

# **The Eastern Transportation Coalition Phase 4 Mileage-Based User Fee Pilot Participant Agreement**

## **Policies and Participation Agreement**

To ensure the voices of citizens on the east coast are a part of the critical national discussion of how to establish a sustainable and equitable transportation funding approach, The Eastern Transportation Coalition applied for and received funding through the USDOT "Surface Transportation System Funding Alternatives" (STSFA) program to operate a Mileage-Based Usage Fee (MБУF) Pilot. The purpose of the MБУF Pilot is to explore the feasibility of replacing the fuel tax with a MБУF approach in a multi-state environment. We are particularly interested in receiving feedback on the technologies used in the pilot, reactions to receiving a monthly MБУF statement for road usage, any concerns with privacy and data security, and the fairness of the MБУF system. All MБУF charges and tax credits shown on the monthly statement will be simulated and no actual monies will be received from (or paid to) a participant as part of the MБУF Pilot.

## **MБУF Pilot Data Collection and Use**

To set up and properly manage your MБУF account during the pilot the account manager will collect the following information:

- Your full name and address, including zip code
- Your email address and phone number
- Year, make and model of vehicles you own or lease
- Fuel type of the vehicles you own or lease (gasoline, diesel, electric or combination (hybrid/plug-in hybrid))
- The Vehicle Identification Number (VIN) for the vehicle(s) you will enroll in the Pilot
- The state you reside in
- The state your vehicle is registered in
- Certain demographics information (as applicable)

The account manager is responsible for setting up your MБУF account, delivering the chosen mileage reporting devices to persons, processing your mileage fuel consumption & net MБУF, issuing illustrative invoices each month, and providing customer support.

Occasionally, the Coalition or your account manager may use your personal information to contact you or send important notices about your account, changes in the MБУF Pilot, surveys, or changes to these policies.

## **Location-Based Services are Entirely Optional**

Your vehicle location details are not required to participate in the MБУF Pilot. If you do not want location information collected by your account manager, you simply select a mileage reporting option that does not use location-based services during the pilot enrollment. It is important to note that if you choose the non-location option, a portion of your total miles will be allocated to neighboring states based on default estimates. In addition, some premium features offered by the account manager will not function without location data. No detailed

location information (e.g., routes taken) is provided to the Coalition, the Coalition member states, or any third party by the account manager.

## **Collection and Use of Non-Personal Information**

The account manager will also produce non-personal data reports that do not reveal the identity, activities or contact details of any specific person. The collected information will be aggregated, securely stored and only accessible to researchers. Below are examples of non-personal information and how it might be used:

- Analysis of mileage by persons living in a certain area, to gain a better understanding of how MBUF might impact drivers differently, depending upon where they live.
- Analysis of difficulties participants have in setting up their MBUF mileage accounts, so that these services can be improved for any future MBUF system.
- Analysis of MBUF by drivers of different makes and models of vehicles, to gain insight into how a MBUF system compares against the fuel tax system.

The data used for these purposes will not contain any participant specific information and will only be used at the aggregated level (combined with other participants' data).

## **Disclosure of Personal Information to Third Parties**

Given a key purpose of the pilot is to gather feedback from participants, you will be asked to participate in brief surveys over the course of the pilot. Another third-party company will be conducting these surveys and will reach out to you via email. The third-party survey company will not have access to the pilot data collected by the account manager and is legally required to adhere to this privacy policy and protect your personal information.

## **Your Right to Inspect Your information and Records**

Your account manager will provide you the opportunity to view all of your personal information and data collected and stored as part of the MBUF Pilot to ensure only information and data you have authorized is being collected. To view your information, please contact your account manager using the email address or telephone number provided below.

Email: [tetcmbufsupport@azuga.com](mailto:tetcmbufsupport@azuga.com)

Telephone (Help Desk): 1-800-593-1876

If you notice anything in your account that seems to be a mistake, you may request a review by your account manager, and a prompt correction of any errors discovered will be made.

## **Retention of Your Information and Records**

All personally identifiable information that is collected to set up and manage your mileage account, including mileage and other data collected during the pilot, will be destroyed after 60 days of the completion of the MBUF Pilot. Non-personal information (i.e. total mileage, vehicle make and model, etc.) may be retained indefinitely and used for other MBUF research purposes. All data will be anonymized, securely stored, and only individuals involved in the research study will have access to the data. All individuals that will have access to personally identifiable information as part of this study will sign a non-disclosure agreement to ensure that they do not disclose personally identifiable information.

## **Participant Resources**

The following website contains detailed information about the pilot program, The Eastern Transportation Coalition's MBUF work, frequently asked questions, an MBUF calculator, and published documents. Also provided below is the help desk contact information for the account manager.

Website: [www.tetcoalitionMBUF.org](http://www.tetcoalitionMBUF.org)

Telephone (Help Desk): 1-800-593-1876

Email: [tetcmbufsupport@azuga.com](mailto:tetcmbufsupport@azuga.com)

The Eastern Transportation Coalition MBUF Pilot falls under the University of Maryland standard research protocols. For more information about these protocols, contact UMD Institutional Review Board at: [irb@umd.edu](mailto:irb@umd.edu).

## **Pilot Agreement**

Volunteer participants in The Eastern Transportation Coalition MBUF Pilot will evaluate the feasibility of MBUF as a potential replacement of the fuel tax. All MBUF payments and fuel tax credits will be simulated and no actual monies will be paid to a participant - or received from a participant as part of the MBUF Pilot.

## **Participant Agreement**

To participate in The Eastern Transportation Coalition MBUF Pilot, I understand and agree to the following:

1. I agree to participate in the Pilot for the designated period, beginning with the date of signature on this agreement.
2. By enrolling in the Pilot, I agree to set up a MBUF account with the account manager, select a mileage reporting option. You may also download an app to your Smartphone for the purpose of reviewing your account, trip logs, and other information.
3. Volunteers will be given a choice of several MBUF mileage reporting options. I agree to choose one of the mileage reporting options and provide MBUF Pilot monthly mileage data via the approach appropriate to the reporting option chosen.
4. If a mileage reporting option with a plug-in device for the vehicle is selected, I agree to return the mileage reporting device upon withdrawal of my vehicle from the pilot.
5. I understand that I will receive (via e-mail) a monthly statement outlining the amount of the usage fee (based on miles reported), less any credits for the estimated amount of fuel taxes paid. I further understand that the estimated amounts will be calculated accurately, but as part of the MBUF Pilot are not due and payable.
6. I will report all difficulties or malfunctions in the mileage reporting option or statement errors to my account manager in a timely manner and allow the account manager the opportunity to correct them.
7. I will notify the account manager before selling any vehicle enrolled in the MBUF Pilot.
8. If a mileage reporting option with a plug-in device for the vehicle is selected, I will notify the account manager if I lose the mileage reporting device (such as

by theft or accident), so the account manager may arrange for a replacement mileage reporting device.

9. Depending on my mileage reporting option selected, I agree to maintain my telematics subscription, accurately report my odometer reading, not to tamper with the mileage reporting device or otherwise purposefully attempt to defraud the pilot.
10. I understand that participation in periodic surveys is important to the MBUF Pilot and to provide accurate answers to questions related to my experience as a participant in the MBUF Pilot. I authorize my email address, provided at enrollment to be used by the Coalition or their authorized representatives to disseminate the surveys.

I acknowledge and agree to the conditions provided in The Eastern Transportation Coalition MBUF Pilot Participant Agreement

### **MBUF Pilot Agreement**

The Eastern Transportation Coalition MBUF Pilot will provide material to assist the participant with enrollment, account setup, mileage reporting and account closeout, and will assist the participant with any or all of these activities as needed.

The Eastern Transportation Coalition may cancel the MBUF Pilot or the participant's involvement in the pilot at any time. Should the participant wish to leave the pilot prior to the conclusion of the pilot, the participant may do so by providing notice to the account manager.