

Dockless Bike and Scooter Share 2020
Terms and Conditions (T&C) 2020 for Public Comment

The permit T&Cs will be open for public comment from Wednesday, September 25, 2019 through Monday, October 7, 2019. This document is best viewed through Adobe Acrobat Reader.

For comments regarding specific T&Cs, please use this link:

<https://tinyurl.com/DDOTDockless2020>

For general comments, please email dockless.mobility@dc.gov.

Overview of Programmatic Changes from 2019 to 2020

Fleet

The 2020 permit will increase the total number of permitted dockless scooters (legally defined as Personal Mobility Devices, or PMDs) from the current permitted number of 6,210 to a total of up to 10,000 devices. Up to 10,000 dockless bikes will also be permitted. The number of scooter operators will be limited to four (4) and the initial deployment will be 2,500 vehicles per operator with a fleet minimum of 500 vehicles at any point throughout the day (Article II, A.1). A maximum of 1,000 vehicles per operator will be allowed in the Central Business District at any point.¹ Fleet increases will be semi-annual and at the discretion of DDOT (Article II, B). New vehicle models will require prior approval by DDOT (Article II, A.8).

Data

The 2020 permit will require data to be submitted through the Mobility Data Specification (MDS)² originally published by the Los Angeles Department of Transportation and now transitioning to an open-source specification to be managed by the Open Mobility Foundation. MDS is currently defined into two components Provider and Agency. DDOT is evaluating which component is best suited for the District's mobility management needs. The data standards will be published with the permit application and will include a public API feed and additional fields beyond the basic MDS (Article II, G).

Safety

DDOT will require the operators to continue to inform DDOT of procedures and plans for global battery safety practices including charging, transporting, storage, and disposal (A.22g). Operators will be required to detail strategies for preventing battery tampering and procedures for detecting and responding to battery tampering (A.22h). In addition, the operator will also identify procedures for responses to information from the battery management systems including where the information is stored and level of information about battery health the operator is receiving (A.22i).

Distribution of Vehicles

DDOT currently requires six (6) vehicles in each ward by 6:00 am. Using a single point of time for adherence to this deployment requirement has proven to be challenging for operators to manage and for DDOT to verify and enforce compliance. The six-vehicle minimum has also not resulted in adequate

¹ Map of the Central Business District:

https://ddot.dc.gov/sites/default/files/dc/sites/ddot/publication/attachments/dc_central_business_district_bikes.pdf

² Further information on the MDS data specification including the Agency feed can be found on Github:

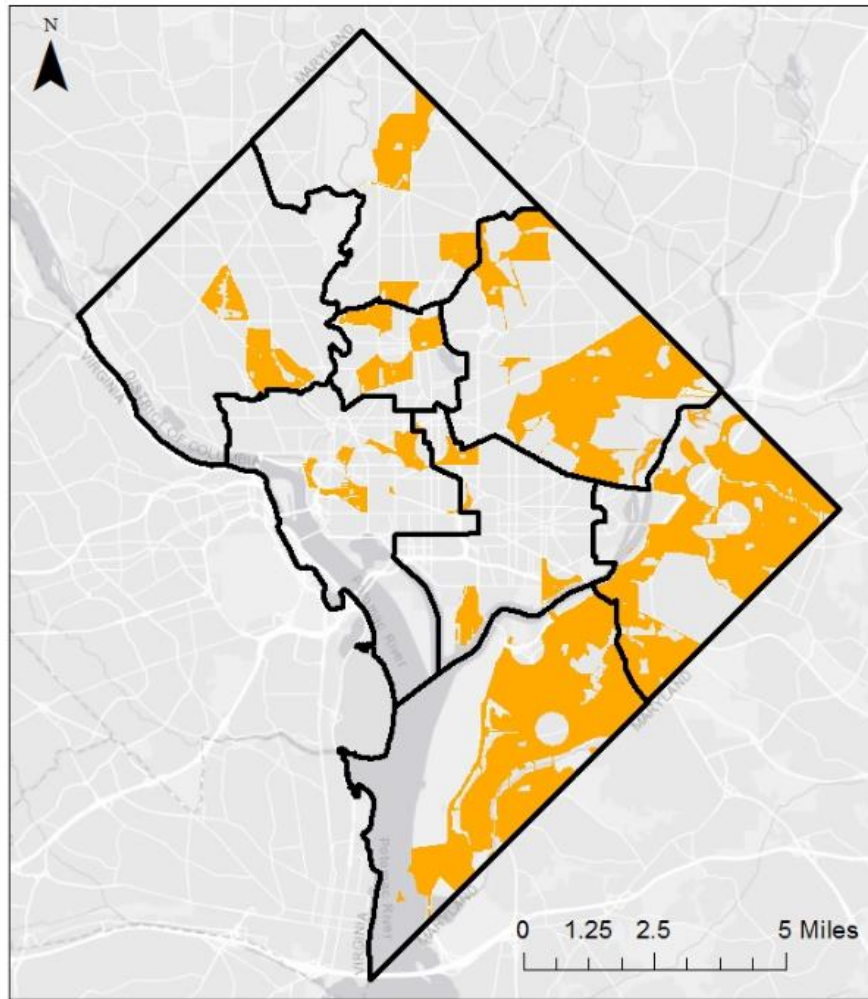
<https://github.com/CityOfLosAngeles/mobility-data-specification>

availability in areas of the city outside the Downtown core. The 2020 permit will increase this minimum vehicle deployment to 20 vehicles per ward (D.4).

The 2020 permit will require deployment to specified zones and within a two-hour time period each morning. DDOT shall require each operator to deploy at least 400 vehicles in these zones (known as Equity Emphasis Areas³) between 5:00 am-7:00 am for the morning rush hour, with 25% of the required deployment by 6:00 am (Article II, A.5).

³ Draft Equity Emphasis Areas: Please see the next page.

Draft of Equity Emphasis Areas: Washington, DC



This is the initial map of equity emphasis areas. DDOT adapted the COG methodology¹ for use in the District by weighting it to District rather than regional demographics. The index score was re-weighted to account for the new base values. We removed a quarter mile buffer around metro stops given the connection transit and removed institutional property where DDOT cannot permit vehicles to be staged such as education institutions. The equity emphasis areas cover 17.41sqmi, or 25.48% of the district. Further information regarding deployments will be provided along with the application.

¹ <https://www.mwcog.org/assets/1/6/methodology.pdf>

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF TRANSPORTATION WASHINGTON, D.C.
TERMS AND CONDITIONS FOR THE
PUBLIC RIGHT-OF-WAY OCCUPANCY PERMIT FOR
[PH NAME]

This Public Right-of-Way Occupancy Permit (“Permit”) is being granted to [PH NAME] (“PH NAME” or “Permit holder”).

RECITALS

WHEREAS, the purpose of this Permit is to allow the Permit holder to park vehicles in the public right-of-way as part of a publicly accessible dockless vehicle sharing program in the District; and

WHEREAS, the Government of the District of Columbia (“the District”) has authority over the public right-of-way; and

WHEREAS, the D.C. Code authorizes the Mayor, or his agent, designee, or representative to impose such conditions on the issuance of said Permit as the Mayor may require under title VI of the Budget Support Act of 1997, effective April 9, 1997 (D.C. Law 11-198; D.C. Official Code § 10-1141.01 et seq.); and

WHEREAS, that authority has been delegated to the District Department of Transportation (“DDOT”), pursuant to the Department of Transportation Establishment Act of 2002, effective May 21, 2002 (D.C. Law 14-137; D.C. Official Code § 50-921.01 et seq.); and

WHEREAS, the District is willing to authorize the use of public right-of-way on a non-exclusive basis for the rental of publicly accessible dockless vehicles, so as not to interfere with pedestrian, vehicular or bicycle traffic and only under the terms and restrictions imposed in this Permit in accordance with the provisions of 24 DCMR 3310, as amended; and

WHEREAS, the District has prepared the Permit terms and conditions as set out below; and

WHEREAS, these terms and conditions are subject to change according to any final rulemaking promulgated by the District that becomes effective during the term of the Public Right of Way Occupancy Permit issued to the permit holder; and

NOW, THEREFORE, based upon the above recitals, Permit holder hereby agrees to the terms and conditions of this occupancy permit as follows:

Article I. Definitions

For the purposes of this Agreement, the following terms, phrases, words, and their derivations, shall have the meaning given below, unless more specifically defined within a specific article or paragraph of this Agreement. When not inconsistent with the context, words used in the present tense include the future and past tense, and words in the singular number include the plural number. The words “shall” and “will” are mandatory and “may” is permissive. Words not defined shall be given their common and ordinary meaning.

- A. **Publicly Accessible Dockless Vehicle Sharing Program:** means a program to rent bicycles, motorized bicycles, or electric scooters for short-term one-way trips without the installation of any infrastructure within the District other than the deployment of vehicles.
- B. **Dockless Sharing Vehicle:** means a dockless bicycle or dockless electric scooter that is available to rent in the public right-of-way through a rental system that does not include the installation of docking stations in the public right-of-way. The term “dockless sharing vehicle” does not include a motor vehicle, motorcycle, low-speed vehicle, or a motor-driven cycle, as defined in 18 DCMR 9901, or an all-terrain vehicle as defined in D.C. Official Code § 50-2201.02(2).
- C. **Dockless Electric Scooter:** means a motorized standing scooter with tandem wheels that is available to the public for rental through a rental system that does not include the installation of docking stations in the public right-of-way. A dockless electric scooter shall be considered a personal mobility device, as defined in D.C. Official Code § 50-2201.02(13).
- D. **Adaptive Dockless Sharing Vehicle:** means a shared-mobility vehicle that is available to rent in public space, that is not a motorcycle, low-speed vehicle or a motor-driven cycle as defined in 18 DCMR 9901, or an all-terrain vehicle as defined in D.C. Official Code § 50-2201.02(2), that is accessible to people with various physical disabilities. Examples include recumbent bicycles, tricycles, and hand cycles, any of which may be motorized.
- E. **Hub:** Hub is a preferred parking location where the Permit Holder must offer user incentives for parking locations. If a Permit Holder offers hubs, at least one hub must be available in each of the 8 Wards of the District. A hub may be geofenced. A hub may include physical parking infrastructure, signage, or striping. If infrastructure is installed by the Permit Holder, the parking must be company agnostic and the infrastructure must be permitted by DDOT.
- F. **Geofence:** Map marking available via an app to dockless sharing vehicle users. May be requested by the District with end user incentives or disincentives.

G. Dockless Vehicle Parking Area: means the following areas where dockless vehicles may be parked, provided that a minimum 5-foot clear zone for pedestrians is maintained at all times:

1. On a public sidewalk;
2. In the public right-of-way between the sidewalk and the curb; and
3. At a bike rack, if the bike rack is located in the public right-of-way but somewhere other than a public sidewalk, or the public right-of-way between the sidewalk and the curb.

H. Speed Governor: means a device that ensures the motor of a dockless sharing vehicle is incapable of propelling the vehicle at a rate of speed in excess of the mandated speed limit on level ground.

I. Equity Emphasis Area: means a geographic area identified by the National Capital Region Transportation Planning Board that have significant concentrations of low-income and or minority populations, according to U.S. Census tract-level data. Equity Emphasis Areas as of June 2018 are defined in the map located at: <https://www.mwcog.org/assets/1/6/Region.pdf>.

Article II. Responsibilities of Permit holder

A. Fleet

1. Permit holder may operate electric scooters, the total of which may not be less than **500** dockless vehicles. When the permit holder begins operations, no more than **2,500** scooters, may be operated by the permit holder. Requests by the permit holder to operate more than **2,500** vehicles will be evaluated **semi-annually** by DDOT, and may be granted at DDOT's discretion for good performance during the period prior to the evaluation.
2. Adaptive dockless sharing vehicles shall not be counted in the maximum number of vehicles allowed, provided that the permit holder shall submit specifications for any adaptive dockless sharing vehicles, and the total number to be deployed, to DDOT for approval.
3. Permit holder shall certify that all dockless electric scooters deployed are equipped with a speed governor that ensures the vehicle will not travel in excess of 10 miles per hour on level ground.
4. Permit holder shall ensure each dockless vehicle is in working order, **safe**, well- maintained, and clean.
5. Permit holder shall affix its logo to each dockless vehicle in the District so that it is clearly visible and shall not allow other logos or advertisements to appear on any dockless vehicle.
6. Permit holder shall provide a toll-free telephone number, website address, and a means of effective communication for persons with disabilities (physical, vision, hearing, and speech) on each dockless vehicle identifying

the Permit Holder and stating how to report an incorrectly parked dockless vehicle.

7. Permit holder shall display a unique identification number on each vehicle deployed.
8. Permit holder understands that dockless electric scooters meet the definition of a “personal mobility device” as defined in D.C. Official Code § 50- 2201.02(13). Dockless electric scooters shall be operated in compliance with the requirements for personal mobility devices described in 18 DCMR 1201. DDOT shall require that all vehicle models be inspected and approved by DDOT prior to deployment. DDOT reserves the right to deny vehicles as part of a shared dockless fleet, included but not limited to vehicles weighing over 50 pounds. Permit holder shall certify that all scooters deployed meet the ANSI/CAN/UL Standard for Electrical Systems for Personal E-Mobility Devices (UL Standard 2272), in addition to any applicable Federal or District of Columbia safety laws or regulations.
9. Permit holder shall inform users of all applicable District laws and regulations, including, but not limited to, those regarding speed limits, parking, age restrictions, and sidewalk riding. Permit holder shall test effectiveness of user information strategies and educational campaigns and report to DDOT most effective methodology.
10. Permit holder must ensure dockless electric scooters can be located and unlocked using a smartphone application, or by manually entering a customer’s account number. Dockless electric scooters must also offer a cash payment option within the District, and the ability to be located and unlocked without a smartphone.
11. Permit holder must provide DDOT with access to its smart phone application used to rent trips, that allows DDOT employees to unlock any improperly parked dockless sharing vehicles for the purpose of moving such vehicles to the nearest available proper parking location.
12. Permit holder shall have a stand-alone application where only the permit holders vehicles are available to view location and to rent. If vehicles are available to rent through an additional application, permit holder shall ensure that rentals occurring through this app shall inform the rider of all rules and regulations associated with operating a PMD in the District. Any app which has vehicles available for rent must have the insurance coverage required by the T&Cs.
13. Permit holder must provide DDOT with at least five account logins for which rentals will be free of charge, for testing purposes only.
14. All dockless sharing vehicles must be equipped with on-board GPS technology that does not obtain spatial information by relying on a customer’s smart phone.
15. GPS data shall be transmitted from all dockless sharing vehicles at a

- minimum of every 90 seconds to ensure accurate location data is conveyed.
16. Permit holders shall not require customers to grant locations services from their phones, and shall not require access to contacts, photos, or other files.
 17. Permit holder shall not require customers to share data with a third party.
 18. Permit holder must provide a free helmet to customers upon request within 14 business days of the request.
 19. Permit holders are encouraged to make dockless vehicles available for rental purposes 24 hours per day, seven days per week, 365 days per year unless otherwise requested by DDOT.
 20. Permit holder shall cooperate with DDOT requests to suspend or alter service and remove vehicles from public space during extreme weather events or special events. DDOT may require staffing during special events included but not limited to at least one rebalancing staffer during special events.
 21. Permit holder shall respond to DDOT's requests to administer geofences, which may include alterations to the permitted service area, within 24 hours including but not limited to:
 - a. Highlight and inform user about a specific area;
 - b. Up to 350 characters of text;
 - c. Speed reduction to 0mph, 3mph, and 6mph;
 - d. financially disincentivize to end user; and/or
 - e. financially incentivize user behavior to end user
 22. Within thirty (30) days of receipt of a Permit, permit holder shall file an operational plan with DDOT. Operational plans shall include, at a minimum:
 - a. Hours and days of operation, and any limitations thereon;
 - b. Communication methods for educating users about safe operations and proper parking;
 - c. Procedures for ensuring that the vehicle fleet is safe for use and well-maintained; Procedures for responding to extreme weather events and special events;
 - d. Procedures regarding the establishment of geofences;
 - e. Procedures for responding to complaints;
 - f. Procedures for ensuring availability of dockless vehicles in each Ward including initial deployment plans and proposed fluctuations in fleet size;
 - g. Procedures and plans for global battery safety practices included but not limited to charging, transporting, storage, and disposal. This should include timelines for disposal and contracts in place for disposal;
 - h. Permit Holder's strategies for preventing battery tampering and procedures for detecting and responding to battery tampering; and
 - i. Procedures for identifying at risk vehicles and Permit Holder's response procedure. This should include information about the battery management systems including where the information is stored and level of information about battery health the operator is receiving.

23. Permit Holder shall report to DDOT within 24 hours, any issue which could affect public safety, including but not limited to reports of criminal activity involving Dockless Vehicles, reports on any crash with a fatality or hospitalized injury involving Permit Holder's Dockless Vehicles, any contact with the D.C. Metropolitan Police Department, any contact with the Fire and EMS Department, or defects in any equipment including but not limited to fires, tampering, damaged/leaking batteries, electrical issues, and charging issues. DDOT will provide a method for electronic reporting.

B. Performance-Based Fleet Expansion

1. Permit holder may be allowed to increase the size of its fleet of dockless sharing vehicles on semi-annual basis if reporting to DDOT demonstrates the permit holder demonstrates improved performance and the total available, if any, fleet increase will be determined by DDOT. Permit holder will be assessed in the following domains, which may be adjusted as fleet size fluctuates:
 - a. Total number of trips per month
 - b. Trips per vehicle per day
 - c. Average miles per trip
 - d. Miles per vehicle per day
 - e. Trips originating and terminating in Equity Emphasis Areas
 - f. Response time to violations
 - g. Responsiveness to DDOT's requests
 - h. Equity programs
 - i. Safe operations
 - j. Effectiveness of user education
 - k. Number of parking violations
 - l. Number of safety violations
 - m. Data provision violations
 - n. Vehicle idle time
 - o. Adaptive Vehicle Operations
 - p. Installation of bicycle parking infrastructure
 - q. Incentivizing users to park vehicles at corrals or DDOT-specified locations
2. Permit holder may request fleet expansion on a semi-annual basis. DDOT will evaluate performance and may authorize fleet expansion up to one-hundred percent (100%) based on the permit holder's starting fleet size, and at DDOT's discretion. DDOT reserves the right to deny the request for fleet expansion based on performance prior permit period.

C. Parking

1. Dockless vehicles must be parked:
 - a. Within the furniture zone of the sidewalk where one exists, and must maintain a pedestrian travel space to a width of at least five (5) feet.
 - b. To maintain unimpeded access to entrances to private property or driveways.
 - c. To maintain unimpeded access to Capital Bikeshare stations.
 - d. To maintain unimpeded access to Metrobus, Circulator, and DC Streetcar stops and shelters.
 - e. To maintain vehicular travel area for any vehicle.
 - f. To ensure the vehicle remains upright.
 - g. Outside of any protected tree planting or landscaped area.
 - h. Otherwise in accordance with 18 DCMR 1209.3.
2. Permit holder will use all of its communication platforms to educate users on proper dockless vehicle parking, and will incentivize proper parking.
3. Permit holder will remove improperly parked dockless vehicles in accordance with local law and without prior notice from the District of Columbia.
4. When a dockless vehicle is incorrectly parked (i.e., violates any term of paragraph 1 of this section), Permit holder shall move that dockless vehicle within two (2) hours of notification, including notifications through its communication platforms.
5. If a dockless vehicle has not moved from the same location for five (5) consecutive days, permit holder will relocate the vehicle to another block face.
6. Permit holder shall not allow parking of dockless vehicles or trips to terminate on property that is not public space within the jurisdiction of the District of Columbia, without the consent of the property owner.

D. Distribution of Dockless Vehicles

1. Permit holder shall make dockless vehicles available to all in the District and maintain dockless vehicles in each Ward.
2. Permit holder's required service area shall include the entirety of the District of Columbia but exclude federal, private, and National Park Service land.
3. Permit holder shall not exceed the maximum of 1,000 vehicles located in the Central Business District at all times. Permit holder shall maintain this balance.
4. The dockless vehicle operating company shall balance its fleet of dockless sharing vehicles by having deployed at least twenty (20) vehicles in each ward between 5:00am to 6:00 a.m. each day;
5. Permit holder shall deploy at least 400 dockless sharing vehicles in prescribed Equity Emphasis Area locations between 5:00 am -7:00 am.

Permit holder must deploy 25% of the required deployment by 6:00 am. Failure to meet equity deployment may result in permit revocation.

6. Permit holder shall not charge customers at a more expensive rate for rental of dockless vehicles, or impose an additional fee, regardless of the trip origin and destination within the District of Columbia, provided the trip's origin and destination are within the permitted service area. This provision shall not be construed to prohibit user incentives for active rebalancing of dockless vehicles. This provision shall also not be construed to prohibit user incentives for parking in preferred "hubs," as long as at least one such hub is available in each Ward of the District.
7. Permit holder shall maintain staffed operations located within the District of Columbia for the purpose of dockless vehicle maintenance and rebalancing.
8. Permit holder shall immediately serve the entire Required Service Area upon the first day of permitted operations and for the entirety of the time period for which this permit is valid. Failure to launch within 30 days of permit start will result in immediate permit revocation.

E. Payment Options

1. Permit holder agrees to offer cash and non-smartphone payment options located within the District.
2. Permit holder will offer a low-income customer plan that waives any applicable vehicle deposit and offers an affordable cash payment option and unlimited trips under 30 minutes to any customer with an income level at or below 200% of the federal poverty guidelines, subject to annual renewal.
3. Permit holder agrees to conduct a marketing campaign at its own cost in Equity Emphasis Areas to promote the use of dockless sharing vehicles and to inform users of available low-income customer plan particularly among low-income residents.
4. Permit holder must comply with Payment Card Industry Data Security Standards.
5. Permit holder will maintain a multilingual website with languages identified in the District of Columbia Language Access Act of 2004.

F. Permit Fees and Performance Bond

1. Permit holder agrees to pay the following fee structure for the issuance of a revocable Public Right-of-Way Occupancy Permit, which reflect the costs of permitting, vehicle registration, public space occupancy, education and enforcement, program evaluation, and program administration:

(1) An application fee of fifty dollars (\$50) per permit;

- (2) A technology fee of twenty-five dollars (\$25) per permit;
- (3) A fee of two hundred and fifty dollars (\$250) for the initial permit to operate in the public right-of-way occupancy permit;
- (4) A fee of one hundred dollars (\$100) for each annual renewal of the permit to operate in the public right-of-way;
- (5) According to the month during which the dockless sharing vehicle will enter into operation in the District, a per vehicle fee of:

Month of First Operation	Per Vehicle Fee
January	\$60
February	\$55
March	\$50
April	\$45
May	\$40
June	\$35
July	\$30
August	\$25
September	\$20
October	\$15
November	\$10
December	\$5

- (6) A ten thousand dollar (\$10,000) refundable bond or other security acceptable to the Director, to be retained by the Department in the event the permit holder fails to remove from the public right-of-way vehicles that are unsafe, unpermitted, or abandoned, or if the District of Columbia must remove, relocate, impound, or store dockless vehicles due to improper parking, safety hazards, or any other violation of these regulations or the terms and conditions of these terms and conditions.
2. DDOT may make deductions from the balance of the permit holder's deposit(s) to recover all costs due. DDOT shall provide written notice to permit holder prior to making a deduction stating the reasons for and the amount of the deduction and advising the permit holder that any objection must be submitted, in writing, no later than seven (7) days after the date of the written notice. Any decision adverse to the permit holder shall be in writing and shall set forth the reasons for denying the objection and shall be

sent to the permit holder three (3) days before a deduction is made.

3. If permit holder's permit is revoked, any fees paid for the current or past months of operations will not be refunded by the District Department of Transportation.

G. Application, Data & Reporting

1. Permit holder shall follow all data standards as listed by the District. DDOT will provide the Permit Holder with a 30 day notice of any updates to data standards.
2. A smart phone-based application used to rent dockless vehicles does not qualify as a publicly accessible application program interface.
3. If the operator operates more than one type of vehicle, they must provide a separate GBFS version 1.0 API as well as the private API per vehicle type. Providers must inform DDOT to which vehicle type each API corresponds.
4. Permit holder shall allow DDOT to install temporary GPS trackers on a random sample of dockless sharing vehicles for research purposes.
5. Permit holder shall provide monthly reports within 5 business days of the end of the month.
6. During the permit period, DDOT may require the permit holder to conduct a member survey. Survey questions shall be submitted to DDOT for review prior to initiating the survey. Survey results shall be shared with DDOT.
7. Permit holder agrees that DDOT may use a third-party researcher to evaluate the Dockless Vehicle Sharing program.
8. Permit holder agrees to complete a DDOT questionnaire that describes the basic technological requirements of the permit holder's operating model, including but not limited to the specification of geolocation technology used, where geolocation hardware is located on the vehicle, and whether or not a customer's smartphone geolocation capability is necessary to locate the permit holder's vehicles.

H. Criminal Investigation

In the event a permit holder's dockless vehicles are involved in criminal activity, permit holder will provide the D.C. Metropolitan Police Department with any available data pertaining to the recent locations of dockless vehicles and customer information pertaining to recent rentals of dockless vehicles.

I. Insurance

1. At all times during the term of this Permit and any use of the public right-of-way by Permit holder pursuant to this Permit, Permit holder shall maintain the insurance coverage set forth below:

- a. Commercial General Liability Insurance coverage of One Million Dollars (\$1,000,000) per occurrence with the District as an additional insured;
- b. Workers' Compensation Insurance coverage for all employees involved in operations pertaining to this Permit including Employer's Liability Insurance coverage of at least One Hundred Thousand Dollars (\$100,000) per occurrence. Permit holder agrees to comply at all times with the provisions of the Workers' Compensation laws of the District; and
- c. Insurance policies shall be written with responsible companies licensed by the District of Columbia Department of Consumer & Regulatory Affairs.

J. Indemnification.

1. Permit holder shall defend, indemnify and hold harmless the District, its officers, directors, employees, agents, servants, successors, assigns and subsidiaries (collectively "the Indemnified Parties"), from and against any and all losses and liabilities, penalties, fines, forfeitures, demands, claims, causes of action, suits, costs and expenses incidental thereto (including cost of defense and attorney's fees), which any of the Indemnified Parties may hereafter incur, be responsible for, or pay as a result of any and all legal liabilities associated with the use of the public right-of-way by Permit holder's vehicles, provided that Permit holder shall not be so obligated in the event that the claim or occurrence at issue arose out of the gross negligence or willful misconduct of the Indemnified Parties or any one of them.
2. Permit holder also agrees to hold harmless the District and its officers and employees for any loss or damage to persons or property, arising out of or in any way related to Permit holder's use of the public space, public right-of-way, or public structure.

K. Advertising.

1. Permit holder shall not advertise or publish DDOT or the District of Columbia government's participation in or endorsement of the program in Permit holder's marketing or promotional materials without DDOT's prior written consent.
2. Permit holder shall not utilize its vehicles for the sale or display of third party advertising.

L. Anti-competitive behavior

1. Permit holder agrees not to engage in anti-competitive behavior with other dockless sharing vehicle operators, including falsifying data and sabotaging

vehicles.

2. Permit holder must be in good standing with the North American Bikeshare Association.

M. Revocation of Permit

1. DDOT may revoke the permit holder’s permit, permit for failure to comply with any of these Terms and Conditions.
2. In the event DDOT revokes the permit holder’s permit, permit holder shall remove its vehicles from public space within 15 (fifteen) business days. DDOT may impound vehicles that are not removed from public space, and may auction off vehicles to the highest bidder or donate vehicles free-of-charge to minors as part of a recreation, safety, or responsibility program. Vehicles that are not in working order may be disposed of as solid waste.
3. DDOT, in its sole discretion and without prior notice, may remove dockless sharing vehicles from the right-of-way if an emergency arises. In such instances, DDOT will attempt to notify the permitted operator as soon as reasonably practicable thereafter.

Article III. Key Officials and Contact Persons

All notices, requests, modifications, and other communications that are required to be in writing shall be personally delivered or mailed via first class mail or emailed to the addresses below:

A. For DDOT
 KEY OFFICIAL:
 Jeffrey Marootian, Director
 55 M Street, SE
 Washington DC 20003
 202-671-2740 (office)
 202-671-0617 (fax)
 jeff.marootian@dc.gov

B. For Permit holder
 KEY OFFICIAL

CONTACT PERSON

CONTACT PERSON 

Permit holder may change the persons, addresses, and numbers for receipt of notices, requests, modifications and other communications by written notice to DDOT at the last noticed address.

Article IV. Effective Date, Term of Permit, and Modification

- A. The Permit shall be effective on January 1, 2019, and shall remain in effect until December 31, 2019.
- B. Any modification of this Permit shall be valid only if approved by DDOT in writing.

Article V. Required and Standard Clauses

- A. **Monitoring and Records.** Permit holder will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements. DDOT shall maintain records of all actions taken pursuant to the Permit and these **Terms and Conditions**, and shall make records available to Permit holder for inspection, if requested.
- B. **Assignment.** No transfer or assignment of the Permit, or of any part thereof or interest therein, directly or indirectly, voluntarily or involuntarily, shall be made unless such transfer or assignment is first approved in writing by DDOT.
- C. **Confidential Information.** DDOT and Permit holder will use, restrict, safeguard and dispose of all information related to the Permit and these **Terms and Conditions**, in accordance with all relevant federal and local statutes, regulations, policies. Information received by either DDOT or Permit holder in the performance of responsibilities associated with the Permit and these **Terms and Conditions** shall remain the property of DDOT.

Article VI. Affirmations

- A. **Authority.** Permit holder has the power to enter into this Permit and the undersigned has full power, authority and legal right to enter into this Permit and to undertake the implementation of the Permit contemplated herein.
- B. **Tax Certificate.** Permit holder certifies that it has paid all of its taxes and is in good standing with the Office of Tax and Revenue as of the date of this Agreement and has a Clean Hands Certificate from the Office of Tax and Revenue dated this year.
- C. **Good Standing.** Permit holder certifies that it is in good standing with the Department of Consumer and Regulatory Affairs and has a Certificate of Good Standing from the Department of Consumer and Regulatory Affairs dated this year.

Article VII. Termination

Notwithstanding the provisions in Article III and the Revocation clause of the Permit, DDOT may terminate the Permit and these **Terms and Conditions** in whole or in part by giving reasonable advance written notice to Permit holder.

[The rest of this page is left intentionally blank. Signatures are listed on the next page.]

IN WITNESS WHEREOF, the undersigned has caused these presents to be executed on the date specified below. By signing below, [PH NAME] agrees to be bound by these Terms and Conditions.

[PH NAME]

By: _____ Date: _____
[NAME]
Authorized Representative – [PH NAME]

By: _____ Date: _____
[NAME]
Authorized Representative – [PH NAME]