

PASSENGER AGREEMENT FOR VAN POOLING AT THE UNIVERSITY OF IOWA

Office Use Only Univ ID _____ PB _____
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(Last Name) (First Name) (M.I.)

Driver's License #: _____

As an University of Iowa employee, if you elect to participate in the Van Pool Program, the University of Iowa will provide a commuter van which will:

1. Regularly transport you to and from work on a schedule including pickup and drop off times and locations determined by the driver and the University of Iowa.
2. Provide a loaner vehicle when the regular van is not operational and a backup driver when possible. Van pool members are not reimbursed on occasions when the van does not operate.
3. Continue to operate during a 30 day grace period if membership has fallen below the minimum participation level or is operating uneconomically.

If you elect to participate you agree to:

1. Grant permission to deduct van pool fees from my University payroll or pay by other means if deduction is not possible. Fees may vary based on the number of members and cost of program operation. Fees will not be prorated if you do not ride for a period of time. If you discontinue participation, this authorization for van pool fees payroll deduction will terminate when all due van pool charges have been deducted.
2. Wear safety belts properly at all times when the van is in operation.
3. Notify the driver in advance whenever you won't be riding the van (i.e. vacation, sick leave).
4. Arrange other means to get to and from work if you cannot meet the van schedule for a particular day. No reimbursement will be given on those days.
5. Understand the van must maintain a schedule and is not required to wait more than three minutes for a late passenger. It is your responsibility to be on time and notify the driver if you cannot meet the scheduled pickup time.
6. Abide by the agreed van pool rules regarding being on time, radio, and general van pool policies.
7. Notify the Van Pool Program/Commuter Programs at least 14 days in advance to withdraw from your van pool service. Be sure to also notify your driver.

I have read the above passenger agreement and agree to be bound by its terms. I understand participation is a privilege and not a benefit of employment. I also understand that breach of such terms will result in termination of my participation in the Van Pool Program.

Signature of University Employee Date

Signature of Van Pool Coordinator Date