

Vehicle Share Agreements

Partners should develop and sign an agreement that spells out rights and responsibilities of partner agencies and terms and conditions for repair, maintenance, payment, and other contingencies. This agreement is also a blueprint outlining the purpose of the partnership and what is expected from each partner in the collaboration. Depending on the nature of your vehicle share program, your agreement might include provisions similar to the example below. Please note that your agreement will reflect the unique elements of your partnership, so not every bullet in this example will be applicable to you.

Program purpose and goal

- Clearly state the purpose of your collaboration and goal(s) of your vehicle share program
- Name the organizations participating in the collaboration
- Designate a lead agency, if appropriate, or name the agency that directs and/or administers your vehicle share program

Major responsibilities of partner agencies

Partners may agree to allocate responsibilities by role in the network. For example, responsibilities of the lead agency may be separated out from those of the partners in a stand-alone section and clearly marked. Roles include the following:

- Register vehicles
- Insure vehicles
- Inspect and maintain vehicles
- Maintain files of safe driver policies (e.g. driving records) for participating agencies and conduct periodic reviews to ensure compliance
- Schedule vans after coordinating with partners
- Organize periodic meetings with partners, including at least one budget meeting per year
- Contribute \$\$\$\$ /year for operating expenses of the group (e.g. insurance, scheduling, maintenance, and dispatch)
- Provide lead agency with updated copies of documentation (e.g. driver's license, CORI check, drug test results)
- Arrange for driver recruitment and driver payment, if applicable
- Assure that drivers complete the vehicle log

Major responsibilities, continued

- Return vehicle on time, clean, and with full tank of gas
- Pay for gas, if applicable

Vehicle repair and maintenance

- Describe general terms for and frequency of repair and maintenance
- Name responsible party or parties that will pay for repair and maintenance

Program costs

- Calculate membership fee per organization based on all program components you want to include
- Establish a rule for contributing for unexpected expenses that are not covered by the annual membership fee

Vehicles use, scheduling, and dispatch

- Establish general rules for priority vehicle use for member organization and scheduling
- Establish general rules for non-member vehicle use and scheduling, if applicable
- Establish a daily/hourly use fee for non-member organizations, if applicable

Breach of agreement

Clearly spell out all contingencies for breach of contract (e.g. not paying annual fee, not returning vehicle with full tank of gas, allowing non-approved drivers to drive vehicle) and describe remedies.

This resource was researched and written by Aniko Laszlo of Work Without Limits

This project was funded by a Federal Transit Administration grant to the Massachusetts Executive Office of Health and Human Services' Human Service Transportation Office.

Reference: Aniko Laszlo. (2012) *Vehicle Share Agreements*, University of Massachusetts Medical School, Center for Health Policy and Research, Shrewsbury, MA.

For additional resources, briefs, and information related to community transportation in Massachusetts, please visit www.mass.gov/hst.

