



# CONTRA COSTA CENTRE ASSOCIATION

## Green Fleet Program Application

*Bicycles and Segways*

PLEASE PRINT

LAST NAME	FIRST NAME	CELL PHONE
EMPLOYER	EMAIL (REQUIRED)	(925)
WORK ADDRESS	WORK PHONE	
HOME ADDRESS	HOME PHONE	

CONTRA COSTA CENTRE ASSOCIATION 1350 TREAT BOULEVARD SUITE 180 WALNUT CREEK, CA 94597 PHONE (925) 935-6337 FAX (925) 935-1407

### The Employee Agrees and Understands That:

1. The Contra Costa Centre Association Green Fleet Program is only offered to employees who are employed at a CCCA participating building site. Participating buildings are as follows: 2999 Oak Road, 3000 Oak Road, Avalon Walnut Creek Retail, Bank of the West, John Muir Health, Pacific Plaza, PMI Plaza, Station Landing/AAA, Station Plaza, Treat Plaza, Treat Towers, Urban West, Renaissance Club Sport, and Embassy Suites.
2. At the time of registering for the Green Fleet Program for the use of bicycles and segways, employees must be 18 years of age, have proof of their residence, and proof of their current employer.
3. Employees must complete and pass a training session provided by the CCCA and sign a waiver of liability in order to be registered, receive a PIN number, a customer number, and Smart Key card and then be able to participate in the Green Fleet Program. PIN number, customer number, and Smart Key card are solely for the use of the employee to whom issued and should not be shared with any other person. Employees are not permitted to give any other person(s) the use of a Green Fleet bicycle or segway and violation of this condition will result in the permanent revocation of bicycle and segway privileges and any future Green Fleet Program participation.
4. Upon registration a Smart Key card will be issued to the employee at no charge by the Contra Costa Centre Association. A \$25 replacement charge will be made for each key fob loss and replacement.
5. All riders are required to wear safety helmets while riding a bicycle or segway. Segways are not allowed on city streets.
6. Reservations for use of bicycles and segways may only be made Monday through Friday, 8:00 a.m. to 5:00 p.m. Any participant not using a reserved bicycle and segway or returning a bicycle or segway on time in excess of three times will be prohibited to reserve a bicycle or segway for a period of six months.
7. The bicycle or segway must be returned on time. The bicycle or segway lock key must be returned to the Key Manager. The bicycle or segway must be securely locked, if applicable, into original location and helmet should be returned to original location.
8. This program is available on a first-come, first-served basis. The Contra Costa Centre Association has the right to decline registration in the Green Fleet Program to any employee.
9. Participants agree that they will be solely responsible for any citations, and any resulting fines, fees and expenses, in connection with their use or operation of a CCCA bicycle or segway.

- 10. The use of any Green Fleet bicycle or segway for commercial purposes, advertising, photography or in any type of printed or electronic marketing materials is prohibited.
- 11. Green Fleet vehicles while being operated on private property must be driven in a safe manner, in conformance with posted speed limits and/or not to exceed 5 miles per hour, whichever is less. Violation of this condition is subject to permanent revocation of bicycle and segway privileges and any future Green Fleet Program participation.
- 12. All accidents must be reported to the Contra Costa Centre Association at (925) 935-6337 immediately. Any repairs needed to a bicycle or segway must be reported to the CCCA. If the vehicle has been stolen, contact the Contra Costa Centre Association immediately.
- 13. The CCCA Green Fleet Program is strictly voluntary. By signing this form, employee hereby releases and holds CCCA harmless from any and all liabilities, claim demands, damages and/or costs incident to or arising out of their operation of a Green Fleet bicycle or segway. (  Initialed by employee.)

I have read and agree to the foregoing:

SIGNATURE OF EMPLOYEE

DATE

**For Contra Costa Centre Association Use Only:**

DATE TRAINED

WAIVER SIGNED

GREEN FLEET I.D. COMPLETED DATE

I.D./PASSWORD/KEYFOB SECURITY NUMBER

INSTRUCTIONS/POLICY/I.D., PASSWORD, & KEYFOB GIVEN TO EMPLOYEE DATE

KEYFOB RETURNED