S.M.R.T. Reg. Transit
Vernon	Viroqua Area, Westby SRT			S.M.R.T. Reg. Transit

*Public Transportation Providers Utilizing 5310, 5311, or 85.21 Vehicles*

Vernon County Unit on Aging

The mission of the Vernon County Unit on Aging is “to assure that older people have the opportunity to realize their full potential by having access to and participating in all areas of community life to the greatest extent possible.” The Vernon County Unit on Aging located on Fairlane Drive in Viroqua administers the Senior Nutrition Program and provides a Benefit Specialist to help older persons who are having problems with their private or government benefits. The Aging Unit also has a transportation program manager. Vernon County offers five means of transportation for those who need rides.

- 1) The Vernon County Mini-Bus is handicapped accessible and available to all adults in Vernon County that are in need of transportation. The Mini-Bus takes passengers to La Crosse several times a week and it also goes to Richland Center once a month and to Madison once a month. Fares: \$6.00 for trips to La Crosse, Viroqua and Richland Center, and \$10.00 for round trip to Madison. Rides are also provided to neighboring communities on various days and each month one or two special trips are scheduled to various special events.
- 2) Volunteer Drivers provide Door-to-door transportation services and offer personal assistance for persons who have difficulty getting in and out of vehicles and buildings. Reservations must be made 3 working days in advance.
- 3) Regional Expanded Bus Service provides additional transportation opportunities on scheduled days to Richland Center from Readstown, La Farge or Viola; or to Mauston from Hillsboro.
- 4) Scenic Mississippi Regional Transit (SMRT) Bus serving Crawford, Vernon and La Crosse counties. Three routes are available – go to <http://www.ridesmrt.com/> for more information.
- 5) Taxi Services are also available in Viroqua and Westby at discount rates.



Crawford County Opportunity Center Inc.

The Crawford County Opportunity Center located in the City of Prairie du Chien works to create opportunities for persons with





disabilities to develop their full potential in society. The Opportunity Center provides real-work employment opportunities, skill development training, and socialization / communication activities to over eighty current clients. The Opportunity Center has long been a partner with businesses providing assembly/sub assembly services, and packaging services. In addition, the Opportunity Center at Sharing Spaces Kitchen provides assistance with food production through a shared-use kitchen facility, constructed in 2011. The center also offers a non-work service geared towards providing regularly scheduled, individualized skill development activities. The Opportunity Center uses a fleet of vehicles to transport their clients. Additional information on the Crawford County Opportunity Center can be found at <http://www.pdcopportunitycenter.org/>.

#### Tri-State Ambulance, Inc. DBA as Gundersen Coulee Trails Medical Transport

Gundersen Coulee Trails serving southwestern Wisconsin is a special needs transportation service providing rides to Medical Appointments (Ride by appointment). The service specializes in providing transportation for the elderly and persons who are mentally or physically challenged. All vehicles are handicapped accessible and personnel are CPR and First Aid certified. The transport's primary service area includes La Crosse, Monroe, Vernon, Richland, Grant, Crawford, Juneau, Sauk, Dane, Rock, Green, La Fayette, and Iowa Counties, however the transport services all locations in Wisconsin. Gundersen Coulee Trails Medical Transport will take Wisconsin residents to appointments in neighboring states with prior approval. Medical Assistance will pay the entire cost of transportation to medical appointments in most cases but in some cases a \$1 co-pay is required. Private pay is accepted for other transportation needs.

#### La Crosse Municipal Transit Utility (MTU)

La Crosse Municipal Transit Utility (MTU) owned and operated by the City of La Crosse provides public transportation services to the La Crosse area that includes La Crosse, French Island, a portion of Onalaska, and La Crescent, Minnesota. There are 8 fixed-routes and 2 flex-routes with most routes operating seven days a week. All buses are wheelchair accessible on the fixed-routes and every MTU bus has a bike rack allowing for bike riding as part of a commute. Fares (Cash): Adult Fare (18 and older) is \$1.50; Youth Fare (4-17) is \$1.25; Children (3 and under) ride free; Senior Citizens 65 and older and Disabled persons \$0.75; and UW-L, Western & Viterbo students ride free. Discounted token purchases and passes are also available and transfers are free. For riders traveling at night, after 6:00 p.m. La Crosse MTU offers Night Stop where a rider may ask the transit operator to be let off at any point along your bus route.



#### Aging and Disability Resource Center of Eagle Country - Crawford County Senior Services

The mission of the Aging and Disability Resource Center of Eagle Country serving Crawford, Juneau, Richland and Sauk Counties in western Wisconsin is to help adults and families who are affected by aging, disability, mental health or substance abuse issues, by providing information and access to services to enhance their quality of life. The Crawford County ADRC office is located in the Crawford County Administration Building on Beaumont Road in the City of Prairie du Chien. The ADRC has elderly nutrition programs, health and wellness programs, and benefit specialists to assist the elderly and disabled populations.



ADRC transportation services are also available to the elderly (aged 60 or older) and persons with disabilities. Handicapped-accessible vehicles are available to transport the disabled and elderly to non-emergency medical appointments/shopping/personal business. Service areas in Crawford County include: Monday Through Friday (except Tuesdays) transportation from Gays Mills area to Soldiers Grove Dining Site; Every Tuesday to Viroqua for shopping/medical; every Thursday to Prairie du Chien for shopping/medical; Each Monday, Wednesday and Friday to the Eastman meal site; Medical/shopping to La Crosse (Tuesdays and Thursdays are reserved for non-emergency medical/shopping trips-Medical trips take priority); Monday through Friday transportation to the Prairie du Chien Senior Dining Site at Prairie Maison; and Shopping in Prairie du Chien on Thursdays where the route will pick up and drop off within 2 miles of the City of Prairie du Chien. Special use trips may be scheduled with approval of the ADRC. Transportation copayments are \$1 to meal sites and Shopping in Prairie du Chien on Thursdays. The co-payment for medical/shopping in La Crosse is \$20 and the copayment for shopping and medical to Viroqua and Prairie du Chien are \$6. For additional Information go to: <http://crawfordcountywi.org/adrc/index.htm>.

### Riverfront Inc.

Riverfront's mission is "to provide a continuum of innovative support for individuals with disabilities so they may live meaningful lives."

Riverfront Inc. is a private, non-profit organization with locations in Alma, Black River Falls, La Crosse (main office), Janesville, Mondovi, Tomah and Viroqua, Wisconsin and Winona, Minnesota.

Riverfront offers numerous programs and services to individuals with disabilities. Programs and services include day programs (group activities), behavioral services, residential services support and training (building skills to live more independently), recreation programs, home-based personal services to maintain an individual's independence, health and wellness programs, benefits counseling, jobs for people with disabilities.

Businesses find that contracting for services with Riverfront improves their bottom line. Examples of services offered at Riverfront are packaging fasteners, repacking beverages, container assembly and labeling, shrink wrapping, poly bagging, and shredding. Riverfront offers resources for everything from assembly to mailing to warehousing. Riverfront's labor resources are focused in production facilities in La Crosse, Black River Falls and Janesville, but services are available to businesses throughout Wisconsin, Illinois and Minnesota. Additional information on Riverfront Inc. can be found at <https://www.riverfrontinc.org/>.



### VARC, Inc.

VARC's mission is "to administer a comprehensive and cooperative program for the general wellbeing and advancement of persons with varying abilities. VARC Inc. located at 1133 Parkway in Viroqua, Wisconsin provides a wide array of services to clients through recreational, pre-vocational, community-oriented and employment-related activities. VARC specializes in customized contract assembly and packaging with four divisions (Tomah, Necedah, Reedsburg, Richland Center) and 500+ workers throughout Western Wisconsin. VARC has over 200,000 square feet of production and warehouse space. Assembly

services provided by VARC include assembly press work, ultrasonic welding, cable assembly, collating, hand assembly, point of purchase displays, sanding and buffing, hand soldering, and drilling and deburring. Packaging services include blister packing, poly-bagging, strapping, heat sealing, shrink wrapping, auto-bagging, and boxing.



VARC has a fleet of 25+ buses that are capable of transporting individuals in wheelchairs or who need specialized transportation. Information on VARC Inc. can be found at <http://www.varcinc.com/>.

### Running Inc.

Running Inc.'s focus is "providing safe, dependable door-to-door transportation to the residents of the communities we serve, seven days per week." Employing 290 employees and operating 127 vehicles Running Inc. provides shared ride services throughout Wisconsin. Running Inc. is the parent company of numerous transit companies throughout Wisconsin, including Coulee Cab (Prairie du Chien), Onalaska / Holmen / West Salem Public Transit, Portage Cab, Baraboo Transit, Valley Transit II, Viroqua Cab, Westby Cab, La Crosse County Rural Transit, Richland Center Transit, Chippewa Falls Shared Ride, Beaver



Dam Public Transit, Shawano City Cab, New Richmond Public Transit and Marshfield Public Transit. Taxi Rates within Crawford, La Crosse, and Vernon counties vary from \$2.50 to \$3.75 for adults, \$1.50 to \$3.25 for seniors, \$1.50 to \$3.25 for students, and \$1.50 to \$3.25 for disabled riders. Running Inc. has vehicles equipped for wheelchair transport. Information on taxi rates and service hours can be found at <http://www.runninginc.net/index.html>.

### **Vehicle Sharing Studies**

The first step in the planning process was to review previous studies on vehicle sharing. A relevant study was prepared by the Minnesota Council on Transportation Access in 2013. The study titled "Vehicle Sharing Among Human Service Providers in Minnesota: Steps to Address Barriers" examined vehicle sharing issues and identified barriers to vehicle sharing between private Human Services Providers. The report provides information and insight that is relevant to this study. The report included the examination of four different case studies. DARTS a nonprofit community service organization that operates in Minnesota was one of the case studies relevant to this study as the organization shares vehicle(s) funded through the 5310 program. Darts has several sharing agreements in place in which they share their bus (purchased with assistance of the 5310 program) with the City of Farmington and two churches. The MRRPC contacted the City of Farmington and received a copy of the Memorandum of Understanding and a Vehicle Rental Agreement between the city and Darts (attached in Appendix A). Under the agreement Darts owns the bus but the city uses the bus for their purposes on Fridays.

Additional information in the report was relevant to this study, particularly several of the barriers and solutions identified in the report. The following excerpts summarize a few of the key findings:

#### **Information about the mechanics of sharing**

- Barrier.* Acquiring the technical information for how to set up a vehicle-sharing arrangement (e.g., documentation, risk management, cost allocation) can be too costly for individual HSPs, relative to the benefits of vehicle sharing.
- Solution.* Development of targeted training resources about the operational mechanics of vehicle sharing and dissemination of this information within the HSP community through education and outreach efforts. The development of these resources and their dissemination could either be performed by a state agency, or by an organization within the HSP community working in partnership with state agencies.

#### **Information about sharing opportunities**

- Barrier.* Identifying a potential vehicle-sharing opportunity requires HSPs having information about the resources, capacities and needs of other HSPs. Currently, there are no structured forums (e.g., a website) for HSPs to share this information. Consequently, there are substantial information gaps among HSPs about what sharing opportunities exist within the HSP community.

•*Solution.* The creation of structured forums for HSPs to exchange information about sharing opportunities and needs. San Mateo County, California, developed an internet registry through which HSPs can exchange information about sharing opportunities. This approach can provide a model for Minnesota. Such a forum could be developed in Minnesota by a state agency or local government, or by an organization within the HSP community in partnership with state or local government.

#### **Vehicle insurance**

•*Barrier.* HSPs wanting to engage in vehicle sharing can encounter insurance policy terms and/or prohibitively expensive premiums that discourage or prevent vehicle sharing.

•*Possible Solutions.*

(i) Have the state regulate the insurance market to ensure HSPs have access to the types of insurance coverages needed and/or control the rates charged for these coverages.

(ii) Change state law to exempt HSPs engaging in ride sharing from the minimum insurance requirements in the vehicle safety regulations.

(iii) Allow time for the recently organized Nonprofit Insurance Trust (NIT) to increase the market penetration of its insurance products that help facilitate vehicle sharing.

### **Vehicle Inventory and Survey Information**

#### *Vehicle Inventory*

The next step in the study was to identify and inventory vehicles purchased with assistance of public funds. The daily/weekly schedules, locations, and uses of existing vehicles were examined to determine if there are vehicles available to be shared in the study area or conversely are all the vehicles being fully utilized. This information helps determine if vehicle sharing is even feasible in the study area. To initiate this process the MRRPC received a listing of federal/state funded vehicles in the three county area from the Wisconsin Department of Transportation. The MRRPC then contacted the various agencies and requested that they participate in the study by providing information regarding their vehicles. Within the three county area eight transportation providers with publically funded vehicles were contacted and cooperation was received from all but one transportation provider, as VARC Inc. indicated they did not wish to participate in the study.

Transportation providers were sent vehicle inventory sheets that identified each vehicle by its Vehicle Identification Number (VIN). Providers were requested to provide information on vehicle mileage, vehicle location, hours of operation, etc. A copy of the inventory sheet is included in Appendix B. A survey asking transportation providers questions regarding vehicle sharing was distributed and is included in Appendix C. In all the study identified 105 vehicles in the three county area that were purchased with assistance of 5310, 5311, or 85.21 funding. Seventy seven of the vehicles were purchased through the 5310 program, twenty six were purchased through the 5311 program and two vehicles were purchased with the assistance of 85.21 funding. Of the 105 vehicles, inventory information was received on 80 of the vehicles. As earlier discussed VARC Inc. chose not to participate and VARC maintains a fleet of 25 vehicles purchased with assistance of 5310 funds.

To assist in determining vehicle availability a database was created for the 5310 and 85.21 vehicles that charted their availability in hour increments from 5:00 a.m. to 10:00 p.m. Monday through Friday. This time range was chosen based on the operating hours of existing transportation providers (systems) in the study area. Weekend availability was not analyzed in depth as the majority of vehicles (36 of the 55 - 53.10 or 85.21 vehicles) are not in use and are available on Saturdays and Sundays. The majority of transportation providers offer limited or no weekend service.

Vehicles purchased with 5311 funds were inventoried (Appendix D) but a vehicle availability database was not prepared. The 5311 vehicles in the study area are used to operate the shared ride taxi programs in Onalaska, Holmen, Prairie du Chien, Viroqua and Westby. The SMRT Bus system operated by Running Inc. through a contract with the City of Prairie du Chien also uses three 30 foot buses purchased through the 5311 program. In reviewing



the inventory sheets it was evident that the vehicles operating in these systems are continually in operation providing weekday and weekend service. The exception is the three SMRT buses that are used Monday-Friday but are not used on weekends. Vehicles purchased with 5311 funding do not have the “vehicle availability to other agencies” requirement and based on how the vehicles are utilized and lack of the “vehicle availability to other agencies” requirement the opportunity for these vehicle to be shared is limited.

Figure 1 illustrates the database that was created and used to analyze the availability of 5310 and 85.21 vehicles in the study area. The database includes the owner of the vehicle, VIN and vehicle type, where the vehicle is housed, and the time range that vehicles are available (not in use by the vehicle owner). The complete database is attached in Appendix E. To create the database information pertaining to vehicle schedules supplied by vehicle owners (agencies) was used. Based on analysis of the information several factors that impact vehicle sharing became apparent. The location where vehicles are housed, vehicle sizes, and the number of “on call” vehicles all impact the availability of vehicles.

**Figure 1. Vehicle Availability Database**

Available Service Hours Monday-Friday							
SUBRECIPIENT	VIN and VEHICLE TYPE	VEHICLE IS HOUSED AT	Mon AM Avail Hrs Mon PM Avail Hrs	Tues AM Avail Hrs Tues PM Avail Hrs	Weds AM Avail Hrs Weds PM Avail Hrs	Thurs AM Avail Hrs Thurs PM Avail Hrs	Fri AM Avail Hrs Fri PM Avail Hrs
Crawford County	1FDFE4FS2ADA45183 BUS, MEDIUM - (12/2) - GAS	Guys Mills	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm
	1FDFE4FS3ADA79004 BUS, MEDIUM - (12/2) - GAS	Prairie du Chien	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm
	1FDXE45SX2HB20281 BUS, MEDIUM - (12/2) - GAS	Prairie du Chien	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm
	1GBDV13W37D215534 VAN, MINI - LOWERED FLOOR - GAS - (3/1)	Guys Mills	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm
	2C4RDGBG8CR265192 MINIVAN - 3/1 SIDE-LOADING GAS	Prairie du Chien	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm
Crawford County Opportunity Center, Inc.	2D4RN4DG18R795420 VAN, MINI - LOWERED FLOOR - GAS - (3/1)	Prairie du Chien	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm
	1FB5S31F92HB63309 Standard Van (140)	730 N State St, Prairie du Chien	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm
	1FDXE45P14HA86628 BUS, MEDIUM - (12/2) - GAS	730 N State St, Prairie du Chien	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm
	1FDXE45P54HA86633 BUS, MEDIUM - (12/2) - GAS	730 N State St, Prairie du Chien	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm
	1FDXE45P64HA86625 BUS, MEDIUM - (12/2) - GAS	730 N State St, Prairie du Chien	5 am - 8 am; 9 am - 12 pm 12 pm - 3 pm; 4 pm - 10 pm	5 am - 8 am; 9 am - 12 pm 12 pm - 3 pm; 4 pm - 10 pm	5 am - 8 am; 9 am - 12 pm 12 pm - 3 pm; 4 pm - 10 pm	5 am - 8 am; 9 am - 12 pm 12 pm - 3 pm; 4 pm - 10 pm	5 am - 8 am; 9 am - 12 pm 12 pm - 3 pm; 4 pm - 10 pm

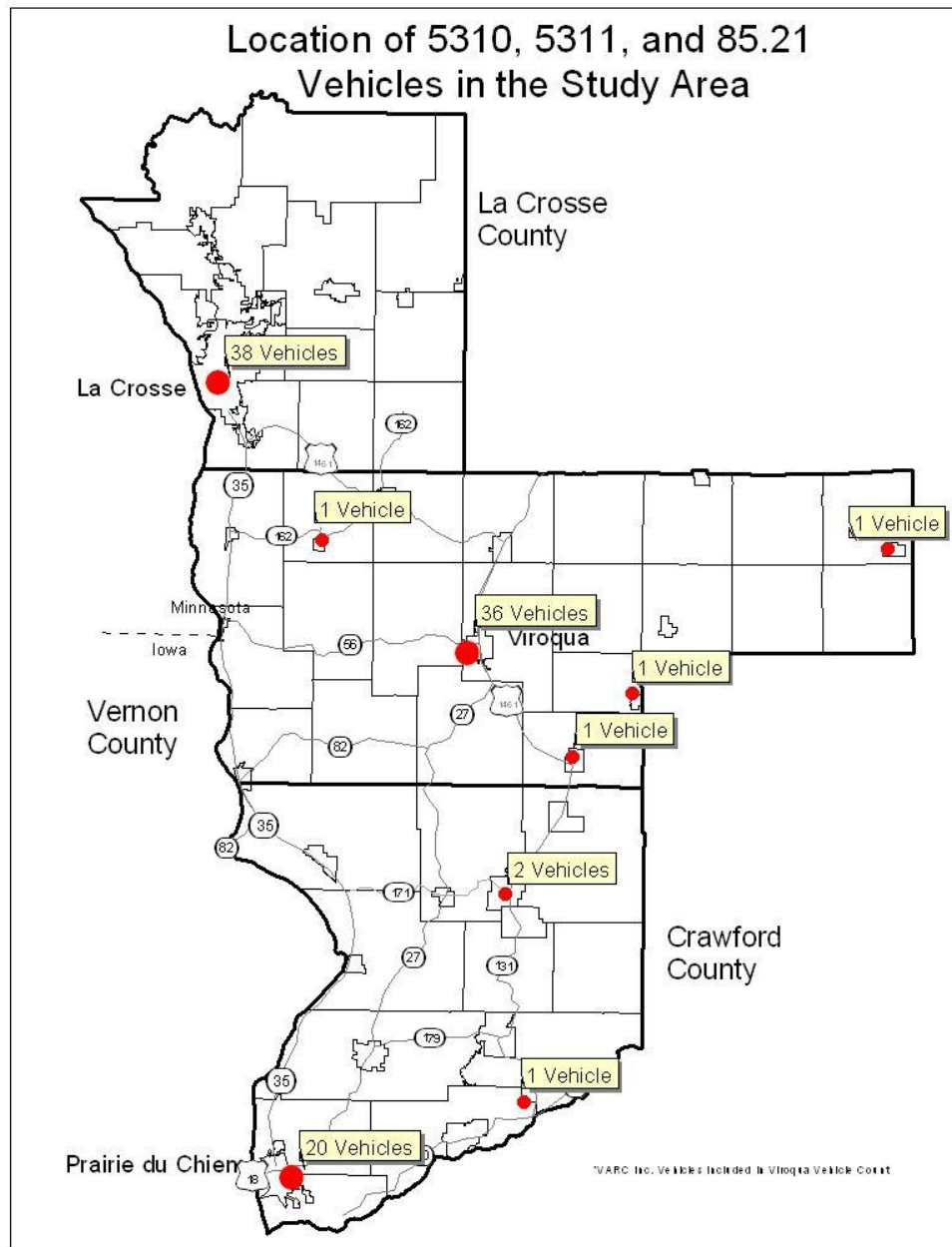
Wednesday, June 24, 2015

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## Vehicle Locations

The location of the agencies (vehicle owners) and the vehicle locations play a significant role in the feasibility of vehicles being shared amongst agencies. For the most part the three county area is rural, the three county seats City of La Crosse, City of Viroqua, and the City of Prairie du Chien represent the most populated areas and where most transportation providers (agencies) are located. The majority of the 5310 vehicles are also housed in these municipalities. The exceptions are the Crawford County Senior Services - ADRC which has six vehicles of which four vehicles are housed in Prairie du Chien and two are located in Guys Mills. River Front Inc. has five vehicles two of which are housed in La Crosse and the other three vehicles are housed out of the study area. Gundersen Coulee Trails operations are unique compared to the other providers as they have twelve vehicles of which three are located in La Crosse, one is located out of the study area and the remaining vehicles are located sporadically throughout the three county study area. Figure 2 illustrates the location of all vehicles (5310, 5311, and 85.21) in the study area.

Figure 2.



One of the issues that arises with the vehicles being located primarily in Viroqua, La Crosse, and Prairie du Chien is that the cities are between 50 and 90 minutes apart. As the vehicle sharing database illustrates there are time segments on specific days (sometimes daily) where vehicles are available. However, because of the distances between agencies sharing a vehicle for a few hours a day is not feasible. This minimizes the potential for vehicles being shared unless agencies are located near the same location where the vehicles are being housed. For example, the information indicates that the Opportunity Center in Prairie du Chien has vehicles that are used for spares and could be available for vehicle sharing. However, in most cases it would not be feasible for agencies located an hour away to request to use a vehicle. This limits the potential for sharing of vehicles because it is more likely to occur between agencies/organizations in or near the same community.

It is important to keep in mind with regard to demand for vehicles (agencies and organizations needing vehicles), this study only evaluated agencies that currently have 5310, 5311, or 85.21 vehicles and did not acquire information on other organizations/agencies potential needs (demand) for vehicles. So throughout the study area there may be multiple organizations or agencies that have the need for vehicles but may be unaware of sharing opportunities (awareness of vehicle sharing opportunities is discussed later in the study).

#### Vehicle sizes

The size of vehicles also impacts the potential for vehicle sharing in the study area. An example of this is the SMRT Bus system which operates in the three county area and provides public transportation to Prairie du Chien, La Crosse, Viroqua, and many smaller communities in the study area. The SMRT buses are housed in Viroqua and Prairie du Chien and accommodate up to 26 passengers. If one of the SMRT buses broke down in Prairie du Chien it would be advantageous to have a vehicle sharing agreement with the Opportunity Center or the Crawford County Senior Services – ADRC. However a problem arises with regard to vehicle size as the SMRT Bus serving Prairie du Chien has a capacity of 26 passengers. As the data illustrates neither of the agencies has a vehicle with a capacity of greater than 14 passengers. The discrepancies in vehicle size impact the ability to share vehicles.

An additional example of vehicle size impacting vehicle sharing is Gundersen Coulee Trails that has vehicles located throughout the study area. The vehicles in their fleet are primarily 3 passenger and 1 handicapped accessible seat vehicles. These vehicles have a limited capacity compared to the other agencies evaluated in the study illustrating vehicle size issues. Once again with regard to this discussion, the study evaluated agencies that currently have 5310, 5311, or 85.21 vehicles and did not acquire information on other organizations/agencies potential needs (demand) for vehicles.

#### On Call Vehicles

Four agencies maintain “on call” vehicles, meaning these vehicles operate on a demand-response basis. If a person calls in and needs a ride these vehicles are sent out to provide the service. For the majority of these transportation services, a minimum of 24 hour notice is recommended in order to reserve a ride. Therefore the availability of these vehicles for sharing is limited due to the “on call” status. Ten 5310 vehicles in the study area were identified as “on call” vehicles. In evaluating the annual miles driven, six of the “on call” vehicles are driven less than 5,000 miles a year annually illustrating that several vehicles have significant periods of limited use. Potentially agencies could evaluate the “on call” status and determine if vehicles could be available for limited sharing based on 24 hour advanced notices.

Based on a review of the data collected and the database created there are vehicles within the study area that could be shared. Some agencies have vehicles designated as spares (1,000 or less annual mileage) and there are numerous time segments where vehicles are not being utilized. It is possible that if an agency/organization had a transportation need and had access to vehicle availability information vehicle sharing opportunities could be facilitated. In addition, it is important to keep in mind that one of the largest holders of 5310 vehicles in the study area (VARC Inc.) did not wish to participate in the study eliminating access to detailed information on an additional twenty-five 5310 vehicles (Appendix F provides limited information on VARC vehicles that was provided by the Wisconsin Department of Transportation). Vehicle locations, vehicle sizes, and “on call” vehicles may cause obstacles but do not completely negate sharing opportunities, especially since the true demand for transportation services in the study area has not been determined.

#### Survey Information

A survey was sent to transportation providers requesting information and opinions on vehicle sharing. As previously mentioned, five of the six agencies that have purchased and operate vehicles funded through the 5310 program

cooperated by providing vehicle inventory information and responded to the vehicle sharing survey. The following questions were included in the survey:

1. *Has your agency/organization ever had a request from another agency/organization to use/share your federal/state funded vehicle(s)?*
2. *Has your agency/organization ever shared your federal/state funded vehicle(s) with another agency/organization?*
3. *Has your agency/organization developed a vehicle use agreement for sharing of federal/state funded vehicle(s)?*
4. *What would you see as the greatest barrier to sharing a vehicle(s) with another agency/organization?*
5. *If a vehicle use agreement would be developed that addressed cost/fees, maintenance, driver certification, liability, etc. would your agency consider sharing your vehicle(s) with other agencies/organizations upon request?*

The survey responses provide valuable input regarding past vehicle sharing and opinions regarding vehicle sharing in the future. The agencies in the region that utilize publically funded vehicles are established transportation providers and have vast knowledge and experience with publically funded vehicles and transportation services.

1. *Has your agency/organization ever had a request from another agency/organization to use/share your federal/state funded vehicle(s)?*

With regard to question one, two agencies reported that they had received a request from another agency/organization to use or share a federal/state funded vehicle. The responses demonstrate how in frequent vehicle sharing requests are made. This could be a result of the lack of knowledge that vehicles funded through the 5310 program are to be made available to other agencies/providers. It could also be that historically requests to borrow vehicles were made but vehicle sharing never took place. Therefore agencies/providers (after failed attempts) determined sharing is not possible and just gave up. Finally, the responses could demonstrate that there has not been the demand or need to share vehicles.

2. *Has your agency/organization ever shared your federal/state funded vehicle(s) with another agency/organization?*

Only one of the agencies responded that they had ever shared one of their federal/state funded vehicles. This again demonstrates the limited amount of vehicle sharing that has occurred in the study area. It also demonstrates that vehicle sharing is possible.

3. *Has your agency/organization developed a vehicle use agreement for sharing of federal/state funded vehicle(s)?*

All agencies indicated that they have not developed a vehicle use agreement for sharing of federal/state funded vehicles again demonstrating the limited amount of vehicle sharing that has occurred in the study area. The responses allude to one of the issues that impact the ability of agencies to share vehicles. If a vehicle use agreement (s) has not been developed the likelihood of vehicle sharing occurring is very minimal. The need to share a vehicle on a short term basis would likely occur with little or very short notice and if vehicle rates, driver certification requirements, insurance issues, etc. are not pre-determined the likelihood of vehicles being shared is very small.



4. *What would you see as the greatest barrier to sharing a vehicle(s) with another agency/organization?*  
 Respondents mentioned several barriers to vehicle sharing. Vehicle availability was cited based on agencies vehicle schedules and demands. Several agencies operate on a demand response system, so even though a vehicle may be idle for periods of time, it is still “on call” for service. As earlier discussed, it is important to note that many demand response systems in the study area do require users of the service to call at least 24 hours prior to needing the service. Vehicle availability was also impacted by the need for agencies to “service” their vehicles when they are not being used on routes. Some providers also mentioned the size of vehicles (passengers) may be a detriment to sharing in some instances. Liability issues as well as establishing a “rate to charge” for sharing a vehicle were also mentioned as concerns.
5. *If a vehicle use agreement would be developed that addressed cost/fees, maintenance, driver certification, liability, etc. would your agency consider sharing your vehicle(s) with other agencies/organizations upon request?*  
 The responses to this question were interesting and provide insight into the probability of vehicle sharing. The requirements of the 5310 program elaborate that “the recipient or subrecipient shall make it available for use on other projects or programs, as long as such other use does not interfere with the service for which the vehicle was originally acquired. First preference for such other use will be given to other projects or programs sponsored by FTA, and second preference will be given to projects or programs sponsored by other federal agencies. Finally, vehicles may be used by non-federally funded providers, first to meet the needs of seniors and people with disabilities, and then to serve the transportation needs of the general public on an incidental basis.” Even though this requirement exists two of the respondents indicated that they would not consider sharing their vehicles if a vehicle use agreement would be developed that addressed cost/fees, maintenance, driver certification, liability, etc. Add to this that one agency chose not to participate in the study indicates that facilitating vehicle sharing in the study area would be difficult. These responses and the lack of participation from an agency indicate that some agencies might not be fully aware of the 5310 program “vehicle availability to other agencies” requirement or if they are aware they may believe it is just an overlooked requirement with no impacts if the requirement is ignored. Based on the MRRPC’s experiences with transportation providers at County Transportation Coordinating Committee meetings and the Commission’s involvement in preparing local “Coordinated Public Transit - Human Services Transportation Plans” the latter is more probable.

Survey respondents also provided some written comments while completing the survey. The comments received for each question follow:

*Question 1: Has your agency/organization ever had a request from another agency/organization to use/share your federal/state funded vehicle(s)?*

- SMRT Bus inquired

*Question 2: Has your agency/organization ever shared your federal/state funded vehicle(s) with another agency/organization?*

- We have to provide drivers due to insurance liability issues and the majority of our drivers already work 40 hours a week.
- No. Used by county board to view flood areas.

*Question 3: Has your agency/organization developed a vehicle use agreement for sharing of federal/state funded vehicle(s)?*

- Not yet but began looking at MOV’s and estimating costs.
- We provide drivers and they pay for fuel.

*Question 4: What would you see as the greatest barrier to sharing a vehicle(s) with another agency/organization?*

- We need our vehicles to run our service. When the vehicles are not in service, they are being cleaned and repaired.
- Our bus and van schedules change frequently. Based on number of people who sign up for a trip, we don't know if we need the bus (12 passenger) versus the van. Also many medical trips come up unexpectedly. We keep two vehicles in the north part of the county: one used for daily meal site and one used for other, e.g. medical.
- Organization of schedules and cost sharing.
- Liability Issues: We have to provide the driver and we don't really have extra staff. Sometimes requests for use of vehicle is the same time that we need vehicles for routes.
- Scheduling, maintenance, liability

*Question 5: If a vehicle use agreement would be developed that addressed cost/fees, maintenance, driver certification, liability, etc. would your agency consider sharing your vehicle(s) with other agencies/organizations upon request?*

- If we have spaces available
- Maybe

#### *Vehicle Sharing Issues Identified in the Survey*

Vehicle sharing survey responses indicated that insurance/liability issues are significant barriers to vehicle sharing. Insurance/liability issues are a legitimate concern and are a national issue as well. Insurance/liability are continually cited as barriers to transportation coordination and vehicle sharing. The issue was addressed in a 2008 study titled "Insurance Challenges for Para Transit" authored by Nicholas Farber of the National Conference of State Legislatures. The paper specifically focused on paratransit but the findings are applicable to similar transportation services. The study discussed the high risk nature of para-transit and insurance issues that arise from vehicle sharing. The following excerpt from the paper addresses vehicle sharing:

One aspect of coordination involves several agencies that share vehicles to prevent duplication of service or to prevent the underutilization of resources (too many service providers could mean vehicles and other resources are not used to capacity). The insurance problem here lies not with the insurance companies, but with structuring an agreement between the two agencies to cover responsibility for damages that occur while the agency borrowing the vehicle is in possession. According to the Community Transportation Association of America, "...any claim will first be made on the insurance of the vehicle owner," and "...in the event of a loss, the vehicle owner's insurance will pay the claim first." To hold the borrower of the vehicle liable for the damages caused, the Community Transportation Association of America recommends either that: The vehicle owner have his insurance company assign the benefit of rights and remedies under a contract (subrogate) the loss to the second operator's insurance company, or have the vehicle owner of the second operator's insurance company cover any loss incurred while he or she is in control of the vehicle.

The question remains are insurance/liability insurmountable barriers to sharing or in some cases are they used as excuses to justify not adhering to the "vehicle availability to other agencies" requirement of the 5310 program. Insurance/liability issues are legitimate, but the MRRPC is aware that vehicle sharing has occurred on at least a couple of occasions in the study area which would lead one to believe it is not insurmountable. As an example, an agency responded in the survey that they had shared one of their vehicles with another agency. To overcome insurance/liability issues, they indicated that they supplied the driver. The problem they ultimately had with sharing was that their drivers already worked a full week, so they were not be able to provide drivers on a regular basis, thus reducing opportunities for sharing. Another example of vehicle sharing in the study area involved the SMRT Bus Service. The SMRT buses are not 5310 funded vehicles but were shared with a community for an event. The City of Gays Mills at its annual Applefest utilized a SMRT Bus as a shuttle service for fest attendees. Similar to the other

agencies experience the SMRT Bus Service provided the driver. Based on these examples it appears that who drives the vehicles or potentially how a driver is certified may help alleviate insurance/liability concerns.

Along with driver certifications, calculating vehicle costs was an issue that needs to be resolved prior to vehicle sharing occurring more regularly. Adequately identifying vehicle costs (fair compensation) was brought up often as an issue by agencies when discussing vehicle sharing. Based on limited sharing in the study area and how existing service contracts are based, it appears that either an hourly or per mile rate would need to be established. Calculating vehicle costs appears to be an issue that can be readily addressed by agencies, but needs to be determined prior to vehicle sharing taking place

Survey information and discussions with transportation providers indicate that vehicle sharing needs in general come up in times of emergency (vehicle breakdowns) and very sporadically. A critical tool needed in order for vehicles to be shared is a vehicle sharing agreement. For many providers transportation is not their agencies primary mission, but a secondary role of their agency. The agencies, especially if they do not consider transportation coordination a priority, do not have the time, resources, or desire needed to research the costs, insurance, legal issues, required to develop a sharing agreement. Because these issues must be addressed, vehicle sharing may not in the short-term appear to make economic sense to the providers. This creates a significant barrier to transportation coordination and demonstrates the need for more basic information and resources regarding vehicle sharing.

It is important to note that many transportation providers in the area support vehicle sharing, as the majority of providers were willing to share vehicles if a manageable method/process is developed. Overall transportation coordination is viewed positively and the Vernon County Unit on Aging is a good example of this attitude. The Aging Unit does not have a 5310 funded vehicle which is required to be made available to other agencies, but the Aging Unit does operate and maintain two vehicles funded under the 85.21 program and the agency has expressed on many occasions that it is willing to share the vehicle if guidelines are developed. However, unless the majority of agencies are involved it is unlikely that impactful vehicle sharing will occur.

### **Recommendations and Actions for Consideration**

The 5310 program “vehicle availability to other agencies” requirement has been in effect for many years and transportation coordination throughout the study area has been promoted. Counties have been required to prepare local “Coordinated Public Transit - Human Services Transportation Plans” in order to be eligible to receive transportation funding from various programs. Transportation coordination has been a focus of many agencies in the study area, but over the years agencies with a positive outlook with regard to vehicle sharing have come up against vehicle sharing barriers and have become frustrated and discouraged.

These frustrations and barriers are not unique to the study area or the State of Wisconsin as some of the same barriers were highlighted in the Minnesota Council on Transportation Access vehicle sharing study previously cited. To address the barriers to vehicle sharing and transportation coordination in the broader sense the following recommendations/actions were developed.

#### *Improved WISDOT Records and Public/agency Accessible Database of Vehicles*

During the study the MRRPC requested and utilized vehicle information from the Wisconsin Department of Transportation. WISDOT tracks the vehicles purchased through federal/state resources through the useful life of the vehicle. It became apparent during the study that WISDOT vehicle tracking records were not a reliable source of data. In many cases information was outdated and in some cases additional/different federal/state vehicles were discovered by the MRRPC during the study period. It would be a great benefit to local agencies and help facilitate vehicle sharing if WISDOT records would be updated (owners, location, type of vehicle, etc.) and be made available

through a database accessible to transportation providers. The database could provide agency contact information as well. This not only would help agencies identify opportunities for sharing, but help to self-police the 5310 “vehicle availability to other agencies” requirement.

Having the vehicle availability information available in a more public format would also increase the probability of vehicles being shared in the area. This study primarily evaluated the feasibility of vehicles being shared amongst existing 5310, 5311, or 85.21 recipients. However, throughout the study area there are organizations and agencies with like missions to the agencies evaluated that may need access to a vehicle and having the vehicle information publically accessible will increase the likelihood of vehicle sharing.

#### *Agency Awareness of the 5310 Vehicle Sharing Requirement*

As discussed previously, two agencies with 5310 vehicles indicated in the study survey they would not consider sharing their vehicles if a vehicle use agreement would be developed that addressed cost/fees, maintenance, driver certification, liability, etc. This response from agencies does indicate a lack of awareness to the 5310 program “vehicle availability to other agencies” requirement. In addition, even though the 5310 program “vehicle availability to other agencies” requirement exists, agencies appear to pay little attention to the requirement. Even though the WISDOT has emphasized vehicle sharing, this lack of attention to the requirement may partially stem from there being no significant consequences if vehicle sharing does not take place. It is recommended that WISDOT consider providing more information on the 5310 program “vehicle availability to other agencies” requirement and provide information on successful vehicle sharing programs/cases.

#### *5310 Vehicle Sharing*

At least two instances of informal vehicle sharing have taken place in the study area and the Minnesota Council on Transportation Access study identified a 5310 vehicle sharing agreement between agencies. These cases demonstrate that vehicle sharing is happening and is possible. Yet, at some level transportation providers/agencies and WISDOT have accepted that vehicle sharing is extremely difficult, so when barriers (insurance, driver certifications, costs, etc.) are referenced they are accepted and recognized as legitimate reasons for not sharing vehicles. However, if meaningful vehicle sharing as required by the 5310 program is ever to take place in the study area or the state, the barriers must not merely be accepted. The barriers should be recognized but efforts should be made to overcome the barriers, and such efforts should be rewarded. Identified below are a couple of options that could further facilitate vehicle sharing.

#### Consider Requiring Vehicle Sharing Agreements

To coincide with the issue of the 5310 “vehicle availability to other agencies” requirement, a potential way to facilitate vehicle sharing would be to require that prior to public funds being released to agencies for the purchase of vehicles, the applying agencies must submit a sharing agreement to WISDOT. The vehicle sharing agreement would at a minimum need to specify driver certification requirements, insurance requirements, cost of using vehicle (hourly or per mile rate), and vehicle availability. These agreements would have to be approved by the agency purchasing the 5310 vehicle so that when another agency requests to use a vehicle and agrees to the terms, the vehicle can be shared. The WISDOT in reviewing the vehicle sharing agreements submitted by the agency purchasing the vehicle may need to monitor the vehicle sharing agreements to ensure they are feasible agreements.

To assist in monitoring vehicle sharing and the effectiveness of a vehicle sharing agreements, WISDOT could consider requiring agencies to track “vehicle sharing requests” along with the results. In addition, WISDOT could consider creating an accessible web based “vehicle sharing complaint box” which would provide agencies the ability to file complaints regarding experiences with vehicle sharing agreements. This would give the WISDOT a tool to rate

the effectiveness of individual agency vehicle sharing agreements. This process would also help identify any additional sharing barriers.

#### Incentivize Vehicle Sharing

Public funding (5310 program) for vehicle purchases could also be incentivized based on vehicle sharing. The feasibility of a point system could be explored by WISDOT that would reward agencies that share vehicles. Agencies with more vehicle sharing points would have their 5310 grant applications prioritized higher when applications for vehicle purchases are scored. It is important that any scoring system rewards actual sharing successes and not just good intentions. The scoring system would need to take into account each agencies rate of vehicle utilization as well. An agency might be willing to share vehicles but if their vehicles are fully utilized for their programs they may not have the opportunity to share vehicles. It would be important that these agencies are not punished for maximizing the use of their own vehicles. This system would reward transportation coordination and incentivize vehicle sharing.

Such requirements may be met with opposition, however, if “making vehicles available for other agencies” continues to be a requirement of the 5310 program then opportunities to truly facilitate vehicle sharing and transportation coordination should be developed. If the “vehicles available for other agencies” requirement is to be overlooked the requirement should be removed, so willing agencies do not waste additional time and resources attempting to facilitate this form of transportation coordination.

#### *Establishing Vehicle Operating Costs*

It was identified during the study that the cost to use (share) an agencies 5310 vehicle on a couple of occasions impacted vehicle sharing. In one instance vehicle sharing did not occur as an agency was charging an exorbitant cost for another agency to use their vehicle. The requesting agency questioned the high fee since 80% of the purchase price was paid for through state/federal funding. It is these kind of events that have detrimental effects on vehicle sharing. Coincidental to this, is that some agencies surveyed indicated they have difficulty in establishing a rate to charge in order for their vehicles to be shared. To address this issue, it may be beneficial if the WISDOT would consider providing guidance and assist (training, etc.) vehicle purchasers with establishing costs. The high agency fares in part may be a product of not being able to establish a true cost of transportation therefore “to be safe” agencies establish a high rate/fee.

Additionally, the concept of establishing an “Agency Fare” for sharing of vehicles acquired with state/federal funding between public/nonprofit transportation providers should be explored. WISDOT could consider assisting in this process by providing technical information on costs, insurance, etc.

#### *Driver Certifications*

In the limited instances when vehicle sharing has occurred in the study area, it was apparent that who drives the vehicles and how a driver is certified impacts vehicle sharing. A possible solution for consideration would be for a driver certification process be developed and approved by all transportation providers. Under this process, each agency would agree to acceptable standards (training, testing, background analysis, etc.) for drivers allowing each driver to be certified to drive for multiple agencies. Insurance issues may still remain an obstacle to a driver certification program, as insurers may require drivers to be employees of the agency lending the vehicle.

#### *Vehicle Rental Agreement - Template*

To assist in facilitating vehicle sharing in the study area a “Vehicle Rental Agreement” template has been created and is included in Appendix G. The template was developed by modifying the DARTS and City of Farmington vehicle rental agreement discussed earlier in this study. The template is intended to be a starting point for agencies in the study area interested in pursuing vehicle sharing.

Agencies providing transportation generally request their legal counsel to review contracts/agreements prior to entering into agreements for services. The potential of legal interpretation inconsistencies among agencies presents challenges to vehicle sharing. A purpose of the vehicle rental agreement template is to provide a tangible document that can be reviewed and modified by agencies with the hopes of an acceptable agreement being executed. Additionally, if a vehicle sharing agreement would be required as a condition of purchasing a 5310 vehicle (discussed previously in this study), there would be more incentive and it is more likely that an acceptable agreement would be developed.

Also important to note is that the DARTS and City of Farmington agreement is for the use of a specific bus on Friday of each week as the bus is “time shared” between DARTS and the City of Farmington. Vehicle sharing in this study evaluated the sharing of vehicles on an infrequent and non-scheduled basis. It is envisioned that the vehicle rental agreement template would be agreed upon by two agencies based on the availability of a specific vehicle for sporadic “non-scheduled use” for a specific time period (year, etc.). Once the agreement is in place, the agency needing to use the vehicle could request its use and if the vehicle is available the terms of the sharing are already approved.

#### *Regional Transportation Authority (RTA)*

An additional consideration and one that takes a broader view of transportation coordination is for a Regional Transportation Authority (RTA) to be developed in the study area. It is a long-term approach and would require State Statutes to be modified allowing for RTA's throughout the State. If an RTA were developed potentially all vehicles would be purchased/managed through the transportation authority. This type of transportation authority in the region would require intensive cooperation but ultimately would remove or minimize the barriers highlighted in this study.

#### **Conclusion**

It is evident that not every transportation provider places the same amount of emphasis on transportation coordination (in this case vehicle sharing) as their counterparts. Some transportation providers have grown frustrated, since past efforts to share vehicles have been relatively unsuccessful. Other transportation providers see vehicle sharing as burdensome as concerns over insurance/liability, maintenance, drivers, etc. outweigh any potential benefits. It is also apparent that the resources necessary to share vehicles; a vehicle rental agreement, information as to who has state/federally funded vehicles and determining vehicle operating costs are obstacles to vehicle sharing. Even with these factors, vehicle sharing on a more frequent basis is still possible in the study area and throughout the region. Vehicle sharing can be facilitated through increased technical assistance from the WISDOT in the form of vehicle availability information (accessible database on 5310 vehicles) and resources to assist in determining vehicle operating costs. Requiring stricter adherence to the “vehicle availability to other agencies” requirement of the 5310 program will also motivate transportation providers to share vehicles. The vehicle rental agreement template included in this study can be used as a starting point for transportation providers to formalize vehicle sharing agreements in the study area. If all of these items are addressed and the resources and motivation are provided to transportation providers more opportunities and examples of vehicle sharing will occur.

As discussed previously, informal vehicle sharing has already taken place within the study area and in Minnesota as formal vehicle sharing agreements are in place. The fact that some agencies have overcome the barriers to vehicle sharing demonstrates that vehicle sharing can happen. Vehicle sharing comes down to various agencies/organizations opinions towards the sharing of vehicles and transportation coordination. With regard to vehicle sharing the old adage holds true “where there’s a will there’s a way”, if agencies are truly committed to sharing vehicles and transportation coordination they will find a way to make it happen.

This study is intended to be a starting point and will be periodically updated to address transportation program changes. The MRRPC will remain in contact with the WISDOT and transportation providers to maintain the vehicle inventory database and will also distribute the "Vehicle Rental Agreement" template to area providers. The MRRPC will continue to serve as a transportation coordination resource for area transportation providers and assist with vehicle sharing initiatives.





## Appendix A

### MEMORANDUM OF UNDERSTANDING DARTS and City of Farmington (the City)

- A. DARTS will provide gap ridership service coverage between ADA and non-ADA service in Farmington and the surrounding areas using the 5310 vehicle.
- B. Operational Costs:
- 1) **Maintenance:** DARTS will perform all maintenance on the 5310 vehicle and will be at DARTS expense. All maintenance and repairs will be performed at the DARTS Vehicle Maintenance Service (VMS) facility in West St. Paul. The City will follow the approved pre-trip inspection and will complete the maintenance log (including recording the mileage, time, and fuel) on days the 5310 vehicle is used by the City. Any towing outside of Dakota County on Fridays (the scheduled day for exclusive use by the Rambling River Center) is the responsibility of the City.
  - 2) **Dispatching, Ride Takers, Scheduling and Administrative Work:** DARTS will be responsible for all such duties and tasks needed to perform the daily operations of the unit in gap responsive service to the community.
  - 3) **Gas:** The City will refuel and assume responsibility for payment of all gas used whenever it uses the 5310 vehicle.
  - 4) **Insurance:** DARTS will be the listed owner of the 5310 vehicle. DARTS and the City will enter into a lease/rental agreement for the bus should the vehicle be approved whereby the City will maintain insurance coverage of the vehicle during its use and in such amounts satisfactory to DARTS. The City will be required to present a Certificate of Insurance with at least a 10 day cancellation notice to DARTS. A current version of such Certificate of Insurance must either be on file with DARTS, or be presented to DARTS prior to the execution of a formal lease for use of the vehicle. DARTS must be listed on such Certificate of Insurance as an additional insured. All claims (including bodily injury, property damage, or vehicle damages) are to be reported immediately to both DARTS and the City's insurance company.
  - 5) **Driver's Salary & Benefits:** The City will provide an STS-certified driver whenever using the 5310 vehicle exclusively for its regular use on the second and fourth Friday of each month or special service days. DARTS will provide an STS certified and trained driver at all other times when in service in the Farmington area community for DARTS purposes.
  - 6) **Storage of 5310 Vehicle:** The City will provide for the indoor storage space within the City limits and will provide this space as in-kind donation.
  - 7) **Promotion:** The City at its discretion may provide a vehicle decal, which can be affixed to the outside of the 5310 vehicle. The markings of the vehicle are to be consistent with the DARTS fleet markings.
- C. Vehicle Rental: DARTS and the City shall create a vehicle rental agreement for the reservation and use of the bus by the City. The vehicle will be available for use by the City on all Fridays of the month and at such other times following "Section H." below. The City shall pay a rental fee of \$35 per each day of reserved and/or scheduled use. It shall be understood the City may not require the bus on certain days of the month (i.e. low or no rider sign up, poor weather, etc.) and may elect to forgo the usage and/or reserved availability of the bus on select days. This being the case, the City shall only be required to pay for the actual usage days each month, provided the City agrees it will be responsible for

a minimum payment of \$70.00 per month or the equivalent of two (2) usage days per month. An annual inflation factor of 3% shall be added on January 1<sup>st</sup> of each new calendar year and shall follow length of service years the bus shall be jointly “Time Shared” by both parties.

- D. The City can set the fare on days it uses the 5310 vehicle and may keep all fares collected on those days.
- E. The City will track and record necessary passenger trip data for all rides provided. This information will be provided to DARTS on a monthly basis and in the format required for record-keeping and reimbursement purposes.
- F. DARTS will offer gap ridership service coverage in the greater Farmington area during the hours of 7:00 a.m. to 10:00 p.m. Monday through Thursday with the shared 5310 vehicle. Based on demonstrated requests and needs of riders, DARTS will also provide service on Saturday (8:00 a.m.-2:30 p.m.) and Sunday (8:00 a.m.-4:30 p.m.)
- G. DARTS and the City will apply for a small size bus (a vehicle designed to carry 15 or less people – including the driver); if the City needs additional wheelchair spaces for a special event, another DARTS vehicle can be substituted for the service or DARTS can serve as a back-up vehicle.
- H. The bus will be reserved for exclusive use by the City on Fridays from 12:01 a.m. to 11:59 p.m. The City may cancel the use of the bus on Fridays with a minimum of seventy-two (72) hours of advance notice to the DARTS dispatch center. Use of the 5310 vehicle on any other day or time must be agreed upon by DARTS and one week’s notice must be provided.
- I. DARTS reserves the right to use the 5310 vehicle for any appropriate trips when it is not in use by the City.
- J. When the vehicle has reached the end of its useful life as determined by DARTS, DARTS will give highest priority to the continued partnership with the City if a replacement vehicle is applied for through the 5310 grant process. If another vehicle is not obtained through the 5310 grant process, DARTS agrees to give the City the first opportunity to purchase the vehicle at fair market value.

It is understood that this is a legally non-binding agreement. In the event funding is approved to for the purchase of a 5310 vehicle, DARTS and the City will enter into a formal vehicle lease or rental agreement.

**DARTS:**

**CITY OF FARMINGTON:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: Mayor

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **VEHICLE RENTAL AGREEMENT**

This Agreement is made this \_\_\_\_ day of September, 2011, by and between DARTS, a Minnesota non-profit company, and the City of Farmington, a Minnesota municipal corporation (the "City") (collectively referred to as the "Parties").

**WHEREAS,** DARTS owns and operates a bus that provides gap ridership service coverage between ADA and non-ADA service in Farmington and the surrounding areas with a 5310 bus; and,

**WHEREAS,** DARTS currently allows the City to use one of its buses for Rambling River Center programs at a cost of \$50 per month for general upkeep and maintenance, 20% of the annual cost of liability insurance and the City allows the bus to be stored inside the Rambling River Center garage as an in-kind donation to DARTS; and,

**WHEREAS,** the Parties entered into a Memorandum of Understanding in September 2010 that would continue the arrangement of the City being able to use the DARTS bus for Rambling River Center programs so DARTS could apply for a federal grant to purchase a new bus that would replace the existing bus and continue to locate it in Farmington; and,

**WHEREAS,** as a condition of the MOU the Parties would approve an agreement if DARTS received federal funding for a new bus; and,

**WHEREAS,** DARTS was informed in August 2011 that it was selected for federal funding to purchase a new bus and the new bus will be delivered on or about January 2012; and,

**WHEREAS,** it appears to be in the best interest of both Parties to approve a new agreement for a DARTS bus to be located in Farmington.

NOW, THEREFORE, in consideration of the promises contained herein, the Parties hereby agree as follows:

### **SECTION 1.            Acknowledgement of DARTS Responsibilities**

DARTS will be responsible for the following items as it relates to the bus that will be located in Farmington:

1. DARTS will continue to provide gap ridership service coverage between ADA and non-ADA service in Farmington and the surrounding areas using the 5310 vehicle. DARTS will offer gap ridership service coverage in the greater Farmington area during the hours of 7:00 a.m. to 10:00 p.m. Monday through Thursday with the shared 5310 vehicle. Based on demonstrated requests and needs of riders, DARTS will also provide service on Saturday (8:00 a.m.-2:30 p.m.) and Sunday (8:00 a.m.-4:30 p.m.)

2. DARTS will perform all maintenance on the 5310 vehicle and it will be at DARTS expense. All maintenance and repairs will be performed at the DARTS Vehicle Maintenance Service (VMS) facility in West St. Paul.
3. DARTS will be responsible for all such duties and tasks needed to perform the daily operations of the unit in gap responsive service to the community.
4. DARTS will be the listed owner of the 5310 vehicle and carry the insurance coverage of the vehicle.
5. DARTS will provide an STS certified and trained driver at all times when it is operating the bus service in the Farmington area community
6. DARTS will work with the City to provide the STS training and bus driving orientation to drivers that the Rambling River Center secures for driving the DARTS bus for programs and trips.
7. DARTS will provide a substitute bus for service if the City needs additional wheelchair spaces for a special event, which are not able to be handled by the bus used in Farmington
8. DARTS reserves the right to use the 5310 vehicle for any appropriate trips when it is not in use by the City.
9. DARTS will determine when the useful life of the bus has reached its end. DARTS will give highest priority to the continued partnership with the City if a replacement vehicle is applied for through the 5310 grant process. If another vehicle is not obtained through the 5310 grant process, DARTS agrees to give the City the first opportunity to purchase the vehicle at fair market value.

## **SECTION 2. Acknowledgement of City's Responsibilities.**

1. The City will follow the approved pre-trip inspection and will complete the maintenance log (including recording the mileage, time, and fuel) on days the 5310 vehicle is used by the City. Any towing outside of Dakota County on Fridays (the scheduled day for exclusive use by the Rambling River Center) is the responsibility of the City.
2. The City will refuel and assume responsibility for payment of all gas used whenever it uses the 5310 vehicle.
3. The City shall pay a rental fee of \$35 per each day of reserved and/or scheduled use. It shall be understood the City may not require the bus on certain days of the month (i.e. low or no rider sign up, poor weather, etc.) and may elect to forgo the usage and/or reserved availability of the bus on select days. This being the case, the City shall only be required to pay for the actual usage days each month, provided the City agrees it will be responsible for a minimum payment of \$70.00 per month or the equivalent of two (2) usage days per month. An annual inflation factor of 3% shall

be added on January 1<sup>st</sup> of each new calendar year and shall follow length of service years the bus shall be jointly “Time Shared” by both parties.

4. The City shall maintain general liability insurance coverage on staff and program participants during the use of the bus and in such amounts to DARTS as identified in **SECTION 4**. The City shall also be required to carry auto insurance on the bus on the two days a month that it uses the bus. On the two days of the month the City uses the bus, it shall be considered as the City renting/leasing the bus from DARTS. The City shall be required to present a Certificate of Insurance with at least a 30 day cancellation notice to DARTS. A current version of such Certificate of Insurance must either be on file with DARTS, or be presented to DARTS prior to use of the vehicle. DARTS must be listed on such Certificate of Insurance as an additional insured. All claims (including bodily injury, property damage, or vehicle damages) are to be reported immediately to both DARTS and the City’s insurance company.
5. The City will provide an STS-certified driver whenever using the 5310 vehicle exclusively for its regular use on the first and third Friday of each month or on special service days or other times that may be negotiated and arranged and agreed upon by DARTS. The City will have exclusive use on these Fridays from 12:01 a.m. to 11:59 p.m. The City may cancel the use of the bus on these Fridays with a minimum of seventy-two (72) hours of advance notice to the DARTS dispatch center. Use of the 5310 vehicle on any other day or time must be agreed upon by DARTS and one week’s notice must be provided.
6. The City will be responsible for contacting DARTS to coordinate and schedule STS training and bus driving orientation for Rambling River Center drivers.
7. The City will provide for the indoor storage space within the City limits and will provide this space as in-kind donation.
8. The City at its discretion may provide a vehicle decal, which can be affixed to the outside of the 5310 vehicle. The markings of the vehicle are to be consistent with the DARTS fleet markings.
9. The City can set the fare on days it uses the 5310 vehicle and may keep all fares collected on those days.
10. The City will track and record necessary passenger trip data for all rides provided. This information will be provided to DARTS on a monthly basis and in the format required for record-keeping and reimbursement purposes.

### **SECTION 3. Terms of Agreement.**

1. Except as otherwise specifically provided herein, the terms of this agreement shall run with the useful life of the DARTS bus. Once the useful life of the DARTS bus has reached its end, as determined by DARTS, the agreement shall be terminated

2. Should the Parties agree to continue an arrangement with DARTS for a bus, a new separate agreement shall be negotiated and approved by both Parties.
3. The terms of this Agreement do not bind the City and DARTS to any future agreements.
4. Once the agreement terminates, DARTS shall remove its bus from the City facility unless the City give permission to DARTS to continue storing the bus in a City facility.

**SECTION 4. Insurance Requirements and Indemnification of both Parties.**

1. Both Parties shall provide to each other written proof of insurance protection in such amounts, and from such issuing companies, as shall fully and completely protect the interests of both Parties, including, at a minimum, the following:

**INSURANCE TYPE AMOUNT**

Any Auto	\$1,000,000.00 Combined Single Limit (CSL) or Equivalent
Comprehensive General Liability	\$1,500,000.00 CSL or equivalent

Both Parties shall name each other as additional insured on their Certificates of Insurance. Notification of any revisions to the insurance policy shall be given by either Party to the other Party at least 30 days prior to any changes, cancellation, non-renewal, or lapse of the policies required herein.

Both Parties agree to fully and completely defend, indemnify and hold harmless each other and their employees, officials, officers, and agents from and against any claims for personal injury, including death, and for destruction or damage of property which occur while this Agreement is in effect.

**SECTION 5. Termination of Agreement.**

In the event that either Party fails to perform and carry out any of the terms or conditions of this Agreement strictly in accordance with the provisions hereof, or for any reason is unable to properly conduct its business, either Party may terminate this Agreement by giving written notice to the other Party provided such notice is at least 30 days. Termination of this Agreement hereunder shall not prevent or interfere with the recovery by either Party from the other Party for any damages caused to either Parties property.

**SECTION 6. Other Termination.**

NOTWITHSTANDING any other provision, if any local law, rule, regulation, or order prohibits the activities in this Agreement and prohibits the sale of concessions at the

facilities during the term of this Agreement, then this Agreement shall be immediately terminated with both Parties owing no further compensation to each other.

**SECTION 7. Entire Agreement.**

This Agreement constitutes the entire understanding of the Parties and no terms may be altered in any way except by the written consent of both Parties. This Agreement may not be assigned or conveyed without each Party's written consent.

DARTS, a non-profit Organization

CITY OF FARMINGTON, a  
Minnesota Municipal Corporation

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By:  
Its: President

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By:  
Its: Mayor

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By:  
Its: Treasurer

---

By:  
Its: City Administrator





## Appendix B

### Vehicle Inventory

*Important! Please complete all items in red.*

VIN: \_\_\_\_\_ Model Year: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_  
 Total Miles on Vehicle: \_\_\_\_\_ Annual Miles Driven (Estimate is Ok): \_\_\_\_\_  
 Is the Vehicle house/located at? Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Yes: \_\_\_\_ No: \_\_\_\_  
 If no, enter here: Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Please check the red box for days the vehicle is in service, and indicate times of service (a.m. and p.m.) below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours of Service:							

VIN: \_\_\_\_\_ Model Year: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_  
 Total Miles on Vehicle: \_\_\_\_\_ Annual Miles Driven (Estimate is Ok): \_\_\_\_\_  
 Is the Vehicle house/located at? Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Yes: \_\_\_\_ No: \_\_\_\_  
 If no, enter here: Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Please check the red box for days the vehicle is in service, and indicate times of service (a.m. and p.m.) below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours of Service:							

VIN: \_\_\_\_\_ Model Year: \_\_\_\_\_ Vehicle Type: \_\_\_\_\_  
 Total Miles on Vehicle: \_\_\_\_\_ Annual Miles Driven (Estimate is Ok): \_\_\_\_\_  
 Is the Vehicle house/located at? Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Yes: \_\_\_\_ No: \_\_\_\_  
 If no, enter here: Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Please check the red box for days the vehicle is in service, and indicate times of service (a.m. and p.m.) below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours of Service:							



## Appendix C

### Vehicle Sharing Survey

It would be appreciated if you would take a few minutes to answer the following questions regarding sharing of federal/state funded vehicle(s). In the context of these questions, the sharing of a vehicle would be an irregular occurrence (for example, Agency A has a vehicle that breaks down on a Tuesday afternoon and will not be available for a Wednesday route. Agency B has a vehicle that is idle on Wednesday. Agency A would like to use Agency B's vehicle on Wednesday). Your responses will help determine the level of sharing that has existed in the three county area and if the additional cooperation/sharing can be facilitated.

1. Has your agency/organization ever had a request from another agency/organization to use/share your federal/state funded vehicle(s)?

Yes \_\_\_\_ No \_\_\_\_

2. Has your agency/organization ever shared your federal/state funded vehicle(s) with another agency/organization?

Yes \_\_\_\_ No \_\_\_\_

If yes, were there any problems/issues: \_\_\_\_\_

3. Has your agency/organization developed a vehicle use agreement for sharing of federal/state funded vehicle(s)?

Yes \_\_\_\_ No \_\_\_\_

If yes, could you please attach the agreement.

4. What would you see as the greatest barrier to sharing a vehicle(s) with another agency/organization?

5. If a vehicle use agreement would be developed that addressed cost/fees, maintenance, driver certification, liability, etc. would your agency consider sharing your vehicle(s) with other agencies/organizations upon request?

Yes \_\_\_\_ No \_\_\_\_

Additional comments or concerns:



## Appendix D

### Crawford, La Crosse, and Vernon County 5311 Public Transit Vehicles

Subrecipient	VIN	Vehicle Type	Vehicle is Housed at	Model Year	Vehicle Miles	Total Annual Miles Driven	Add'l Information
City of Prairie du Chien Shared-Ride Taxi/SMRT Bus	1FDGF5GT0CEC84193	Medium Size Medium-Duty Bus 30 Ft	Prairie du Chien	2012	175,423	75,000	
	1FDGF5GT2CEC84195	Medium Size Medium-Duty Bus 30 Ft	Prairie du Chien	2012	189,374	75,000	
	1FDUF5GTXFEC18824	Medium Size Medium-Duty Bus 30 Ft.	Prairie du Chien	2015	20,854	75,000	
	2C7WDGBG8ER465112	Van	Prairie du Chien	2014	5,242	30,000	
	2C7WDGBGXER465113	Van	Prairie du Chien	2014	1,741	30,000	
	2D4RN4DE3AR255080	Van	Prairie du Chien	2010	154,401	30,000	
	2D4RN4DE5AR255081	Van	Prairie du Chien	2010	177,602	30,000	
	2D4RN4DG7BR788617	Van	Prairie du Chien	2011	178,627	30,000	*Spare Vehicle
City of Viroqua Shared-Ride Taxi	1GBDV13W28D164125	Van	Viroqua	2008	143,700	30,000	
	2C4RDGBG9FR593659	Van	Viroqua	2015	10,991	30,000	
	2C7WDGBG4FR652185	Van	Viroqua	2015	1,205	30,000	
	2D4RN4DE8AR164550	Van	Viroqua	2010	149,369	30,000	
	2D4RN4DG7BR795423	Van	Viroqua	2011	106,522	30,000	
Onalaska Shared-Ride Taxi	1GBDV13W28D141458	Minivan	Onalaska	2008	273,492	40,000	
	2C4RDGBG1CR174474	Minivan	Onalaska	2012	170,155	40,000	
	2C4RDGBG2ER334882	Minivan	Onalaska	2014	17,761	40,000	
	2C4RDGBG2ER405322	Minivan	Onalaska	2014	42,768	40,000	
	2C4RDGBG5CR174476	Minivan	Onalaska	2012	212,575	40,000	
	2C4RDGBG5ER471315	Minivan	Onalaska	2014	44,943	40,000	
	2C4RDGBG7ER471316	Minivan	Onalaska	2014	44,286	40,000	
	2C4RDGBG9CR174478	Minivan	Onalaska	2012	196,720	40,000	
	2D4RN4DE0AR165790	Minivan	Onalaska	2010	277,491	40,000	
	2D4RN4DE2AR165788	Minivan	Onalaska	2010	263,692	40,000	
	2D4RN4DE2AR165791	Minivan	Onalaska	2010	274,248	40,000	
	2D4RN4DE4AR165789	Minivan	Onalaska	2010	295,928	50,000	
	2D4RN4DE4AR165792	Minivan	Onalaska	2010	285,502	40,000	



## APPENDIX E

### Available Service Hours Monday Through Friday - Crawford, La Crosse, and Vernon County 5310 Public Transit Vehicles

Subrecipient	VIN	Vehicle Type	Vehicle is Housed at	Mon AM Avail Hrs Mon PM Avail Hrs	Tues AM Avail Hrs Tues PM Avail Hrs	Weds AM Avail Hrs Weds PM Avail Hrs	Thurs AM Avail Hrs Thurs PM Avail Hrs	Fri AM Avail Hrs Fri PM Avail Hrs	Add'l Info
Crawford County	1FDDE4FS2ADA45183	Bus, Medium - (12/2) - Gas	Gays Mills	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	1FDDE4FS3ADA79004	Bus, Medium - (12/2) - Gas	Prairie du Chien	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	1FDXE45SX2HB20261 Leased from Oppor Ctr	Bus, Medium - (12/2) - Gas	Prairie du Chien	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	1GBDV13W37D215534	Van, Mini - Lowered Floor - Gas - (3/1)	Gays Mills	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	2C4RDGBG8CR265192	Minivan - 3/1 Side-Loading Gas	Prairie du Chien	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	2D4RN4DG18R795420	Van, Mini - Lowered Floor - Gas - (3/1)	Prairie du Chien	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
Crawford Co. Opportunity Ctr, Inc.	1FBSS31F92HB63309	Standard Van (14/0)	730 N State St, Prairie du Chien	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	*Spare Van
	1FDXE45P14HA86628	Bus, Medium - (12/2) - Gas	730 N State St, Prairie du Chien	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	*Spare Bus
	1FDXE45P54HA86633	Bus, Medium - (12/2) - Gas	730 N State St, Prairie du Chien	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	*Spare Bus
	1FDXE45P64HA86625	Bus, Medium - (12/2) - Gas	730 N State St, Prairie du Chien	5 am - 8 am; 9 am - 12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	
	1FDXE45S07DB41344	Bus, Medium - (12/2) - Gas	730 N State St, Prairie du Chien	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm 3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	
	1FDXE45S77DB41339	Bus, Medium - (12/2) - Gas	730 N State St, Prairie du Chien	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am- 8am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	5 am-8 am; 9 am-12 pm 12 pm-3 pm; 4 pm-10 pm	
	1FDXE45S77DB41342	Bus, Medium - (12/2) - Gas	730 N State St, Prairie du Chien	5 am - 8 am 4 pm - 10 pm	5 am - 8 am 4 pm - 10 pm	5 am - 8 am 4 pm - 10 pm	5 am - 8 am 4 pm - 10 pm	5 am - 8 am 4 pm - 10 pm	
	1FDXE45S87DB41348	Bus, Medium - (12/2) - Gas	730 N State St, Prairie du Chien	5 am-6 am; 10 am-12 pm 12 pm-3 pm; 6 pm-10 pm	5 am-6 am; 10 am-12 pm 12 pm-3 pm; 6 pm-10 pm	5 am-6 am; 10 am-12 pm 12 pm-3 pm; 6 pm-10 pm	5 am-6 am; 10 am-12 pm 12 pm-3 pm; 6 pm-10 pm	5 am-6 am; 10 am-12 pm 12 pm-3 pm; 6 pm-10 pm	

## Available Service Hours Monday Through Friday - Crawford, La Crosse, and Vernon County 5310 Public Transit Vehicles

Subrecipient	VIN	Vehicle Type	Vehicle is Housed at	Mon AM Avail Hrs Mon PM Avail Hrs	Tues AM Avail Hrs Tues PM Avail Hrs	Weds AM Avail Hrs Weds PM Avail Hrs	Thurs AM Avail Hrs Thurs PM Avail Hrs	Fri AM Avail Hrs Fri PM Avail Hrs	Add'l Info
La Crosse Municipal Transit Utility	15GGB181021072270	Large Heavy-Duty Bus 35-40 Ft	2000 Marco Dr, La Crosse						
	15GGB181111072549	" "	" "						
	15GGB181121072276	" "	" "						
	15GGB181221072271	" "	" "						
	15GGB181421072272	" "	" "	8 pm - 10 pm	8 pm - 10 pm	8 pm - 10 pm	8 pm - 10 pm	8 pm - 10 pm	
	15GGB181621072273	" "	" "						
	15GGB181811072550	" "	" "						
	15GGB181821072274	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
	15GGB181X11072548	" "	" "						
	15GGB181X11072551	" "	" "						
	15GGB181X21072275	" "	" "						
	15GGB291171078154	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
	15GGB291371078155	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
	15GGB291571078156	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
	15GGB291771078157	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
	15GGB291971078158	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
	15GGB3011D1180875	" "	" "						
	15GGB3019C1180874	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
	15GGB301XC1180873	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
	4DRASAAL3BH266187	" "	" "	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	7 pm - 10 pm	
Riverfront Activity Center, Inc.	1FDEE3FL1ADA76052	Bus, Mini - 7/1 Gas	3000 South Ave, La Crosse	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	1FDEE3FL1ADA90162	Bus, Mini - 7/1 Gas	3000 South Ave, La Crosse	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	1FDEE3FL2ADA79087	Bus, Mini - 7/1 Gas	1107 Barberry St, Janesville	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	1FDEE3FL3ADA76053	Bus, Mini - 7/1 Gas	720 Red Iron Rd, Black River Falls	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	1FDEE3FL5ADA76054	Bus, Mini - 7/1 Gas	1107 Barberry St, Janesville	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	



## Available Service Hours Monday Through Friday - Crawford, La Crosse, and Vernon County 5310 Public Transit Vehicles

Subrecipient	VIN	Vehicle Type	Vehicle is Housed at	Mon AM Avail Hrs Mon PM Avail Hrs	Tues AM Avail Hrs Tues PM Avail Hrs	Weds AM Avail Hrs Weds PM Avail Hrs	Thurs AM Avail Hrs Thurs PM Avail Hrs	Fri AM Avail Hrs Fri PM Avail Hrs	Add'l Info
Tri-State Reg. Ambulance Inc. dba Gundersen Coulee Trails	1GBDV13W78D170941	Van, Mini - Lowered Floor - Gas - (3/1)	Dodson Hollow Rd, Chaseburg	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 2 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	1GBDV13W88D170480	Van, Mini - Lowered Floor - Gas - (3/1)	1310 N. Main St, Viroqua	5 am - 8 am 12 pm - 10 pm	5 am-8 am; 11 am- 12 pm 12 pm - 10 pm	5 am - 8 am 1 pm - 10 pm	5 am-8 am; 9 am-12 pm 12 pm - 10 pm		
	2C4RDGBG3DR820020	MINIVAN - 3/1 REAR-LOADING GAS	340 W. Court St, Richland Ctr	5 am - 9 am 4 pm - 10 pm	5 am - 6 am 3 pm - 10 pm	5 am - 9 am 4 pm - 10 pm	5 am - 7 am 2 pm - 10 pm	5 am - 9 am 4 pm - 10 pm	
	2C4RDGBG5DR820021	Minivan - 3/1 Rear-Loading Gas	315 S Wagoner St, Viola	5 am - 6 am 5 pm - 10 pm	5 am - 7 am 3 pm - 10 pm	5 am - 6 am 6 pm - 10 pm	5 am - 7 am 3 pm - 10 pm	5:00 a.m. - 12:00 p.m. 3 pm - 10 pm	
	2C4RDGBG7DR820019	Minivan - 3/1 Rear-Loading Gas	301 Calloway Crt, La Crosse	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	*On Call 24/7
	2C7WDGBG3ER433524	Minivan - 3/1 Rear-Loading Gas	1637 Gladys St, La Crosse	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	*On call 24/7
	2C7WDGBG6ER433520	Minivan - 3/1 Rear-Loading Gas	235 Causeway Blvd La Crosse	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	*On Call 24/7
	2D4RN4DE0AR155437	Minivan - 3/1 Rear-Loading Gas	E8002 Green Acres Rd, Viroqua	5 am - 12 pm 4 pm - 10 pm	5 am - 12 pm 12 pm-1 pm; 5 pm-10 pm	5 am - 12 pm 3 pm - 10 pm	5 am - 12 pm 12 pm-1 pm; 3 pm-10 pm	5 am - 12 pm 5 pm - 10 pm	
	2D4RN4DE6AR155443	Minivan - 3/1 Rear-Loading Gas	E7051 CTY Rd Y, Viroqua	5 am - 6 am 3 pm - 10 pm	5 am - 7 am 2 pm - 10 pm	5 am - 10 am 3 pm - 10 pm	5 am - 12 pm 2 pm - 10 pm	5 am - 6 am 1 pm - 10 pm	
	2D4RN4DE8AR155444	Van, Mini - Lowered Floor- Gas -(3/1)	E7381 Brookville, Viroqua	5 am - 7 am 12 pm - 10 pm.	5 am - 8 am 2 pm - 10 pm	5 am - 9 am 3 pm - 10 pm	5 am-8 am; 11 am-12 pm 12 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	
	2D4RN4DG2BR795670	Minivan - 3/1 Rear-Loading Gas	57734 Holcomb, Readstown	5 am - 8 am 5 pm - 10 pm	5 am - 8 am 5 pm - 10 pm	5 am - 7:00 am 12 pm - 10 pm	5 am - 7 am 3 pm - 10 pm	5 am-8 am; 9 am-12 pm 12 pm - 10 pm	
	2D4RN4DG4BR795668	Minivan - 3/1 Rear-Loading Gas	12341 STH 80, Hillsboro	5 am - 9 am 4 pm - 10 pm	5 am - 7 am 3 pm - 10 pm	5 am - 6 am 2 pm - 10 pm	5 am - 9 am 4 pm - 10 pm	5 am - 12 pm 12 pm- 2pm; 4 pm-10 pm	
	2D4RN4DG6BR795669	Minivan - 3/1 Rear-Loading Gas	204 1/2 W. Guard, Wauzeka	5 am - 7 am 4 pm - 10 pm	5 am - 9 am 3 pm - 10 pm	5 am - 8 am 3 pm - 10 pm	5 am - 7 am 1 pm - 10 pm	5 am - 6 am 3 pm - 10 pm	

## Available Service Hours Monday Through Friday - Vernon County Aging Unit 8521 Public Transit Vehicles

Subrecipient	VIN	Vehicle Type	Vehicle is Housed at	Mon AM Avail Hrs Mon PM Avail Hrs	Tues AM Avail Hrs Tues PM Avail Hrs	Weds AM Avail Hrs Weds PM Avail Hrs	Thurs AM Avail Hrs Thurs PM Avail Hrs	Fri AM Avail Hrs Fri PM Avail Hrs	Add'l Info
Vernon County Aging Unit	1FDEE3FLOBDB36582	Starcraft Allstar van (10 passenger handicapped)	318 Fairlane Dr, Viroqua	5 am - 8 am 4 pm - 10 pm	5 am - 8 am 4 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 8 am 4 pm - 10 pm	5 am - 8 am 4 pm - 10 pm	
	1GAHG39U971163717	15 passenger van	318 Fairlane Dr, Viroqua	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 8 am 4 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	5 am - 12 pm 12 pm - 10 pm	

## APPENDIX F

### Inventory of Vernon Area Rehabilitation Center, Inc. Public Transit Vehicles

Subrecipient	VIN	Vehicle Type	Use and Condition	Model Year
Vernon Area Rehabilitation Center, Inc.	1FDDE45L69DA92870	Bus, Medium - (12/2) - Gas - Fiberglass Body	Marginal	2010
Vernon Area Rehabilitation Center, Inc.	1FDDE45L89DA92868	Bus, Medium - (12/2) - Gas - Fiberglass Body	Marginal	2010
Vernon Area Rehabilitation Center, Inc.	1FDDE45L89DA92871	Bus, Medium - (12/2) - Gas - Fiberglass Body	Marginal	2010
Vernon Area Rehabilitation Center, Inc.	1FDDE45LX9DA92869	Bus, Medium - (12/2) - Gas - Fiberglass Body	Marginal	2010
Vernon Area Rehabilitation Center, Inc.	1FDDE4FL1BDB12348	BUS, MEDIUM - (12/2) - GAS	Good	2011
Vernon Area Rehabilitation Center, Inc.	1FDDE4FL1BDB12351	BUS, MEDIUM - (12/2) - GAS	Good	2011
Vernon Area Rehabilitation Center, Inc.	1FDDE4FL3BDB12349	BUS, MEDIUM - (12/2) - GAS	Good	2011
Vernon Area Rehabilitation Center, Inc.	1FDDE4FL8BDB12363	BUS, MEDIUM - (12/2) - GAS	Good	2011
Vernon Area Rehabilitation Center, Inc.	1FDDE4FS7ADB01537	BUS, MEDIUM - (12/2) - GAS	Adequate	2010
Vernon Area Rehabilitation Center, Inc.	1FDDE4FS9ADA90072	BUS, MEDIUM - (12/2) - GAS	Adequate	2010
Vernon Area Rehabilitation Center, Inc.	1FDWE35L43HC08156	Small Bus (8/1)		2003
Vernon Area Rehabilitation Center, Inc.	1FDWE35L46HA20838	Small Bus (8/1)		2006
Vernon Area Rehabilitation Center, Inc.	1FDXE45S17DB45743	BUS, MEDIUM - (12/2) - GAS		2007
Vernon Area Rehabilitation Center, Inc.	1FDXE45S37DB45744	BUS, MEDIUM - (12/2) - GAS		2007
Vernon Area Rehabilitation Center, Inc.	1FDXE45S83HB43278	BUS, MEDIUM - (12/2) - GAS		2003
Vernon Area Rehabilitation Center, Inc.	1FDXE45SX6HA26452	BUS, MEDIUM - (12/2) - GAS		2006
Vernon Area Rehabilitation Center, Inc.	1GAHG39U551236398	Standard Van (14/0)		2005
Vernon Area Rehabilitation Center, Inc.	1GAHG39U571121366	Standard Van (14/0)		2007
Vernon Area Rehabilitation Center, Inc.	1GBE5V1265F532978	BUS, LARGE - 20/2 DIESEL		2005
Vernon Area Rehabilitation Center, Inc.	1GBE5V1928F403511	BUS, LARGE - 20/2 DIESEL	Adequate	2008
Vernon Area Rehabilitation Center, Inc.	1GBE5V1928F403556	BUS, LARGE - 20/2 DIESEL	Adequate	2008
Vernon Area Rehabilitation Center, Inc.	1GBE5V1979F406132	BUS, LARGE - 20/2 DIESEL FIBERGLASS	Adequate	2010
Vernon Area Rehabilitation Center, Inc.	1GBE5V1979F406289	BUS, LARGE - 20/2 DIESEL FIBERGLASS	Adequate	2009
Vernon Area Rehabilitation Center, Inc.	1GJHG39U551163467	Standard Van (14/0)		2005
Vernon Area Rehabilitation Center, Inc.	1GJHG39U951163777	Standard Van (14/0)		2005



## **APPENDIX G**

### **VEHICLE RENTAL AGREEMENT - TEMPLATE**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between (VEHICLE OWNER) and the (LEASING AGENCY), (collectively referred to as the “Parties”).

#### **SECTION 1. Acknowledgement of (VEHICLE OWNER) Responsibilities**

(VEHICLE OWNER) will be responsible for the following items as it relates to the vehicle (VIN #\_\_\_\_\_):

1. (VEHICLE OWNER) will perform all maintenance on the 5310 vehicle and it will be at (VEHICLE OWNER) expense.
2. (VEHICLE OWNER) will be the listed owner of the 5310 vehicle and carry the insurance coverage of the vehicle.
3. (VEHICLE OWNER) will work with the (LEASING AGENCY) to provide driver training and bus driving orientation to drivers.

#### **SECTION 2. Acknowledgement of (LEASING AGENCY) Responsibilities.**

1. The (LEASING AGENCY) will follow the approved pre-trip inspection and will complete the maintenance log (including recording the mileage, time, and fuel) on days the 5310 vehicle is used by the (LEASING AGENCY). Any towing required while the vehicle is being utilized by the (LEASING AGENCY) is the responsibility of the (LEASING AGENCY).
2. The (LEASING AGENCY) will refuel and assume responsibility for payment of all gas used whenever it uses the 5310 vehicle.
3. The (LEASING AGENCY) shall pay a rental fee of \$\_\_\_\_ per each day of reserved and/or scheduled use.
4. The (LEASING AGENCY) shall maintain general liability insurance coverage on staff and program participants during the use of the vehicle and in such amounts to (VEHICLE OWNER) as identified in **SECTION 4**. The (LEASING AGENCY) shall also be required to carry auto insurance on the vehicle on the days that it uses the vehicle. On the days the (LEASING AGENCY) uses the vehicle, it shall be considered as the (LEASING AGENCY) renting/leasing the vehicle from (VEHICLE OWNER). The (LEASING AGENCY) shall be required to present a Certificate of Insurance with at least a 30 day cancellation notice to (VEHICLE OWNER). A current version of such Certificate of Insurance must either be on file with (VEHICLE OWNER), or be presented to (VEHICLE OWNER) prior to use of the vehicle. (VEHICLE OWNER) must be listed on such Certificate of Insurance as an additional insured. All claims (including bodily injury, property damage, or vehicle damages) are to be reported

immediately to both (VEHICLE OWNER) and the (LEASING AGENCY)'s insurance company.

5. The (LEASING AGENCY) will provide for the storage space (when necessary) within the (LEASING AGENCY) limits and will provide this space as in-kind donation.
6. The (LEASING AGENCY) at its discretion may provide a vehicle decal, which can be affixed to the outside of the 5310 vehicle. The markings of the vehicle are to be consistent with the (VEHICLE OWNER) fleet markings.
7. The (LEASING AGENCY) can set the fare on days it uses the 5310 vehicle and may keep all fares collected on those days.
8. The (LEASING AGENCY) will track and record necessary passenger trip data for all rides provided. This information will be provided to (VEHICLE OWNER) on a monthly basis and in the format required for record-keeping and reimbursement purposes.

### **SECTION 3. Terms of Agreement.**

1. Except as otherwise specifically provided herein, the terms of this agreement shall run with the useful life of the (VEHICLE OWNER) vehicle. Once the useful life of the (VEHICLE OWNER) vehicle has reached its end, as determined by (VEHICLE OWNER), the agreement shall be terminated
2. Should the Parties agree to continue an arrangement with (VEHICLE OWNER) for a vehicle, a new separate agreement shall be negotiated and approved by both Parties.
3. The terms of this Agreement do not bind the (LEASING AGENCY) and (VEHICLE OWNER) to any future agreements.

### **SECTION 4. Insurance Requirements and Indemnification of both Parties.**

1. Both Parties shall provide to each other written proof of insurance protection in such amounts, and from such issuing companies, as shall fully and completely protect the interests of both Parties, including, at a minimum, the following:

<b><u>INSURANCE TYPE AMOUNT</u></b>	
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Any Auto	\$1,000,000.00 Combined Single Limit (CSL) or Equivalent
Comprehensive General Liability	\$1,500,000.00 CSL or equivalent

Both Parties shall name each other as additional insured on their Certificates of Insurance. Notification of any revisions to the insurance policy shall be given by either Party to the other Party at least 30 days prior to any changes, cancellation, non-renewal, or lapse of the policies required herein.

Both Parties agree to fully and completely defend, indemnify and hold harmless each other and their employees, officials, officers, and agents from and against any claims for personal injury, including death, and for destruction or damage of property which occur while this Agreement is in effect.

**SECTION 5.Termination of Agreement.**

In the event that either Party fails to perform and carry out any of the terms or conditions of this Agreement strictly in accordance with the provisions hereof, or for any reason is unable to properly conduct its business, either Party may terminate this Agreement by giving written notice to the other Party provided such notice is at least 30 days. Termination of this Agreement hereunder shall not prevent or interfere with the recovery by either Party from the other Party for any damages caused to either Parties property.

**SECTION 6.Other Termination.**

NOTWITHSTANDING any other provision, if any local law, rule, regulation, or order prohibits the activities in this Agreement during the term of this Agreement, then this Agreement shall be immediately terminated with both Parties owing no further compensation to each other.

**SECTION 7.Entire Agreement.**

This Agreement constitutes the entire understanding of the Parties and no terms may be altered in any way except by the written consent of both Parties. This Agreement may not be assigned or conveyed without each Party’s written consent.

(VEHICLE OWNER)

(LEASING AGENCY)

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
By:  
Its:

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By:  
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By:  
Its: