



PLEASE PRINT

LAST NAME FIRST NAME

EMPLOYER EMAIL (REQUIRED)

WORK ADDRESS WORK PHONE (925)

HOME ADDRESS HOME PHONE

Contra Costa Centre Association 1350 Treat Boulevard Suite 180 Walnut Creek CA 94597

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, Bay Club Walnut Creek, and Embassy Suites.
2. 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.
3. I certify that I use _____ as a commute alternative to work. ([] Initialed by employee.)
4. 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 driver's 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 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.
5. I have personal automobile liability insurance coverage. ([] Initialed by employee.)
6. Employees must complete and pass a training session provided by the CCCA and sign a waiver of liability to be part of the car share program. 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.
7. Reservations for use of a car sharing vehicle may only be made Monday through Friday, 8:00 a.m. to 5:00 p.m. Any participant not using a reserved car or returning car on time more than three times will be prohibited to reserve the car.
8. The car sharing vehicle must be returned on time and clean and must be parked in the CCCA car sharing vehicle designated parking space. No smoking, food or drink is allowed in a car sharing vehicle.
9. A roadside assistance card (AAA) is provided in the glove box of the car in case of an emergency. Proof of insurance and registration for the car sharing vehicle is also located in the glove box.
10. 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.
11. 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.
12. 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.

13. Green Fleet vehicles must always be driven in a safe manner, including when on private property, in conformance with posted speed limits. Any vehicle violations including FastTrak must be paid immediately by the 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.
14. 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.
15. The CCCA Green Fleet Program is strictly voluntary. By signing this form, the employee hereby releases and holds CCCA harmless from 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

Contact: ccca@contracostacentre.com contracostacentre.com 925-935-6337 (o) 925-935-1407 (f)