



Town of Berwyn Heights

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MEMORANDUM OF UNDERSTANDING USE OF TOWN CALL-A-BUS

The following is a Memorandum of Understanding for the use of the Town's Call-A-Bus by individuals and/or organizations.

- Individual's or organization's name must appear on Town Council's approved list of users.
- Individual and/or organization must provide the driver. Any arrangement for using a Town employee to be the driver must be between the individual and/or organization and the employee and only during employee's off-duty hours
- Driver must possess a valid driver's license and auto insurance policy.
- Each time Call-A-Bus is used, driver, under the supervision of Town employee, must: (1) conduct a Vehicle Pre-trip Check-off; (2) receive familiarization instruction; and (3) perform an over the road driver proficiency test.
- Call-A-Bus is to be picked up and dropped off at Town Hall.
- User shall pay the Town each time the Bus is used 25 cents per mile towards the maintenance and upkeep of the Bus plus the cost of the gas and oil.
- Individual and/or organization is to maintain and provide a passenger list.
- Accidents and/or damage to the Call-A-Bus must be reported to Town immediately followed up with a written report within 24 hours.
- The Town Council reserves the right to amend, suspend and/or revoke the Memorandum of Understanding.

Driver's Name

Driver's Operator License No.

Date

Driver's Signature

Driver's Insurance Company & Policy No.
