

GROUP AGREEMENT AND SCHEDULE – 2023

Any future changes will require the County Vehicle (CV) group to complete and execute an updated County Vehicle (CV) Group Agreement and Schedule. It is the groups responsibility to provide timely updated Group Agreements to the Human Resources Commuter Services Division. County Vehicles (CV) must be parked in a secure location such as the private residence of an active registered participant, County gated facility (when available), or other location approved by the Human Resources Commuter Services Division and Fleet Services. Each registered participant in the group who is authorized to drive must participate in the driving rotation in fairness to all County Vehicle (CV) group members, unless the group has unanimously agreed to a different arrangement. Please send a written notice to the Human Resources Commuter Services Division immediately if a registered participant is unable to drive due to a medical condition or legal restriction. The County Vehicle (CV) group read and understood the County Vehicle (CV) terms and conditions, as evidenced by their signatures and date on this document.

I. WORK LOCATION(S): _____

WORK SCHEDULE: _____

On _____/_____/_____ we, the participants in **COUNTY VEHICLE (CVXXX)** _____

UNIT NUMBER (XX-XXX): _____, agreed to the following County Vehicle (CV) group agreement and schedule:

***Allow a minimum of 5 minutes between arrival and departure time from your pickup/drop off locations.**

II. MORNING LOCATION(S):	* ARRIVAL	* DEPARTURE
1. _____	_____ am	_____ am
2. _____	_____ am	_____ am
3. _____	_____ am	_____ am
4. _____	_____ am	_____ am

III. AFTERNOON LOCATION(S):	* ARRIVAL	* DEPARTURE
1. _____	_____ pm	_____ pm
2. _____	_____ pm	_____ pm
3. _____	_____ pm	_____ pm
4. _____	_____ am	_____ am

IV. PARTICIPANT APPROVAL: (Signature REQUIRED from each registered participant.)

PRINT NAME/EMPLOYEE ID NUMBER:

SIGNATURE:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

V. MAIN CONTACT PERSON (CAPTAIN): _____

CONTACT TELEPHONE NUMBER(S): _____

CONTACT EMAIL ADDRESS: _____

CONTACT DEPARTMENT and DIVISION: _____

CONTACT MAIL STOP: _____

VI. SECONDARY CONTACT PERSON (CO-CAPTAIN): _____

CONTACT TELEPHONE NUMBER(S): _____

CONTACT EMAIL ADDRESS: _____

CONTACT DEPARTMENT and DIVISION: _____

CONTACT MAIL STOP: _____

VII. STORAGE AND LOCATION ADDRESS FOR THE COUNTY VEHICLE (CV) WHEN NOT IN USE FOR COMMUTING:

Please submit to Commuter Services via email (icommute@rivco.org). *Thank you!*

COUNTY VEHICLE (CVXXX) _____