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RTA SUPPLEMENTAL TAXICAB SERVICES REQUEST FOR STATEMENTS OF INTEREST

November 13, 2015

1. PURPOSE

The San Luis Obispo Regional Transit Authority (RTA) is seeking statements of interest from qualified firms to provide subsidized taxicab services to RTA under two scenarios: 1) INTERESTED FIRM would provide all vehicles and equipment, and 2) A combination of INTERESTED FIRM-provided ambulatory vehicles/equipment and RTA-provided wheelchair-accessible vehicles/equipment. The respondent should be prepared to clearly state its company's interest in operating under either or both of these two operating scenarios. Exhibit A provides a detailed list of items and required format that must be used as part of each respondent's Statement of Interest submittal package.

The purpose of this document is to define the attributes that interested firms must possess in order to operate a possible future shared-ride taxicab subsidy program for RTA. Statements of Interest ***must be submitted to RTA by Noon on December 4, 2015*** to gstraw@slorta.org.

2. INTERESTED FIRM DUTIES AND RESPONSIBILITIES

If ultimately contracted, the INTERESTED FIRM would perform the duties and accept the responsibilities set forth below in connection with its operation of RTA Runabout services required herein. The omission of a duty or responsibility herein below would not relieve INTERESTED FIRM of its obligation to perform such duty or accept such responsibility, so long as it is usual, customary and generally accepted within the public transportation industry as being an integral element of operating a shared-ride taxicab subsidy program.

3. SERVICE DESCRIPTION

INTERESTED FIRM would operate a shared ride taxicab subsidy program in strict accordance with the operating days and hours, service description, and service restrictions as set forth below and all such services would be provided in a safe, professional and courteous manner. Any and all subsidized taxicab passenger trips would be "brokered" directly by RTA Runabout dispatchers to INTERESTED PARTY. More information about RTA Runabout services can be found at <http://slorta.org/services/runabout-paratransit/>.

- a. **Service Area:** The area to be served hereunder would be identical to the service boundaries of the RTA Runabout service as it may be changed from time-to-time. No

trips that begin and/or end outside of the prescribed service boundary would be eligible for reimbursement under the terms of any resulting agreement. Presently, Runabout provides service to origins and destinations within a boundary defined as ¾-mile on either side of any fixed route in the County operated by RTA, SLO Transit, South County Transit, Morro Bay Trolley, and Paso Express.

- b. **Days of Service:** Monday through Sunday, excluding the holidays of New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. When such holidays fall on a Saturday or Sunday, RTA may designate the preceding Friday or the following Monday as a non-service day in observance of the actual holiday. Such notice would be given annually in writing to the INTERESTED FIRM.
- c. **Hours of Service:** The shared ride taxicab subsidy program would be available during the same hours that Runabout services are operated by RTA. Any service provided outside of these periods would not be eligible for reimbursement under the terms of any resulting agreement. In general, Runabout service must be available during the same hours per day that the corresponding fixed route buses operate; Runabout service operating hours vary by area of the county and seasonal peaks. For example, SLO Transit Route 2 operates Monday through Friday from 6:00 AM until 5:40 PM from mid-June through Labor Day, and is extended during the Cal Poly academic year until 9:20 PM. On weekends, Route 2 operates from 8:00 AM until 5:40 PM year round.
- d. **Type of Service:** All service provided under any resulting agreement would be "brokered" by RTA Runabout dispatchers. Presently, RTA's Runabout service operates during the same days and hours that each adjacent fixed route bus operates
- e. **Fare Structure:** INTERESTED FIRM would not collect any fares or other compensation from passengers other than as prescribed in the fare structure below and as said fare structure may be adjusted from time-to-time. RTA reserves the exclusive right to adjust the fare structure at any time it deems appropriate. INTERESTED FIRM would be notified in writing at least thirty (30) days prior to any such adjustments. All cash fares would become the property of INTERESTED FIRM and RTA reimbursement would be based on the difference between the applicable cash fare and the INTERESTED FIRM rate then in effect.

Rates to be charged passengers:

1. Persons with Transportation Disabilities would pay the cash fare amount identified by the RTA Runabout scheduler during the trip brokering process with INTERESTED PARTY. The rider would show their RTA Runabout Eligibility Card (see Exhibit B) to verify eligibility upon entering INTERESTED PARTY's vehicle.

These patrons would be able to bring along up to two other riders with them for a single fare.

2. General Public riders would pay the full contract rate and would not be eligible for a subsidized taxicab trip.

The INTERESTED FIRM would submit monthly billings to RTA for a subsidy reimbursement, which would equate to a negotiated price per trip less the cash fare collected from each passenger. If vouchers are implemented by RTA wherein the eligible rider would remit a voucher to INTERESTED FIRM, said original copies of the vouchers would also be submitted monthly for reimbursement.

Group trips are defined as more than one individual traveling from the same origin to the same destination. Shared rides, defined as more than one person traveling together to different origins and/or destinations, could be brokered by RTA Runabout schedulers, and each passenger would be charged the appropriate fare as individual passenger trips. In no event would any passenger whose trip originated and ended in the City of San Luis Obispo be required to ride in the taxicab longer than forty-five (45) minutes.

- f. **Eligibility/Registration:** Only registered Runabout passengers would be eligible for subsidized taxicab services, and the rider must present a valid Runabout registration card prior to entering the vehicle. INTERESTED FIRM would not be responsible for issuing Runabout registration cards. Only those trips brokered to currently registered Runabout passengers would be eligible for reimbursement under the terms of any resulting agreement. Any passengers that board an INTERESTED FIRM-operated vehicle without a valid Runabout registration card would pay INTERESTED PARTY's full contract rate then in effect and no RTA reimbursement would be requested nor provided for such trips.

4. TELEPHONE/INFORMATION/RESERVATIONS

All trip requests by Runabout registrants would be made to RTA. If RTA deems it in the best interest of the agency to assign the trip to INTERESTED FIRM, an RTA Runabout scheduler would contact INTERESTED FIRM directly and book the trip(s). INTERESTED FIRM would maintain a local telephone number for the purpose of receiving trip requests. Said number must be staffed with knowledgeable personnel during RTA office hours (Monday through Sunday from 8:00 AM to 5:00 PM, except for the DAY OF SERVICE holidays noted in Section 3 above).

5. PERSONNEL

INTERESTED FIRM would be responsible for the employment and supervision of all employees necessary to perform the specified taxicab services. Such responsibilities would include employee recruitment, screening, selection, training, supervision, employee relations,

evaluations, retraining and termination. INTERESTED FIRM would use appropriate employee screening and selection criteria to ensure only professional and skilled employees provide services to RTA. These criteria would include any Department of Motor Vehicle driver's license checks and physical examinations, Department of Justice Background Checks, and drug and alcohol screening as would be required in compliance with any resulting agreement and Federal Transit Administration (FTA) guidelines and regulations.

INTERESTED FIRM would designate a management contact person and an alternate who would be available at all reasonable times to manage day-to-day operations and to respond to passenger and/or RTA inquiries regarding the service. INTERESTED FIRM would take all reasonable steps to operate services provided under any resulting agreement in full compliance with all applicable Federal, state and local laws and regulations regarding such services.

7. DRIVER RESPONSIBILITIES AND GENERAL WORK RULES.

The following driver responsibilities and general work rules would be enforced by INTERESTED FIRM at all times service would be provided. Such responsibility and work rules would be subject to modification by RTA.

- a. **Passenger Assistance:** The driver would be expected to assist passengers in and around service vehicles to the extent necessary, including to/from the door of the origin and/or destination as directed by the RTA Runabout scheduler during each trip brokering process. This may include assisting passengers with packages that one person could reasonably carry or properly securing those passengers who use mobility aids. INTERESTED FIRM's drivers would provide service in a courteous and professional manner at all times.
- b. **Appearance:** Drivers would be dressed in a clean, presentable manner at all times while providing service under any resulting agreement.
- c. **Fare Collection and Reporting:** Drivers would collect fares consistent with the fare structure then in effect and would record all such collections in accordance with the standards prescribed by RTA. Drivers would personally inspect the RTA-issued Runabout registration card (see Exhibit B) of each passenger prior to boarding the vehicle. As presented in Exhibit C, drivers would record the registrant's name along with the address and time of the pick-up and drop-off locations for each eligible passenger. Drivers would also require the passenger to sign the trip log for each trip provided. Any trip that does not include the required information would not be eligible for reimbursement under the terms of any resulting agreement. In addition, drivers would, when requested, hand out RTA-provided notices to passengers, administer surveys, or otherwise render assistance in RTA's service monitoring functions.

d. General Work Rules:

- (1) Smoking would never be permitted in vehicles providing service under any resulting agreement;
- (2) While in service, no driver would purchase, have on their person, consume, or be under the influence of any narcotic, intoxicant, or harmful drug;
- (3) Drivers would be responsible for keeping all vehicles clean and sanitary during their shift;
- (4) All drivers would be responsible for immediately reporting any defects a vehicle may have to INTERESTED FIRM's on-duty supervisor. Drivers would have maintenance personnel resolve any doubt about the safety of a vehicle prior to operating the vehicle in service. No vehicle would be operated when its condition is unsafe or uncertain;
- (5) No one under the influence of any intoxicant, narcotic, or harmful drug, who potentially endangers the safety of the driver, other passengers, himself or herself, or the vehicle, would be permitted in the vehicle; and,
- (6) Neither drivers nor passengers would be allowed to solicit services or sales of goods in any way on vehicles providing service under any resulting agreement.

8. COLLISION AND INCIDENT REPORTING

INTERESTED FIRM would develop, implement and maintain formal procedures to respond to emergencies and routine problems which may occur in the course of providing service under this solicitation. Such occurrences to be addressed include, but would not be limited to: in-service vehicle failures, passenger disturbances, passenger injuries and vehicle collisions.

INTERESTED FIRM would immediately notify Police or Sheriff Department dispatch of any collision involving a vehicle operated in this service; the vehicle may not leave the scene of a collision until such time that a Police or Sheriff representative releases the vehicle from the scene. In addition, INTERESTED FIRM would notify RTA's Executive Director or his designee in his absence within twenty-four (24) hours of its occurrence; in case of injury incidents, notification would occur immediately. A complete written report of any collision or incident would be delivered to the Executive Director within two working days of the collision or incident, and body repairs would be completed within ten working days.

9. COMMUNICATION SYSTEM

INTERESTED FIRM would install a two-way communication system (radios or cellular telephones) in all vehicles operated under any resulting agreement. Such equipment would be in good working order whenever such vehicles are providing related services. Citizen's band radios would not satisfy this requirement.

10. VEHICLE MAINTENANCE

INTERESTED FIRM, either directly or indirectly and at its sole cost and expense, would provide all fuel, lubricants, repairs, cleaning, parts, supplies, labor, maintenance, major components, and component rebuilding and replacement, with the necessary service facilities to provide the same, required for the operation of all equipment pursuant to any resulting agreement. INTERESTED FIRM would be fully responsible for the safe and efficient maintenance of all vehicles, radios, seatbelts, and all other equipment to be used to perform any resulting agreement in strict conformity to all local, state and Federal safety regulations. INTERESTED FIRM's duty and responsibility to so maintain all vehicles and equipment would not be delegable to any other person, firm or corporation.

INTERESTED FIRM, in coordination with RTA, would require any taxicab damaged in a collision or otherwise to be replaced and repaired within ten working days, or immediately in case of damage impairing the proper and safe mechanical operation of the vehicle.

The RTA would require inspection and servicing of all taxicab vehicles at successive 5,000 mile intervals or at the vehicle manufacturer's recommended specifications, whichever is more frequent.

As part of this solicitation for Statements of Interest, any INTERESTED FIRM must outline, in detail, and maintain under any resulting agreement, its preventative maintenance program for this project. The program must conform, at a minimum, to the standards and requirements as established by the California Highway Patrol for for-hire passenger-carrying vehicles. This program must be detailed in Exhibit A.

11. OPERATING REPORTS

INTERESTED FIRM would gather, maintain, prepare and submit to RTA such operating information, records and reports as RTA may reasonably require allowing RTA to evaluate and analyze the type and quality of the services provided pursuant to any resulting agreement. Such information and records would include, but not be limited to, passenger boardings by origin and destination; passenger use of mobility aid; fare revenues received; collision and road call information; service quality information including missed trips, on-time performance, wait times, service complaints and unfulfilled service requests; maintenance activity by vehicle including repairs of all safety items, mobility aid devices, and HVAC equipment.

A monthly activity report including the above and any other pertinent information would be submitted to RTA by the 10th day of the month following the reporting period. The report would highlight any problems encountered along with suggested solutions.

INTERESTED FIRM would be solely responsible for conducting all required surveys, compiling data in the required format and submitting reports to RTA for compliance with National Transit Database requirements for demand response services.

12. VEHICLE MAINTENANCE RECORDS

INTERESTED FIRM would prepare, maintain, reduce to written or electronic form and make available to RTA, records and data relative to vehicle, vehicle accessory and radio system maintenance. Maintenance records would be maintained on each vehicle indicating all warranty work, preventive maintenance, mileage, road calls, fuel and oil consumption, downtime and repairs performed on each vehicle. All such records and reports would be prepared and maintained in such a manner so as to fulfill any applicable requirements of state or Federal statutes, as well as any needs of RTA to accurately enable it to evaluate INTERESTED FIRM's maintenance performance.

Records of all maintenance and inspections would be made available to RTA, the California Highway Patrol and other such regulatory agencies with jurisdiction over RTA when requested. RTA maintains the right to inspect, examine and test, at any reasonable time, any equipment used in the performance of maintenance work in order to ensure compliance with any resulting agreement. Such inspection would not relieve the INTERESTED FIRM of the obligation to continually monitor the condition of all vehicles and to identify and correct all substandard or unsafe conditions immediately upon discovery. INTERESTED FIRM would transport any or all vehicles to any required inspection facilities when requested. In the event that INTERESTED FIRM is instructed by RTA or any other regulatory agency to remove any equipment from service due to mechanical reasons, INTERESTED FIRM would make any and all specified corrections and repairs to the equipment and resubmit the equipment for inspection and testing before it is again placed back in service.

All maintenance records and reports would be retained and maintained for as long as each vehicle is operated by INTERESTED FIRM, or until any resulting agreement expires or is terminated.

13. FINANCIAL RECORDS

Financial and accounting records would be prepared and maintained in a complete, detailed and accurate manner, in accordance with generally accepted accounting principles, pursuant to the requirements of any applicable state or Federal statute or regulation regarding accounting and financial reporting for publicly financed transit systems, including but not limited to the Uniform Financial and Reporting Elements as required under the National Transit Database as it is now in force or may hereafter be amended. Such records would fairly and clearly disclose all

of INTERESTED FIRM's costs incurred by virtue of its services provided under any resulting agreement, including but not limited to, pay and employee benefits, materials and supplies, utilities, maintenance, contractual services, and all the related operating costs.

INTERESTED FIRM's records would be kept with sufficient detail to constitute an audit trail to verify that all costs charged to RTA by virtue of any resulting agreement would be due to the operation of RTA's services only and are not due to the operation of any other service by INTERESTED FIRM. Such records would be provided to RTA upon request for purposes of complying with Federal, state and local reporting requirements.

14. SURVEYS AND PROMOTION

RTA may design and INTERESTED FIRM would assist in the conduct of periodic surveys during the term of any resulting agreement. These surveys would be used to determine matters such as passenger boarding and alighting patterns; socioeconomic characteristics of system users; their trip purposes; frequency of use; automobile and drivers license availability; how they would make the trip if the service was not available; their likes and dislikes of the service; and, how the service could be improved.

INTERESTED FIRM would not undertake any advertising or promotional activities on behalf of RTA of any kind or character. INTERESTED FIRM would, however, cooperate with RTA in any such activities. INTERESTED FIRM would dispense RTA information publications, respond to patron requests for information, act as a liaison and provider of information with and to community agencies and groups, and do all other things to assist and support RTA's advertising and public information programs.

15. INSURANCE REQUIREMENTS

All required insurance coverage would be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to RTA. The general liability policy would be endorsed naming the San Luis Obispo Regional Transit Authority as an additional insured. The certificate(s) of insurance and required endorsement would be furnished to RTA prior to commencement of work. Each certificate would provide for thirty (30) days advance notice to RTA of any cancellation in coverage. Said policies would remain in force through the life of any resulting agreement and would be payable on a per occurrence basis only.

Nothing herein would be construed as a limitation of INTERESTED FIRM's liability, and INTERESTED FIRM would indemnify and hold RTA, its employees, officers, and agents, harmless and defend RTA against any and all claims, damages, losses and expense that may arise by reason of the INTERESTED FIRM's negligent actions or omissions. RTA agrees to timely notify INTERESTED FIRM of any negligence claim.

Failure to provide and maintain the insurance would constitute a material breach of any resulting agreement. In addition to any other available remedies, RTA may suspend payment to the INTERESTED FIRM for any services provided during any time that insurance was not in effect and until such time as the INTERESTED FIRM provides adequate evidence that INTERESTED FIRM has obtained the required coverage.

- A. GENERAL LIABILITY – The INTERESTED FIRM would maintain a commercial general liability insurance policy in an amount of no less than one million dollars (\$1,000,000.00). RTA would be named as an additional insured on the commercial general liability policy and the Certificate of Insurance would include an additional endorsement page.
- B. AUTO LIABILITY – Where the services would be provided under any resulting agreement involve or require the use of any type of vehicle by INTERESTED FIRM in order to perform said services, INTERESTED FIRM would also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of one million dollars (\$1,000,000.00).
- C. WORKERS' COMPENSATION – The INTERESTED FIRM acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and it certifies that it would comply with such provisions before commencing the performance of the work under any resulting agreement. If INTERESTED FIRM has employees, a copy of the certificate evidencing such insurance or a copy of the Certificate of Consent to Self-Insure would be provided to RTA prior to commencement of work.
- D. OTHER INSURANCES – INTERESTED FIRM may be required to carry additional insurance based upon the nature of the work to be performed (scope of services). For each additional required insurance, a corresponding certificate of insurance would be provided. Claims-made policies would have a retroactive date either prior to the effective date of any resulting agreement or the beginning of any contracted work. Claims-made coverage must extend a minimum of twelve (12) months beyond completion of any resulting agreement work or end of current agreement, whichever is later. If coverage is cancelled or non-renewed, and not replaced with another claims made policy with a retroactive date prior to the any resulting agreement effective date, the INTERESTED FIRM would be required to purchase extended reporting coverage for a minimum of twelve (12) months beyond completion of any contracted work. The INTERESTED FIRM would maintain a policy limit of not less than one million dollars (\$1,000,000) per incident, with a deductible or self-insured retention not to exceed \$2,500 unless approved by RTA.

16. PLANNING AND ADMINISTRATION

RTA would be responsible for all planning activities relative to days and hours of transit operations, location of transit passenger-related street furnishings, preparation of planning documents, budgets, grant applications, and other such activities relative to overall transit system administration.

17. VEHICLES, EQUIPMENT, AND SUPPLIES

The base level of service under any resulting agreement would be provided using INTERESTED FIRM-supplied vehicles. In addition to any vehicles owned/operated by INTERESTED FIRM, RTA may in the future provide up to two wheelchair-accessible vehicles that would only be used for bona-fide taxicab operations serving San Luis Obispo County residents and visitors. RTA-subsidized trips would be limited to the confines of RTA Runabout’s service area, which includes a ¾-mile boundary on either side of all fixed routes operated by RTA, SLO Transit, South County Transit, Morro Bay Trolley, and Paso Express. Requests for travel outside of this service area would need to be first expressly given by the RTA’s Executive Director.

18. NOTIFICATION OF SERVICE CHANGES

Should RTA decide to implement a different design for the transit system as it relates to taxicab services, RTA would confer with the INTERESTED FIRM as to the most appropriate level and description of services. In that case, RTA would adopt an appropriately altered Scope of Work document, replacing the one that was in present use.

19. SAFETY PROGRAM

INTERESTED FIRM would comply with all applicable California Highway Patrol and OSHA requirements. As part of this Request for Statements of Interest, any INTERESTED FIRM must provide RTA with a detailed description of its written safety program in Exhibit A.

20. SYSTEM RECOMMENDATIONS

INTERESTED FIRM would continually monitor the taxicab operations, equipment, and would from time to time as warranted advise RTA and make recommendations to it upon observed deficiencies and needed improvements. The RTA would retain all authority to take action on such recommendations.

21. LOCAL BUSINESS LICENSE

The INTERESTED FIRM would be required to obtain and maintain a business license in each San Luis Obispo County jurisdiction (i.e., City of San Luis Obispo, City of Pismo Beach, etc.) in which taxicab services would be operated at the INTERESTED FIRM’s expense.

22. VEHICLE CLEANING DUTIES

The INTERESTED FIRM would maintain taxicab vehicles in a clean and neat condition at all times. Exteriors on all taxicab s would be washed at least weekly, including taxicab body, windows, and wheels. The interiors of all vehicles would be inspected daily and cleaned weekly and as necessary, including windows, seats, and floor areas. All foreign matter such as gum, grease, dirt, and graffiti would be removed from interior surfaces during the daily interior inspection/cleaning process. Ceilings and walls would be cleaned at least once per month and as needed. The interior of all vehicles would be free of all trash and debris. Any damage to seat upholstery or passenger securement devices would be appropriately repaired (seat coverings must be approved by Executive Director) within ten working days.

The INTERESTED FIRM would be responsible for removing dirt and debris from the interiors of taxicab vehicles. However, in no case would corrosive materials be used which could damage any RTA-supplied vehicles or other equipment.

23. LIST OF EXHIBITS

Exhibit A – Format of Statement of Interest Submittal

Exhibit B – Example RTA Runabout Eligibility Card

Exhibit C – Example Daily Run Sheet

Exhibit A – Format of Statement of Interest Submittal

RTA Subsidized Taxicab Program

RTA is seeking Statements of Interest from qualified firms to provide possible future subsidized taxicab services. It should be noted that RTA makes no guarantee that a formal Request for Proposals process will ensure, nor does RTA commit to developing any agreement for future taxicab services. This exercise is being conducted to determine if any capable firms are willing to further the discussion.

Below is a list of items and the maximum description length expected by RTA:

1. **Cover Letter** (no more than two pages, minimum 1-inch margins, 12-size font) – summarize your firm’s overall experience in providing taxicab services, as well as a brief description of any contracted taxicab services provided expressly for public agencies that includes contract start/end dates. The cover letter should clearly state your firm’s interest in providing all vehicles necessary (including wheelchair-accessible vans) and/or in also using RTA-provided vans. The signatory must be a person authorized to submit a statement of interest on behalf of the interested firm.
2. **Related Experience** (no more than three pages, including one page that details taxicab rates charged in an example City) – provide detailed levels of service for contracted taxicab services by agency. The summary will detail:
 - a. number of rides provided per month over a three-year period,
 - b. number of wheelchair-accessible vehicles,
 - c. number of ambulatory-only (i.e., non-wheelchair accessible) sedans,
 - d. number of ambulatory vans,
 - e. ownership of each vehicle, and
 - f. average number of qualified drivers available in an average month.

The firm’s dispatch and record-handling procedures should also be detailed in this section. Finally, provide a table depicting current taxicab rates by vehicle type (ambulatory vs. wheelchair-accessible) in the City of San Luis Obispo or similar City.

3. **Vehicle Preventive Maintenance Program** (no more than three pages, including a one-page vehicle work order sample) – this summary will provide details on how the firm conducts both preventive and non-scheduled repairs for sedans/vans and wheelchair-accessible vehicles. Be sure to detail if the maintenance is provided in-house or if it is contracted to a vendor (if the latter, provide a contact name and phone number). Describe how your firm ensures oversight by contracted agencies is conducted. A sample vehicle work order for a contracted taxicab should be attached.

4. **Safety Program** (no more than two pages) – clearly explain how safe drivers and dispatchers are recruited, trained, evaluated and retrained (as necessary). Any incident prevention/management techniques should also be described.

5. **References** (no more than one page) – include references for three contracted agencies for whom your firm provides contracted taxicab services. Must include the agency name, as well as your primary contact person’s name, title, phone number and email address.

Exhibit B – Example RTA Runabout Eligibility Card

CERTIFICATE OF ELIGIBILITY FOR ADA PARATRANSIT SERVICE	
NAME:	
ADDRESS:	
CATEGORY ()1 ()2 ()3	
CONDITIONS:	
TRAVEL WITH PCA <input type="checkbox"/> YES <input type="checkbox"/> NO	
<p><i>The person identified on this card has been determined "ADA Paratransit Eligible" in accordance with the provisions of 49CFR Part 37 and may be entitled to receive complementary Paratransit service.</i></p>	
Authorizing Signature	Date
ADA Coordinator's Phone # (805) 781-1332 To Schedule A Ride # (805) 541-2544	

Exhibit C – Example Daily Run Sheet

Date & Time	Rider Name	w/c?	Origin	Destination	Runabout Fare	Signature
11/11/15 @ 10:30AM	John Doe	No	Cal Poly campus, Kennedy Library	179 Cross St., SLO, CA	\$2.50	
11/11/15 @ 1:30PM	Jane Doe	Yes	900 Palm Street, SLO, CA	Pismo City Hall	\$4.00	