



# **Appendix-10**

## **Participant Agreement**

## California Road Charge Pilot Program

# Policies & Participation Agreement

Welcome to the California Road Charge Pilot Project, [a live research test](#) of a potential new way to pay for California's roadways.

Before agreeing to participate in this project, please take time to read these policies. Let us know if you have any [Questions](#).

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## Pilot Program Policies

These policies will be followed to ensure that the goals of the pilot project are met, and that your personal information is protected and shared only as you authorize.

- 1. Participation.** Volunteers for the Road Charge Pilot Project are encouraged to participate for the full 9-month duration of the test unless their participation is terminated earlier by Caltrans or the program is terminated earlier by the State of California.
- 2. Eligible vehicles.** Only vehicles properly registered in the Volunteer's home state are eligible to participate. Volunteers must notify their account manager of the sale of any vehicle enrolled in the Road Charge Pilot Program, or of vehicle repairs that last more than five (5) days.
- 3. Enrollment in the program.** Volunteers will choose an account manager and provide all information required to enroll in the Road Charge Pilot Program, including selection of a mileage reporting method. Volunteers may change their mileage reporting method (or their account manager) once during the 9-month pilot test period.
- 4. Mileage reporting requirements.** Volunteers will be given a choice of several Road Charge mileage reporting options. Volunteers who choose automated mileage reporting must install a device, or download and install a smartphone software application, or activate

special mileage reporting software already installed in the vehicle. Account managers will provide more detailed information based on the option selected, and can assist with installation and activation.

Volunteers who do not select these automated technologies can instead choose to participate by allowing a visual inspection of their odometer readings, mileage permits, or a time permit. While these options do not require any technology, Volunteers must carefully follow instructions provided by their account manager for properly reporting their mileage (for the mileage permit and odometer charge) or activating their time permit.

Volunteers must report any problems with their chosen Road Charge mileage reporting method as soon as possible, including the theft, accidental loss, or damage to a mileage-reporting device. Account managers will make every effort to fix reported problems.

5. **Road Charge statements.** Volunteers will receive periodic statements of their Road Charges based on their miles traveled, but are not required to make any actual payments. Instead, Volunteers are asked to make a simulated payment via mail or through a special website that will be provided. No real currency will be exchanged or credit cards charged during the 9-month test period.
6. **Road Charge accounts.** The State of California, account managers, and authorized Third Parties may review Road Charge accounts at any time. Volunteers have the right to see and review their Road Charge account and all current information and data associated with it. Any errors or omissions that are reported to account managers will be corrected. Volunteers must not share the password to their Road Charge account with anyone.
7. **Revocation of participation.** Caltrans may revoke approval to participate in the pilot test if Volunteers:
  - Fail to report mileage driven as required during the test period;
  - Fail to install or activate mileage reporting equipment chosen for mileage reporting;
  - Tamper with a mileage reporting device;
  - Hack into a pilot project website or otherwise intentionally disrupt the operations of the pilot project;
  - Intentionally report false mileage data or other required information; or

- Cease to own the vehicle enrolled in the pilot test and not promptly replace it with another vehicle for the pilot test.
8. **Privacy and protection of your information.** The Road Charge Pilot Program has developed a [Privacy Policy](#) to let Volunteers know how their personal information will be used and protected. Volunteers must read this [Privacy Policy](#) before agreeing to participate in the Road Charge Pilot Program.
  9. **Your participation in surveys.** Volunteers are expected to participate in three or four surveys that will be used to evaluate the Road Charge Pilot Program. You will be asked to provide your contact information so you can be notified of the surveys.
  10. **Copy of this Policy & Agreement.** Volunteers may obtain a copy of this Policy & Participation Agreement at any time by asking their Road Charge account manager or Caltrans.

## Your Agreement with Us

By checking the boxes "I AGREE" below, you are agreeing to the following terms and conditions of participation:

11. I will follow these policies. I agree to abide by all of the California Road Charge Pilot Program Policies, numbered 1 through 10 above.  
I AGREE:
12. My demographic and personal information will be used for account management and research purposes only. I have read the Privacy Policy, and agree that all mileage data, demographic and other personal information I have provided may be used as described in the Privacy Policy.  
I AGREE:
13. My location-based data may be collected if I have chosen a certain type of mileage reporting device. I understand that depending upon the type of mileage reporting method I choose, I may be asked to provide my account manager access to information or data about my vehicle trip patterns or travel locations during the Road Charge Pilot Program. If I do not agree to share this information, I understand I must choose a different mileage reporting method. I AGREE:



**State of California**

**GOVERNMENT CODE**

**Section 11019.9**

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11019.9. (a) Each state department and state agency shall enact and maintain a permanent privacy policy, in adherence with the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code). Each state department and state agency shall conspicuously post its privacy policy on its Internet Web site.

(b) The privacy policy required by subdivision (a) shall include, but is not limited to, the following principles:

- (1) Personally identifiable information is only obtained through lawful means.
- (2) The purposes for which personally identifiable data are collected are specified at or before the time of collection, and any subsequent use is limited to the fulfillment of purposes not inconsistent with those purposes previously specified.
- (3) Personal data shall not be disclosed, made available, or otherwise used for purposes other than those specified, except with the consent of the subject of the data, or as authorized by law or regulation.
- (4) Personal data collected must be relevant to the purpose for which it is collected.
- (5) The general means by which personal data is protected against loss, unauthorized access, use modification or disclosure shall be posted, unless that disclosure of general means would compromise legitimate state department or state agency objectives or law enforcement purposes.
- (6) Each state department or state agency shall designate a position within the department or agency, the duties of which shall include, but not be limited to, responsibility for the privacy policy within that department or agency.

(c) For purposes of this section, the term "conspicuously post" shall include posting the privacy policy through any of the following means:

- (1) An Internet Web page on which the actual privacy policy is posted if the Internet Web page is the homepage or first significant page after entering the Internet Web site.
- (2) An icon that hyperlinks to an Internet Web page on which the actual privacy policy is posted, if the icon is located on the homepage or the first significant page after entering the Internet Web site, and if the icon contains the word "privacy." The icon shall also use a color that contrasts with the background color of the Internet Web page or is otherwise distinguishable.
- (3) A text link that hyperlinks to an Internet Web page on which the actual privacy policy is posted, if the text link is located on the homepage or first significant page after entering the Internet Web site, and if the text link does any of the following:
  - (A) Includes the word "privacy."

- (B) Is written in capital letters equal to or greater in size than the surrounding text.
- (C) Is written in larger type than the surrounding text or in contrasting type, font, or color to the surrounding text of the same size, or is set off from the surrounding text of the same size by symbols or other marks that call attention to the language.
- (4) Any other functional hyperlink that is so displayed that a reasonable person would notice it and understand it to hyperlink to the actual privacy policy.

(Amended by Stats. 2014, Ch. 851, Sec. 1. (AB 928) Effective January 1, 2015.)