



Fleming College

MEMORANDUM OF UNDERSTANDING FROST SHUTTLE

This Memorandum of Understanding (MOU) sets out the understanding between The Frost Student Association (the FSA) and The Sir Sandford Fleming College of Applied Arts & Technology (the College) in support of the FSA providing a shuttle transportation service between the Frost campus in Lindsay and the Sutherland campus in Peterborough during the Fall and Winter terms (the FSA Shuttle Service).

This MOU outlines the support that the College is pleased to provide to FSA as part of our mutual goal of delivering outstanding student experiences within our communities in a sustainable manner.

In this document, the following College department/contacts are referenced:

- College Liaison – College employee identified to liaise between the FSA and the College.
- Security and Parking Services
- Marketing and Student Recruitment
- Frost and Sutherland Information Booths
- Office of Sustainability

To this end;

The FSA intends to provide the following resources and support to the FSA Shuttle Service through:

1. Entering into, managing & administering the Contract with 3rd party transportation provider and providing the College with copy of this Contract.
2. Assuming financial responsibilities related to the FSA Shuttle Service.
3. Assuming liability and insurance related to Shuttle operations.
4. Creating of the Shuttle schedule (number of stops, stop locations, arrival and departure) in consultation with the College Liaison and Security and Parking Services, one month prior to the beginning of each semester.
5. Responding to any service concerns and responding to student concerns.
6. Proactively engaging with the College Liaison and Security and Parking Services regarding any changes in the FSA Shuttle Service including cancellations and / or provisions under the contract with the 3rd party transportation provider.
7. Collecting and reporting on Shuttle ridership.
8. Indemnifying and holding the College harmless from all actions, causes of action, suits, claims and demands of every nature and kind whatsoever which may be made against the College relating to or arising out of the FSA Shuttle Service.

The College intends to provide the following resources and support to the FSA:

1. The College Liaison will ensure FSA is connected with Marketing and Student Recruitment and Security and Parking Services to allow for marketing and promotion of the FSA Shuttle Service and the Shuttle schedule.
2. Security and Parking Services
 - a. Frost Information Booth will issue FSA Shuttle Service stickers (provided by FSA) for current Frost students to place on their Student ID.
 - b. At Sutherland Campus, the College, through the Information Booth, will distribute FSA Shuttle Service passes and collect the fees on behalf of FSA.

3. Security and Parking Services will relay any information they receive from users or the Fleming community to the FSA regarding operational matters e.g. missed pick-ups, capacity concerns delays.

The FSA and College Liaison coordinate a meeting once per semester with the FSA and relevant College departments to review the FSA Shuttle Service. This may include Office of Sustainability, Security and Parking Services, relevant academic programs etc. The meeting will include reviewing the service, including ridership and operational concerns as well as looking at future shuttle ridership needs.

This agreement outlines the arrangements between the College and the FSA regarding the FSA Shuttle Service. It will commence at the signing of the MOU and will be reviewed annually. Either party may terminate this memorandum with 90 days' notice.

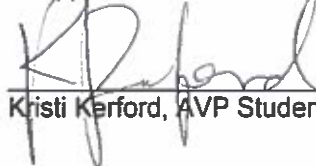
The Frost Student Association



Madeline Williams, FSA President

April 12/2018
Date

The Sir Sandford Fleming College
of Applied Arts & Technology



Kristi Kerford, AVP Student Services

April 12/2018
Date