

Memorandum of Understanding Between the University of Maryland Department of Transportation Services and Employee Riders of the Columbia Park & Ride Shuttle

This Memorandum of Understanding (hereafter “MOU”) is made between the University of Maryland Department of Transportation Services (hereafter “DOTS”) and University of Maryland employees (hereafter “Employees”) regarding transit service (hereafter “Service”) from the UMD campus to Columbia, MD. This MOU expresses interest in performing services for a fee but does not legally obligate either party.

This agreement is effective from June 28, 2018 through May 31, 2019. In consideration of the mutual promises and undertakings, the parties agree to the following.

Terms of service

Service is contingent on having a financial commitment from thirty or more Employees paying at least \$900 for one year of Service. **If there is insufficient participation from paying Employees, Service will be discontinued after the fall 2018 semester.** DOTS will notify Employees of changes to service by January 11, 2019.

DOTS will provide the following

- Shuttle-UM service between the University of Maryland and the Broken Land Park & Ride East Lot in Columbia, MD.
- Service will operate on weekdays when the university is open during the fall 2018 semester from August 27 - December 10 and during the spring 2019 semester from January 28 - May 14.
- Service will consist of two runs between 6am and 10am and two runs between 4pm and 7pm.
- DOTS will provide a complimentary parking registration to Employees who are actively enrolled in payroll deductions for the Service. This parking registration will be valid in campus overflow lots during the 2018-2019 academic year when Service is not in operation.

Employees agree to the following

- Employees will pay \$900 for one year of Service via payroll deduction. Deductions will be taken during pay periods five through twenty-four for checks issued September 7, 2018 through May 31, 2019. Deductions for fall Service will be taken through January 11, 2019.
- If an Employee leaves the university or if the full deduction amount cannot be processed for any reason, the Employee is responsible for the remaining balance through the end of the semester. The amount owed will be calculated and billed through the UMD Bursar.
- Employees will provide their vehicle information to DOTS – at the time of this agreement or at least two business days before parking on campus – to be issued a complimentary parking registration. This registration will be valid in campus overflow lots during the 2018-2019 academic year when Service is not in operation.

Executive Director, University of Maryland Department of Transportation Services
J. David Allen

Signature: _____

Date: _____

UMD Employee (print name): _____

Signature: _____

Date: _____

I would like a parking registration to park on campus when Service is not in operation (check one):

Yes No

If you do not have your vehicle information but would like a registration to park on campus when Service is not in operation, email transportation@umd.edu with your vehicle information at least two business days before parking.

Vehicle Make, Model: _____

License Plate Information (ex: MD-XXOOOO): _____