



Vehicle Share Program Update

This is the first quarter report for Fiscal Year 2019-20 for the new Vehicle Share Program (July 1 – September 30, 2019). Since the purchase of the two vehicles, STA staff has worked with the five non-profits (Community Action Northbay, Connections for Life, Faith in Action, Independent Living Resources, and the Opportunity House) that have applied to participate in the program. This quarter, STA has developed policies and procedures for use of the vehicles and contracted for the training for the participating drivers (a total of ten for the five participating non-profits). Due to safety concerns, staff has worked with Solano County Transit (Soltrans) to store

one vehicle at their Operations Center on Broadway in Vallejo and with the Solano County Sheriff to store the other vehicle at their facility at Clay Bank. In September, STA staff was notified by the vehicle manufacturer the vehicle lifts needed to be repaired or replaced. Staff is scheduling the replacement of the lift in each vehicle in October, prior to the start of the program.



The Vehicle Share Program is scheduled to officially start on November 1, 2019. During the month of October, STA staff is working with the non-profits, to obtain driver's information to conduct Department of Motor Vehicle (DMV) Pull Notices to ensure that all 10 of the drivers have a clean driving record and conducting Department of Justice Background Checks to ensure that the drivers have no criminal history. STA has contracted with Michael's Transportation to provide classroom and behind the wheel training once the drivers have been cleared through DMV. The dates of the training are October 9th and 16th from 9 am to 1 pm. Several STA staff will also participate in the training. Once the drivers have successfully completed the training, the non-profit will be able to use the vehicles by scheduling their trips through the Solano Mobility Call Center.

	Vehicle Share Program Timeline (10/2019)	
DATE	DESCRIPTION	ACTION
October 3, 2018	Yocha Dehe Wintun Nation presentation to Solano County Board of Supervisor – Board of Supervisors Approved \$1 million funding contribution which included \$100,000 in capital cost for vehicle share program.	BOS Approved
November 12-15, 2018	California Association for Coordinated Transportation (CAL ACT) 2018 Autumn Technology & Shared Mobility Conference – STA Staff contacted various bus/van vendors and compiled a list of specifications for wheel chair accessible vans with floor plan options.	
November 15, 2018	The Consolidated Transportation Services Agency (CTSA) Advisory Committee received a presentation on the Vehicle Share Program and recommended that the STA Board authorize the executive director to purchase two (2) wheelchair accessible vans at an estimated cost of \$50,000 each funded through an agreement with Solano County and the Yocha Dehe Wintun Nation; and allocate \$50,000 of State Transit Assistance Funds towards the implementation, operation, maintenance, and management of a wheelchair accessible van rideshare program.	Recommended for STA Board Approval
November 27, 2018	The SolanoExpress Intercity Transit Consortium received a presentation on the Vehicle Share Program and concurred with the CTSA recommendation but added that a Request for Qualifications (RFQ) for non-profits to participate in the Vehicle Share Program be included in the action.	Recommended for STA Board Approval
November 28, 2018	The Technical Advisory Committee (TAC) received a presentation on the Vehicle Share Program and concurred with the SolanoExpress Intercity Transit Consortium recommendation.	Recommended for STA Board Approval
December 12, 2018	Presentation to the STA Board on establishment of Vehicle Share Program funded through a collaborative agreement between Yocha Dehe Wintun Nation and Solano County – STA Board approved moving forward with capital purchase, funding and Vehicle Share Program funding and Request for Qualifications.	STA Board Approved
January 2019	Received various quotes for Wheelchair Accessible Vans from CAL ACT authorized providers.	Quotes Received
January 2019	Discussed vehicle maintenance with Solano County Fleet Department – confirmed County Fleet Department can provide the maintenance for the Vehicle Share Program vehicles.	

February 2019	Development of RFQ for non-profits interested in participating in Vehicle Share Program responses due March 21, 2019.	RFQ Developed
February 2019	Development of Vehicle Share Funding Agreement between STA and Solano County fully executed March 2019 for Fiscal Year 2019-20.	Executed Agreement
March 21, 2019	Paratransit Coordination Council (PCC) meeting received input from non-ambulatory transit users on the pros and cons of rear or side entry wheelchair accessible vans.	Received input on vehicle specs
March 22, 2019	STA ordered two (2) wheelchair accessible vans. The order takes 60 to 90 days for delivery.	Vehicles Ordered
April 2019	STA review responses to RFQ and developed agreement for non-profits interested in participating in the Vehicle Share Program.	4 agencies responded to RFQ
June 2019	Delivery of vans and added vehicles to STA insurance policy.	Delivered June 26, 2019
June 2019	Wrap the wheelchair accessible vans, estimate is 2 – 3 weeks for completion.	Completed June 25, 2019
June 2019	Ribbon Cutting to celebrate the new the Vehicle Share Program as a collaborative effort between the Yocha Dehe Wintun Nation, Solano County, and STA.	June 28, 2019
<u>FY 2019-20</u>	<u>First Quarter</u>	<u>FY 2019-20</u>
July 2019	STA and Legal Counsel developed Policies and Procedures for nonprofits	Policies and Procedures
August /September 2019	Five non-profits submitted a list of ten drivers for training and back ground checks.	Drivers
August 2019	STA contracted with Michael's Transportation to provide driver training	Contract Executed
September 2019	STA notified by vehicle manufacturer that vehicles lifts need to be repaired or replaced	Lift replacements

<u>FY2019-20</u>	<u>Second Quarter</u>	<u>FY2019-20</u>
October 2019	STA to conduct Department of Justice Background Checks and DMV pull notice of non-profit drivers	Background checks and DMV
October 2019	New vehicles to have lifts replaced	Lifts replaced
October 2019	Driver training scheduled for October 9 th and 16 th	Driver Training
November 1, 2019	Official launch of the new Vehicle Share Program	Program Launch
November	Track passenger information and vehicle use	Monitor
November	Track mileage/equipment for preventative maintenance	Monitor
December	Track passenger information and vehicle use	Monitor
December	Track mileage/equipment for preventative maintenance	Monitor