



Transportation Provider Voucher Agreement

I. Parties:

This document constitutes an agreement between:

Mobility Management of Brown County and Green Bay Metro

901 University Ave, Green Bay, WI 54302 920-448-3450

And Transportation Provider:

Name: _____

Address: _____ City/Zip: _____

Phone: _____ Email: _____

II. Purpose:

The purpose of this agreement is to set out the terms and conditions agreed to by the above-named transportation provider and the Mobility Management Program of Brown County (MM) and Green Bay Metro, Half-Price Voucher Travel Voucher Program. Under these conditions and through the process described herein, the above-named transportation provider will honor vouchers presented by Mobility Management Program of Brown County (MM) program participants to purchase transportation services.

III. Background:

In 2018, funding was received to begin a voucher pilot project. In addition to funds received for the pilot project, MM will seek local match funds to support the program moving forward.

MM's goal is to have vouchers available to all eligible residents of Brown County as defined by age and/or disability. Riders may use multiple vouchers for a single ride. Vouchers will be sold at half price for individuals and at full price to agencies, organizations, or businesses. All vouchers will expire at the end of the calendar year in which it was purchased.

IV. Responsibilities of the Parties:

A. MM agrees to perform the following:

1. To make payment to providers following guidelines listed in the Rates and Payments section.
2. To notify the provider of any irregularities or abuses of vouchers if they occur.
3. To promptly notify the provider if funding support for riders nears depletion.
4. Will have Appendix A and B completed prior to individuals, businesses, agencies, or organizations purchasing vouchers.
5. MM will only honor vouchers presented by providers who have signed this agreement. The provider will be reimbursed at 100% the face value of the voucher.

B. Provider agrees to perform the following:

1. To accept vouchers in payment from registered participants, agencies, organization, and businesses.
2. To notify MM of suspected irregularities or abuses of voucher-based ride privileges.
3. To promptly discontinue voucher-based transportation if and when notified by MM that such action is needed.
4. Will inform MM of vehicle inventory to include capacity, handicap accessibility, and operating hours of each vehicle.

5. Will maintain current City of Green Bay licensure to operate and follow the expectations of being licensed, including adequate insurance, passing inspections and background checks.
6. Shall be in compliance with all applicable laws and regulations.
7. Will assure that drivers possess a valid driver's license as required by local, state and/or federal law and shall not perform their driving duties while under the influence of alcohol, narcotics, illegal drugs or drugs that impair the ability to drive safely.
8. Will assure that drivers haven't been convicted of a crime of sexual or violent nature or any crime that could potentially jeopardize the safety or well-being of riders.
9. Will guarantee the use of well-maintained, clean and safe vehicles.
10. Will assure that all drivers will perform their duties safely, courteously, and are sensitive to passenger needs.
11. Will not accept vouchers from immediate family or use a voucher themselves to purchase service from family owned business.

C. Riders are informed that they:

1. Will select and contact transportation providers listed on the back of the voucher directly to make travel arrangements.
2. Understand that MM does not guarantee that any providers listed on the voucher will provide a certain level of quality of service or availability.
3. A personal care attendant may travel with an eligible individual.

V. Rates and Payments:

1. MM will sell vouchers at 50% face value to individuals and at full price to agencies, organizations, or businesses.
2. MM agrees to reimburse the provider once an invoice and the original completed vouchers are received. MM will reimburse the provider within three weeks of receipt of the invoice.
3. MM agrees to reimburse the provider 100% of the face value of the voucher.

VI. Period of Contract/Agreement and Modification/Termination:

This agreement will become effective when signed by both parties. This agreement may be amended at any time by mutual consent of the parties. Either party shall have the right to terminate this agreement immediately upon written notice served upon the other party by certified or registered mail at the addresses listed at the beginning of this agreement. This agreement is subject to the availability of funds.

Mobility Management Program of Brown County Representative:

_____ Date: _____
Signature

Provider Representative: _____ Date: _____
Signature

Return to:
Green Bay Metro, C/O Mobility Management Program of Brown County
901 University Ave, Green Bay, WI 54302
(920) 448-3450