

Bookkeeper Agreement



Utah Transit Authority (UTA) Van-Pool Program

This Agreement establishes the rights and responsibilities of parties as participants in the Utah Transit Authority Van-Pool Program. A van bookkeeper must have a good credit history. An applicant must consent to a credit check.

The Bookkeeper agrees during the term of this Agreement to:

1. Review the Defensive Driving Video prior to assuming bookkeeper responsibilities.
2. Obtain prior approval from UTA Van-Pool for any expenditure relating to the van in excess of \$50, and obtain required receipts to submit with the monthly report.
3. Collect the monthly fares from all riders not later than the first of the month for which the fares are being paid.
4. Although the pricing is intended to cover all operating expenses, there may be an occasion requiring advance payment for miscellaneous operating expenses for the van. Payment for miscellaneous operating expenses of the van from collected rider fares, submitting the balance due to UTA Van-Pool with the miscellaneous expense receipts, as detailed in the Program Manual.
5. Keep daily and monthly records as required by UTA Van-Pool, submitting them to UTA Van-Pool as scheduled in the Program Manual, and upon installation on UTA reporting software, will submit daily and monthly records electronically through RidePro software. UTA may suspend use of the Fuel card for a pattern of failure to provide monthly reports in accordance with this agreement.

UTA Van-Pool agrees during the term of this Agreement to:

1. Provide the Bookkeeper with all necessary report forms, including instructions for their completion and a submission schedule.
2. Provide the Van-Pool group with a Program Manual outlining all policy and operational aspects of the Van-Pool program.
3. Establish a fee schedule for participation in the Van-Pool.

This Agreement shall be effective as of the date of its signing and shall continue in force until one of the parties gives the other party written notice 15 days prior to the planned date of termination. A Bookkeeper may terminate the Agreement for any reason. UTA Van-Pool may terminate this agreement if ridership is below the break even point for two consecutive months, operation of the Van-Pool becomes inconsistent with the evaluation criteria established by Utah Transit Authority, and/or the program is terminated. UTA Van-Pool may terminate an individual Bookkeeper for failure to abide by any of the program's operational policies, failure to abide by any of the terms of Agreement, or for other good cause. Termination notification shall be by telephone or by mail to the last provided address. The Bookkeeper shall cooperate fully in return of all Van-Pool records and materials and of the van and all keys thereto within 48 hours of termination. This Agreement may be modified only by subsequent written agreement signed by each of the parties.

The parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of the Van-Pool because of race, creed, color, sex, age, national origin, nor the presence of any sensory, mental or physical handicap, nor in any way contrary to applicable local ordinances, state and federal laws and regulation, specifically including, but not limited to: Title VI of the Civil Rights Act of 1964; Title 49, Code of Federal Regulations, Part 21 - Nondiscrimination in Federally Assisted Programs of the Department of Transportation.

I have carefully read and understand this release and authorization form. By my signature below, I authorize UTA or its authorized agent to obtain all necessary consumer reports and investigative consumer reports concerning my credit history, credit capacity and standing, criminal history, motor vehicle history and standing, and all other information deemed pertinent for driver background investigation. By my signature below, I authorize the disclosure of these reports and records by law enforcement agencies; federal, state, and local courts, credit reporting agencies; and motor vehicle records agencies.

Signature required: _____ Date: _____