



February 22, 2012

Dear PCC Member,

Please find enclosed your copy of the agenda and related staff reports for the upcoming meeting. In addition to updating the Council on a host of transportation projects, we will present the concept of the establishment of a Loaner Vehicle Program, and review drafts of both the revised Napa Shuttle and VineGo applications.

I look forward to seeing you on the 8th of March.

Respectfully Submitted,



Tom Roberts,
Manager of Public Transit

PCC

Paratransit Coordinating Council

AGENDA

Thursday, March 8, 2012

10:00 am

NCTPA / NVTA Board Room
707 Randolph Street, Suite 100, Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the PCC which are provided to a majority or all of the members of the PCC by PCC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the PCC, 707 Randolph Street, Suite 100, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the PCC at the meeting will be available for public inspection at the public meeting if prepared by the members of the PCC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

**** Members of the public may speak to the PCC on any item at the time the PCC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the PCC Staff. Also, members of the public are invited to address the PCC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.*

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Deborah Schwarzbach, PCC Staff, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net

ITEMS

1. Call to Order
2. Roll Call and Introductions
3. Public Comment ***
4. Chairperson, Committee Members' Update
5. Correspondence

Time Estimates

10 Minutes

REGULAR AGENDA ITEMS

RECOMMENDATION

Time Estimates

- | | | | |
|-----|--|-----------------|--------|
| 6. | Approval of Minutes of January 5, 2012 | ACTION REQUIRED | 5 min |
| 7. | Review of Transit Projects

The Council will receive a presentation of various transportation projects in the NCTPA pipeline. | INFORMATION | 10 min |
| 8. | Napa Shuttle Application

Staff will provide the PCC with the revised application form and process to be used for Napa Shuttle enrollees | INFORMATION | 5 min |
| 9. | VINE Go

Staff will provide and review with the PCC the revised application form and process to be used for VINE Go. | INFORMATION | 25 min |
| 10. | Loaner Vehicle Program

The PCC will be asked to support the establishment of a Loaner Vehicle Program | ACTION REQUIRED | 35 min |
| 11. | Adjournment | | |

Meeting Length Estimate: 90 min

PCC
PARATRANSIT COORDINATING COUNCIL

Minutes

Thursday January 5, 2012

ITEMS

1. Call to Order

The meeting was called to order at 10:04 am.

2. Roll Call and Introductions

Members Present:

Beth Kahiga
Joann Busenbark
Celine Regalia
Betty Rhodes
Doug Weir

Members Absent:

Randy Kitch

3. Public Comment

None

4. Reports: Chairperson / Committee Members / Staff

Chair Busenbark updated the committee on the MTC meeting.

Chair Busenbark updated the committee on the groundbreaking at the new Transit Center, announcing a projected opening date of July 1. Also addressed changes in new facility compared to the current Transit Center.

Chair Busenbark updated the committee on changes in Paratransit and related programs.

Tom Roberts asked if everyone has seen the renderings of the new Transit Center, announced that they would be added to the March Agenda.

Tom Roberts announced that he and Chair Busenbark will bring a projected timeline for the new Transit Center in March.

5. Correspondence

Handout: Easy Lift Annual Report.

REGULAR AGENDA ITEMS

6. Approval of the minutes of November 3, 2011

Minutes of the November 3, 2011, meeting approved: Beth moved, Celine 2nd.
(Action Required)

7. Review of PCC By-Laws

Presentation by legal counsel regarding by-laws and recommended changes to Board of Directors. Beth recommended changing quorum to 4 instead of 5, voted down 4:1. Quorum remains at 5. Approval of by-laws moved by Joanne, 2nd by Beth.
(Action Required)

8. Assignment of Terms

Assigned members to representative categories. Run ads for member north of Yountville, 60+ consumer, social services provider for persons of limited means: Hispanic network, county, colleges, Betty Mahlgren, non-profit coalition. Staggered terms assigned using a drawing of business cards: Celine – 1; Beth – 3; Joanne – 2; Betty – 1; Doug – 3; Randy – 2. Moved by Beth, Joanne 2nd.
(Action Required)

9. Nomination of PCC members to serve on the VCAC

Council selected Doug and George, to be approved by VCAC. Moved by Beth, Betty 2nd.
(Action Required)

10. Napa Shuttle Application

Staff provided a sample application form and process for using the Napa Shuttle. Will bring back in March.
(Information)

11. Review of VINE Go Application process

Staff provided overview of application process and related issues. Four applications will be consolidated to one. Possible elimination of doctor certification. Tom will meet with set up meeting with Beth, Celine, and Randy to discuss.
(Information)

12. Approval of 2012 meeting schedule

Staff recommended January 5, March 8, May 3, July 12, September 6, November 1. Approval moved by Beth, Celine 2nd.
(Approve)

13. Adjournment



March 8, 2012
PCC Agenda Item 7

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

TO: Paratransit Coordinating Council
FROM: Paul W. Price, Executive Director
REPORT BY: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: Review of Transit Projects

RECOMMENDATION

a) Receive a report from staff on a variety of transit projects.

EXECUTIVE SUMMARY

NCTPA staff provides periodic updates to the Board of Directors and its advisory committees on the status of projects impacting the delivery of public transit.

FINANCIAL IMPACT

Is there a Fiscal Impact? No. This is an information only report.

BACKGROUND AND DISCUSSION

NCTPA staff provides periodic updates to the Board of Directors and its advisory committees on the status of projects impacting the delivery of public transit. What follows is a list of 2012 projects, most of which are due to be completed by September 2012, with which agency staff is presently engaged. The list is not meant to be all inclusive nor include the general, ongoing day-to-day activities and tasks associated with service delivery.

SUPPORTING DOCUMENTS

Project List (next page)

Transit Projects - 2012

Transit Center
Construction Wayfinding and digital signage Move Dedication ceremony
Service Changes/Improvements
New Napa Routes, design/implementation Launch new Sonoma service Redesign/launch new Calistoga service Redesign St. Helena service Enhancements to Yountville service Consider changes to Route 29 to assist farebox recovery Redesign/implement Transit Ambassador program Redesign/implement ADA application process Design/launch Loaner Vehicle program Prepare for installation/implementation of Clipper Wrap up changes in Taxi Program Web site: RFP and redesign Transfer Agreements with BART and Vallejo Ferry
Marketing
New Napa routes/service New Calistoga service New Sonoma service Summer Youth Pass RFP for Bus/Shelter advertising
Planning
New Short Range Transit Plan
Equipment and Capital Improvements
Complete Napa bus shelter project/installation Bus Washer procurement/installation Farebox RFP Transit Yard: asphalt project Transit Yard: security gates Transit Yard: CNG fueling station project Park and Ride lot shelters Progress of manufacturing and delivery of 13 new vehicles Disposal of surplus fleet vehicles Short term shelter improvements at NVC



March 8, 2012
PCC Agenda Item 8

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

TO: Paratransit Coordinating Council
FROM: Paul W. Price, Executive Director
REPORT BY: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: Napa Shuttle Application

RECOMMENDATION

The Council review the new Napa Shuttle application form.

EXECUTIVE SUMMARY

At its January 2012 meeting, the PCC reviewed and made comments on the proposed Napa Shuttle application. Staff incorporated those comments and is presenting the revised version of the application for final review.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

SUPPORTING DOCUMENTS

(1) Draft Application

NAPA SHUTTLE APPLICATION

The Napa Shuttle is a shared ride, curb-to-curb program designed to improve mobility for specific elderly and disabled individuals, and low income residents living and travelling within the city limits of Napa *who cannot ride the regular bus*. To enroll in the program, please complete/provide the information below.

A. Which description below best applies to you? (Check one)

- I am ADA paratransit certified.*
- I am frail-elderly and cannot ride the regular bus.*
- I am low-income and cannot ride the regular bus.*

**You may be asked to provide proof of ADA eligibility, age or income status.*

B. Napa has an extensive public bus system and a travel training program to help people learn how to ride the regular public bus. When was the last time you rode the regular public bus in Napa?

- Within the last year.
- More than a year ago.
- Never.

C. Would you be interested in having someone work with you to learn how to ride the regular bus? YES No

D. Please explain why you are unable to use the regular bus system:

(Please see reverse side.)



March 8, 2012
PCC Agenda Item 9

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

TO: Paratransit Coordinating Council
FROM: Paul W. Price, Executive Director
REPORT BY: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: VINE Go Application

RECOMMENDATION

The Council review and provide feedback to staff regarding the new VINE Go application form.

EXECUTIVE SUMMARY

VINE Go is the federally mandated ADA paratransit service operated to provide public transportation to frail/elderly – disabled individuals who are unable, due to a physical or cognitive impairment, to use regular fixed-route bus service. Over the years, five versions of VINE Go application forms/formats have found their way into concurrent circulation. Staff has reviewed their differences and developed a new application that combines the most useful elements of each.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

BACKGROUND AND DISCUSSION

VINE Go is the federally mandated ADA paratransit service operated to provide public transportation to frail/elderly – disabled individuals who are unable, due to a physical or cognitive impairment, to use regular fixed-route bus service. Over the years, five versions of VINE Go application forms/formats have found their way into concurrent circulation. One version of the application has been discontinued for lack of conformity to ADA requirements. Meanwhile staff has reviewed differences between the four remaining versions and developed a new application that combines the most useful elements of each.

APPLICATION CHANGES

Introduction/Instructions: Pages 1 and 2

These pages have been rewritten in an overall more casual tone. The purpose is to educate the applicant up front about the service and, importantly, calibrate expectations regarding precisely who the service is for and its limitations.

Personal/Contact Information: Page 3

All of this information is required to be input into the VINE Go database. Previous versions of the application had the questions sprinkled throughout. The new version has them all consolidated onto the first page. This will assist in speeding data input.

Public Transit History/Experience: Page 4

Often, an individual's lack of knowledge about and/or fear of riding the bus will prompt them to apply for paratransit. These questions are a composite pulled from other applications and are designed to ascertain the applicant's familiarity with, and ability to use, public transit. Like the previous section, formerly they were scattered throughout the application. Here they are consolidated onto a single page. Also, information about travel training has been added.

Disability/Health Related Condition: Page 5

While having a disability or health related condition does not make someone eligible to use paratransit, to be able to use paratransit one must have an underlying disability or health related condition that prevents them from riding the bus. These questions are a composite pulled from other applications.

A significant change appears in question #9. Previously, many applicants, when addressing the question: "Which disability or health related conditions PREVENT you from riding the VINE regular public bus service?" would answer "use wheelchair."

Obviously, the question was not being understood because using a wheelchair is not a disability nor a health condition and many people who ride the regular bus use wheelchairs. So, examples have been added to provide guidance to the applicant.

Daily Living and Mobility: Page 6

These questions are a composite pulled from other applications and are designed to ascertain a more complete picture of the applicant's mobility and ability to function independently. Questions 16 and 17 could have been placed in the Public Transit Experience section.

Affidavit: Page 7

The question: "Did someone help you in filling out this form?" appeared in different locations in previous versions of the application. It is placed here on the same page where the applicant attests to the accuracy of the information contained in the application.

Medical Release: Page 9

This is our standard medical release and remains unchanged from prior versions of the application. It is included in the event staff has insufficient information to make a determination of eligibility and seeks input from a medical professional.

Medical Certification: Omitted

Previously, all applicants were required to submit a form/questionnaire to their health care professional to be returned to NCTPA. No application could be processed until the medical facility returned the form. This sometimes delays processing from weeks to even months and seldom provides information that would serve as a determining factor in granting or denying eligibility. Staff proposes to dispense with the requirement. Instead, on a case-by-case basis, if such information were deemed by staff to be useful in determining eligibility, only then would NCTPA send the Medical Release and Certification forms to the applicant's medical provider.

Staff believes the changes outlined above, and the new application overall, will provide adequate information to effectively and more efficiently process applications for VINE Go. Once comments are received from the PCC, staff will make any necessary changes and begin the integration of the new application into the enrollment process.

SUPPORTING DOCUMENTS

- (1) Draft Application



WHAT IS VINE Go?

Here in Napa County we are fortunate to have bus service (the VINE) that can accommodate most people's needs. In addition, the communities of Calistoga, St. Helena, Yountville and American Canyon also have local bus services. We even have a special program called "Transit Ambassadors" where dedicated volunteers ride along with first time bus users until they feel comfortable travelling on the bus system. Still, there are some folks who, due to physical or cognitive limitations, just won't be able to ride the bus. That's where VINE Go comes in. VINE Go provides door-to-door transportation to eligible individuals within a specific service area.

WHO CAN USE VINE Go?

Being eligible to use VINE Go has nothing to do with a person's age. It does not have anything to do with whether they are using a wheelchair (plenty of folks who ride the regular bus use wheelchairs). Nor does it have anything to do with labels; "he's a diabetic", "she has multiple sclerosis." It's all based on a person's ability to ride the regular bus. In addition, VINE Go only serves individuals who live within Napa County and are no more than $\frac{3}{4}$ of a mile from a regular VINE bus route. If you live within $\frac{3}{4}$ of a mile of a regular VINE bus route and you are not physically or cognitively able to ride the bus, you may be eligible to use VINE Go.

WHAT ARE SOME OF THE BASIC RULES FOR USING VINE Go?

VINE Go operates in accordance by rules established by the Americans with Disabilities ACT (ADA). The ADA says that a person who cannot use the regular bus should be able to travel on the same days, during the same hours, and in the same general area as the bus travels, for a fare, which is not more than twice what the bus would charge an adult passenger. The VINE Go service is designed to meet these requirements. This special type of transportation service is limited to persons who are **unable** to independently use regular public transit, some or all the time, due to a disability or health related condition.

VINE Go is not a taxi or limousine service. Passengers share rides with other people. Just like riding a regular bus, we are not permitted to prioritize trips based on trip purpose. There are no standing reservations on VINE Go. Passengers need to call and make a reservation for each round trip ride they desire (no more than 7 days in advance) and passengers need to be prepared to take a ride within a two-hour window of their preferred travel time. VINE Go only goes to destinations that are no more than $\frac{3}{4}$ of a mile from a regular VINE bus route.



YOUR VINE Go APPLICATION

In order to use the VINE Go paratransit service, you must be certified as eligible. Eligibility is determined on a case-by-case basis. According to ADA regulations, eligibility is strictly limited to those who have specific limitations that prevent them from using accessible public transportation. This packet includes registration materials which ask some questions about your ability to use the regular bus service.

Your ADA application may be approved for full eligibility (unconditional) or on a limited basis for some trips only (conditional eligibility). If you are determined to be capable of using regular bus transit for all trips, without the help of another person, you will not be eligible for VINE Go service.

To apply for eligibility you must fully complete the attached application forms. We will review your ability to use accessible public transportation. We may contact you by phone or consult with your doctor, therapist or other specialist about your condition and abilities. In some cases, an in-person meeting may be necessary.

Eligibility determination will be made within 21 days of when we receive a **complete** application. You will receive notice of your eligibility determination by US Mail. If you do not agree with the eligibility determination, you have the right to appeal.

INSTRUCTIONS FOR APPLICATIONS

1. Please PRINT or TYPE full responses to all of the questions. Your detailed responses and explanations will help us make an appropriate determination. Incomplete applications will be returned.
2. You are not required to attach additional pages or information. However, you may want to send other documents that you think will help us understand your limitations. All information that you supply will be kept strictly confidential.
3. You must provide SIGNATURES in two places to complete the application: Applicant Affidavit (page 7) and Authorization to Release Medical Information (page 9).
4. Send your completed application to Napa County Transportation and Planning Agency (NCTPA), 707 Randolph Street, Suite 100, Napa CA 94559.



Personal/Contact Information

First Name: _____

Last Name: _____

Date of Birth: _____

Gender (Please circle one): Female Male

Primary Language: English Other: _____

Home/Service Street Address: _____

Apt./Unit/Space _____

City: _____

State: _____

Zip: _____

Mailing Address (if different): _____

City: _____

State: _____

Zip: _____

Daytime Phone: _____

Evening Phone: _____

Cell Phone: _____

TDD/TYY: _____

Emergency Contact: _____

Phone Number: _____

Relationship: _____

Do you use any of the following mobility aids or equipment? (check all that apply)

Cane	Power Wheelchair	Communication Devices
White Cane	Manual Wheelchair	Walker
Power Scooter	Crutches	Leg Braces
Portable Oxygen Tank	Other: _____	Other: _____

Do you travel with the assistance of another person?
 Always Sometimes Never

If you travel with the assistance of another person, what type of assistance do they provide? _____

If you need any future written information provided to you in an accessible format, please circle which format you prefer:

Braille Audio Tape Diskette Large Print Page 19



Your Public Transit History / Experience

Please answer each of the following questions in detail – your specific answers to the questions will help us in determining your eligibility.

1. Which of the following statements best describes you? *(Check only one response.)*
 I have never used regular public transit.
 I have used regular public transit but not since the onset of my disability.
 I have used regular public transit within the past 12 months.

2. The VINE bus service has a travel training program where volunteers assist new passengers in reading a bus schedule and riding with them until they feel comfortable riding the bus by themselves.
 - A) Have you ever used the VINE travel training program? YES NO
 If yes, when? _____
 - B) Do you think travel training would help you ride the bus? YES NO
 If no, why not? _____
 - C) Would you be interested in receiving travel training? YES NO

3. Are you able to get on or off a public transit bus if it has a lift or kneeler that lowers the front of the bus? YES NO Don't know, never tried.
 If no, explain why: _____

4. Are you able to understand and remember directions well enough to complete a bus trip? YES NO Sometimes
 If no or sometimes, explain why _____

5. Are you able to identify the correct bus stops and/or bus to board?
 YES NO Sometimes
 If no or sometimes, explain why _____

6. Are you able to grasp handles, railings, coins or tickets while boarding or exiting a bus?
 YES NO Don't know, never tried.
 If no, explain why: _____

7. Are you able to maintain balance and tolerate movement of a bus while seated?
 YES NO Don't know, never tried.
 If no, explain why: _____

8. Are you able to get to and from the public bus stop nearest your home? YES NO
 If no, explain why: _____



Your Disability / Health Related Condition

9. Which disability or health related conditions **PREVENT** you from riding the VINE regular public bus service (i.e. Osteoarthritis, stroke, spinal stenosis, Parkinson's disease, paralysis, etc.)? _____

10. Briefly explain **HOW** your condition prevents you from using regular public transit.

11. Are the conditions you described above:

- Permanent
- Temporary
- Don't Know

If temporary, how long do you expect this to continue?

12. Do the conditions you described above change from day to day in a way that affects your ability to use public transit?

- Yes, good on some days, bad on others.
- No, doesn't change.
- Don't know.

13. When did you first experience the conditions you described above?

- 0 - 1 year
- 1 - 5 years
- Longer than 5 years



Daily Living and Mobility

14. Which scenario best describes your current living situation:

- 24 hour care
- Board and care
- I receive assistance from someone that comes to my home to help
- I live with family members who help me
- I live independently (without the assistance of another person)

15. How do you currently travel to your frequent destinations? *(Check all that apply):*

- Buses
- Drive myself
- Taxi
- Someone drives me
- Other _____

16. How many blocks can you travel with your usual mobility aid without the help of another person? _____

17. Which statement best describes you if you had to wait outside for a ride?

- I could wait by myself for 10 to 15 minutes.
- I could wait by myself for 10 to 15 minutes but only if I had a seat and shelter.
- I would need someone to wait with me.

18. Please add any other information that you would like us to know about your abilities.

Have you answered all the questions and provided explanations where required?

INCOMPLETE APPLICATIONS WILL BE RETURNED.



Your Affidavit

Did someone help you in filling out this form? ___ Yes ___ No

If yes, Name: _____ Phone: (____) _____

Relationship: _____

I certify that the information in this application is true and correct. I understand that knowingly falsifying the information will result in denial of service. I understand all information will be kept confidential, and only the information required to provide the services I request will be disclosed to those who perform the services.

I understand that it may be necessary to contact a professional familiar with my functional abilities to use public transit in order to assist in the determination of eligibility.

Sign here:

Applicant's signature _____ Date _____





Authorization to Release Medical Information

(to be completed by applicant and submitted with your application)

I **hereby authorize** the following licensed professional (doctor, therapist, social worker, etc.) who can verify my disability or health related condition, to release this information to my local public transit agency. This information will be used only to verify my eligibility for paratransit services. I understand that I have the right to receive a copy of this authorization, and that I may revoke it at any time.

Name of Professional who may release my medical information:

Address: _____

Medical Record or ID #, if known: _____

Sign here:

Applicant's signature _____ Date _____



March 8, 2012
PCC Agenda Item 10

Action Requested: APPROVAL

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

TO: Paratransit Coordinating Council
FROM: Paul W. Price, Executive Director
REPORT BY: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: Establishment of a Loaner Vehicle Program

RECOMMENDATION

The Council 1) hear a presentation on the merits of establishing a Loaner Vehicle program; and 2) recommend to the NCTPA Board of Directors that a Loaner Vehicle program be established.

EXECUTIVE SUMMARY

Most communities have non-profit agencies, service clubs, associations and similar organizations that have occasional or on-going needs to transport their own clients or members. A Loaner Vehicle program provides a low cost transportation option while encouraging collaboration and reducing duplication of effort and scarce financial resources.

FINANCIAL IMPACT

Is there a Fiscal Impact? Yes. The agency would anticipate the expenditure of between \$50,000 - \$70,000 a year which would be absorbed within the current VINE Go budget.

BACKGROUND AND DISCUSSION

Most communities have non-profit agencies, service clubs, associations and similar organizations that have occasional or on-going needs to transport their own clients or members. For such organizations, transportation options are generally limited and costly. They may, for example, purchase and attempt to operate their own vehicles. However, generally such vehicles sit idle but for a few hours a week. Consequently, the vehicle resource is underutilized, often not well maintained, and ultimately leads to a wasteful proliferation of costly and idle vehicles throughout the community.

Some agencies may attempt to purchase transportation for their clients/members with a private operator. However, with rates often between \$60 and \$100 per hour, this approach is beyond the means of most organizations; especially if the need is recurring on a daily or weekly basis.

Similarly, even an organization simply needing a van every weekend may find commercial rental rates beyond their means.

Contrasted to these less than optimal choices, a Loaner Vehicle program provides a low cost transportation option while encouraging collaboration and reducing duplication of effort and scarce financial resources.

What is a Loaner Vehicle program?

In the simplest sense, loaner vehicles are shared vehicles. They are managed as a community resource. The box below taken from the web site of Easy Lift Transportation (the ADA paratransit agency in Santa Barbara, California) explains the basics of such a program.

Loaner Vehicle Program



Sometimes organizations on tight budgets have a very real transportation need but cannot afford to purchase contract service or operate their own vans. In such circumstances, we recommend our Loaner Vehicle Program.

Under this program, the requesting organization provides Easy Lift Transportation with their own candidate that we will train to become an Easy Lift Transportation volunteer driver. Once training is completed, this individual may borrow our vans to transport the agency's own clients. We provide the training, insurance and van free of charge. The participating agency must replace the gas they use at their own expense.



What types of agencies participate in Loaner Vehicle Programs?

Non-profit organizations, service clubs, associations and even other public agencies are typical users. By way of example, below is a list of organizations that participated in the Santa Barbara Loaner Vehicle program over the past 18 months:

- Storyteller
- Fighting Back
- Isla Vista Teen Center
- Providence Hall (private school) for away basketball games
- Peace of Wisdom
- Taste of the Town, Arthritis Foundation annual fundraiser
- Women's Free Homeless Clinic
- SEE International (Surgical Eye Expedition)
- Moose Lodge
- Collaborative Communities Foundation
- New Beginnings Counseling Center
- Academy of Healing Arts (AHA!)
- Police Activities League
- Santa Barbara Rape Crises Center
- Transition House
- Nueva Vida Church
- Elings Park
- Boys Scouts Troop 36
- Council on Alcoholism and Drug Abuse
- Montecito YMCA
- Youth Strive
- Doctors Without Walls

How would a Loaner Vehicle Program work here in Napa?

- NCTPA would insure and maintain several vehicles which would be stationed throughout the County.
- An agency or organization seeking to borrow the vehicles would need to identify a driver candidate whom NCTPA would train.
- NCTPA would place this individual on our vehicle insurance.
- The borrowing organization would need to place that individual on their own worker's compensation insurance.
- A simple MOU is signed between the two organizations.
- Then, just like scheduling a time-share, the borrowing agency contacts NCTPA and signs up for days/times to use the vehicle(s).
- The agency uses the vehicle(s) and returns them, with some simple usage paperwork, and replacing the gasoline consumed.

What would it cost a participating organization?

The only cost to the participating agency is the cost of replacing the fuel they use and, if they chose to use their own paid staff instead of a volunteer, the driver.

Why establish a Loaner Vehicle Program now?

Between now and the summer of 2012, NCTPA will have 7 vehicles that would normally be sold at auction outside Napa County. This is enough vehicles to establish a county-wide Loaner Vehicle Program. It will likely be at least a decade before this opportunity will present itself again.

Why should NCTPA be the agency to establish a Loaner Vehicle Program?

In 1979, the State legislature passed the Social Service Transportation Act (AB 120) with the goal of reducing duplication of services, addressing increasing transportation needs, and better use of diminishing resources. NCTPA's Joint Powers Agreement calls for the agency "...to act as, exercise the powers conferred upon, and fulfill the responsibilities of the Consolidated Transportation Service Agency (CTSA) for Napa County..." ((JPA 5.2(n)). Loaner Vehicle Programs are precisely the type of coordination opportunities CTSA's traditionally provide.

In addition, various federal statutes call for transportation agencies using federal funds to facilitate the coordination of social service transportation. Indeed, some grant programs, like 5310 used to purchase many of NCTPA's paratransit vehicles, award points during the grants competition to agencies that share their vehicles. Given the above, the Napa County Transportation and Planning Agency is the appropriate sponsor of a Loaner Vehicle Program.

Conclusion/Recommendation

NCTPA staff recommends the PCC support the establishment of a Loaner Vehicle Program and forward that recommendation to the Board of Directors.