



RIDESHARE BOOKKEEPER/REPORTER AGREEMENT

As a Ben Franklin Transit (BFT) volunteer bookkeeper/reporter, you agree to:

- Understand, uphold, and apply Ben Franklin Transit policies and procedures.
- Communicate with your Ben Franklin Transit Rideshare Program Coordinator (RPC), Rideshare participants, and with the public orally and in writing.
- Be reachable by telephone, cell phone, or email during normal business hours.
- Be responsive within 24 hours of initial contact made by BFT.
- Complete monthly reports legibly, accurately, and on time. This includes the mileage readings from the odometer for all vans used during the month, including maintenance spare vans.
- Submit ridership reports by the 5th of each month. Ridership reports received after the 5th of the month will be considered late. A \$30.00 late fee will be charged to the bookkeeper and reporter of the group if any reports are submitted late. **Initial:**_____
- Inform all riders of BFT late fees for past due accounts: \$15.00 late fee for 30 days past due and \$25.00 late fee for 60 days past due. Riders will be removed from the program after their account reaches 60 days past due.
- Inform RPCs of any roster changes from new riders joining or existing riders leaving.
- Ensure all new riders have been approved by BFT **prior** to participating/riding in a van. You must provide a current rider agreement to them and request they read it in full and sign it. They must submit the signed agreement along with a color copy of a state-approved ID to rideshare@bft.org. **The insurance will not cover an unauthorized rider.**
- Riders requesting to join a route from the 1st -15th of the month will be added to the route as of the 1st day of the current month and be responsible for the current month's individual fare. There is no proration of fares when joining a route.
- Riders requesting to join a route from the 16th - 31st of the month will be added to the route as of the 1st day of the upcoming month and will not incur the current month's individual fares.
- Riders requesting to withdraw from a route from the 1st-15th of the month will be removed as of the last day of the month and be responsible for the current month's fare.
- Riders requesting to withdraw from a route from the 16th-31st of the month will be removed as of the 15th of the upcoming month and be responsible for half of the individual fare. The group is responsible for the remaining portion of the fare, and it will be split amongst the remaining riders in the group.
- Notify BFT and the group immediately if you will no longer be the bookkeeper/reporter of the group and who will be taking over the role.

Print Name: _____

Signature: _____

Date: _____

RPC: _____

Date: _____