



# CONTRA COSTA CENTRE ASSOCIATION

## Green Fleet Program Application *Car Sharing Vehicles*

PLEASE PRINT

LAST NAME		FIRST NAME	
EMPLOYER		EMAIL (REQUIRED)	
WORK ADDRESS		(925) WORK PHONE	
HOME ADDRESS		HOME PHONE	
DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE	CELL 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, 1450 Treat Blvd., John Muir Health, Pacific Plaza, 3003 Oak Road, CSAA Insurance Group, Station Plaza, Treat Towers, Urban West, The Bay Club, and Embassy Suites.
2. In order to participate in the Green Fleet Program for the use of a car sharing vehicle, only employees arriving at their worksite at the Contra Costa Centre that take a commute alternative such as public transit (BART, bus, train), vanpool, bicycle or by walking are eligible. The use of a Green Fleet Program car sharing vehicle is not available to employees who drive alone or carpool to their worksite.

I certify that I use \_\_\_\_\_ as a commute alternative to work. ( \_\_\_\_\_ Initialed by employee.)

3. At the time of registering for the Green Fleet Program for the use of a car sharing vehicle, drivers must have proof of a valid California drivers license, must be 25 years of age, have proof of their residence, proof of their current employer, and show proof of having personal automobile liability insurance coverage. Employees must pass a DMV check that includes verification of their driver's license, driving record and qualify with Contra Costa Centre Association's insurance carrier's guidelines in order for employee to be eligible to use Green Fleet Program car sharing vehicles. A copy of the employee's driver's license will be held on file by the Contra Costa Centre Association.

I have personal automobile liability insurance coverage. ( \_\_\_\_\_ Initialed by employee.)

4. 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 car sharing vehicle and violation of this condition will result in the permanent revocation of car sharing privileges and any future Green Fleet Program participation.
5. 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.

6. Reservations for use of a car sharing vehicle may only be made Monday through Friday, 8:00 a.m. to 5:00 p.m. for no longer than a period of three hours. Contact the Contra Costa Centre for any exceptions. Any participant not using a reserved car or returning car on time in excess of three times will be prohibited to reserve the car.
7. The car sharing vehicle must be returned on time and clean and must be parked in the CCCA car sharing vehicle designated parking space. The key must be returned to Key Manager. No smoking, food or drink is allowed in a car sharing vehicle.
8. The travel destination must be entered at the time of making online reservation. After the use of a car sharing vehicle, the roundtrip mileage must be recorded in the CCCA travel log located in the vehicle's glove box. A roadside assistance card (AAA) is provided in the glove box of the car in case of an emergency. A gas card located in the glove box is provided for use only in the event of an emergency. Proof of insurance and registration for the car sharing vehicle is also located in the glove box.
9. 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.
10. 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 car sharing vehicle.
11. The use of any Green Fleet car sharing vehicle for commercial purposes, advertising, photography or in any type of printed or electronic marketing materials is prohibited.
12. Green Fleet vehicles must be driven in a safe manner at all times, including when on private property, in conformance with posted speed limits. Any vehicle violations including FastTrak must be paid immediately by employee. Cars are not equipped with FastTrak. Violation of this condition is subject to permanent revocation of car share privileges and any future Green Fleet Program participation.
13. All accidents must be reported to the Contra Costa Centre Association at (925) 935-6337 immediately. Any repairs needed to a car share vehicle must be reported to the CCCA. If the vehicle has been stolen, contact the Contra Costa Centre Association immediately.
14. 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 car sharing vehicle. (  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

DMV CHECKED

GREEN FLEET I.D. COMPLETED DATE

KEYFOB SECURITY NUMBER

I.D., PASSWORD, KEY & KEYFOB PROVIDED TO EMPLOYEE DATE

KEYFOB RETURNED