

COMMUTE CONNECTION MEMORANDUM OF UNDERSTANDING (MOU) GUARANTEED RIDE HOME PROGRAM (GRH)

COMMUTE CONNECTION and _____,
company name (please print)

agree to perform the following services as part of the COMMUTE CONNECTION Guaranteed Ride Home Program, hereafter referred to as PROGRAM, and described in the Program Definition.

COMMUTE CONNECTION WILL PROVIDE THE FOLLOWING SERVICES:

1. Act as project administrator for the PROGRAM.
2. Designate a Project Coordinator to act as liaison with the designated staff liaison of the aforementioned company.
3. Provide transportation through a private taxi company or automobile rental agency for the PROGRAM.
4. Provide Transportation Vouchers, Registration Forms, Post Usage Surveys and marketing materials for the PROGRAM.

_____ WILL PROVIDE THE FOLLOWING SERVICES: company name (please print)

1. Adhere to the PROGRAM guidelines described in the PROGRAM and to this *Memorandum of Understanding (MOU)*.
2. Designate a staff liaison to work with the COMMUTE CONNECTION Project Coordinator;
Staff liaison information:

Name: _____ Phone Number: _____
3. Provide a staff contact for employees (can be same as staff liaison). This person will be responsible for the following:
 - Registering employees for the PROGRAM (GRH Registration Form)
 - Dispensing Transportation Vouchers to eligible employees (vouchers should be readily available to employees who need to use the PROGRAM).
 - Market the PROGRAM at the work site through appropriate means, such as articles in newsletters, posting of bulletins in appropriate locations, and announcements at employee meetings.
 - Maintain a record of registered PROGRAM participants, including an accurate accounting of all vouchers.
 - Distribute, collect and forward to COMMUTE CONNECTION, Post Usage Surveys and copies of the completed vouchers, within one week of each employee's use of the PROGRAM.

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Company Name (please print)

Number of employees

Company Address

City, State, ZIP

Company Authorized Representative (please print)

Phone Number

Company Authorized Representative (signature)

Date

COMMUTE CONNECTION GRH Project Coordinator

Date

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