

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave, Suite 1331, Portland OR 97204

Main: 503-823-5185 TTY: 503-823-6868 Fax: 503-823-7576

**Chloe Eudaly** Commissioner **Chris Warner** Director

## Transportation Ambassador Agreement

Please read the following agreement and sign at the bottom to indicate that you have read this contract carefully and you fully understand its contents. You will be emailed a copy for your records.

### Role & Responsibility of a Transportation Ambassador

The Portland Bureau of Transportation strives to ensure that all residents and visitors to Portland are treated with respect and provided with accurate information and advice on getting around Portland. To that end, I, as a Transportation Ambassador, will:

1. Respectfully and courteously represent the City of Portland Bureau of Transportation to all members of the public encountered before, during and after events/activities;
2. Arrive on time to scheduled events/activities;
3. If I am going to be absent or late to scheduled activities I will contact the staff lead at least 2 business days prior to the activity whenever possible;

Phone: 503-823-3472 (Rachel's line, M-F only)

Email: [optionsambassadors@gmail.com](mailto:optionsambassadors@gmail.com)

4. Sign up for at least two activities in 2020-2021; and
5. Strive to create a fun, safe, and enjoyable experience

### Role & Responsibility of Staff to Ambassadors

The primary concern of the City of Portland Bureau of Transportation for the Transportation Ambassadors is that the Ambassador and City staff are all treated with respect and are provided the tools and resources needed to have a positive and productive experience. To that end Active Transportation staff will:

1. Schedule an Ambassador to work with at least one Active Transportation or other City employee, intern, or partner Community Based Organization representative at all events/activities;
2. Provide training for volunteers through on-site or virtual Ambassador Training, and other formal and informal training opportunities;



*The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.*

3. Screen activities to make sure that the events/activities will provide a good opportunity to get transportation information out to relevant audiences;
4. Have a cell phone at in-person activities to ensure smooth logistics and communications;
5. Be responsible for providing materials/brochures/maps or other relevant materials to support Ambassadors;
6. Strive to create a fun, safe and enjoyable volunteer experience for Ambassadors.

I have carefully read this agreement and fully understand its contents. In signing this I agree to abide by these rules and regulations set forth by the City of Portland.

\_\_\_\_\_  
Transportation **Ambassador** (please print)

\_\_\_\_\_  
Transportation **Ambassador** Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Transportation **Staff** (please print)

\_\_\_\_\_  
Transportation **Staff** Signature

\_\_\_\_\_  
Date