

## Application for Authorization to Operate Personal Delivery Devices

Name of Personal Delivery Device Operator				
Address of Main Office:	Street	City	State	Zip Code
Mailing Address (if different from above address)	Street	City	State	Zip Code
Administrator or Director of PDD Operations:	Name	Email Address	Telephone Number	
Primary Contact:	Name	Email Address	Telephone Number	
24/7 Emergency Contact:	Name	Email Address	Telephone Number	

Please note any information that is considered proprietary and confidential and exempt from disclosure under the Maryland Public Information Act, in accordance with 4-335 of the General Provisions Article. Proprietary and confidential information will be protected from disclosure.

### The PDD Operator understands and agrees to the following:

#### General Operations:

1. Each PDD will follow all federal, State, and local laws and regulations.
2. PDD Operators will have PDDs follow all appropriate rules of engagement and comply with all applicable traffic rules of the road and all traffic control devices for the infrastructure along the approved route(s), including:
  - a. Device cannot weigh more than 550 pounds, excluding cargo
  - b. Operated primarily on shoulders, sidewalks, & crosswalks; allowed on roadways, footpaths, & bicycle trails
    - i. No travel on a roadway where sidewalks or shoulder are available adjacent to the roadway
    - ii. No travel on a roadway where the posted speed limit is more than 35 mph
  - c. When on a bicycle trail or roadway, it must follow the rules of the road for bicycles
  - d. When on a sidewalk or in a crosswalk, it cannot travel more than 7 miles per hour
  - e. Transports cargo only, but not hazardous material; not people
3. PDD operations are restricted to the Operational Design Domain (ODD) defined by the PDD Operator in the approved Operational Plan.
4. PDD Operator has provided satisfactory evidence of previous testing of the technology under controlled conditions that simulate the real-world conditions (weather, infrastructure, lighting, times/ days, etc.) in which the applicant intends to operate the PDD.
5. PDD Operator will provide monitoring of PDDs, to mean that it is to be accompanied by an employee of the entity or subject to real time remote monitoring.
6. PDD Operator has established and implemented process and procedures for inspecting, testing, and maintaining sensors used in PDD operations.
7. PDD Operator has a process for testing, certifying, uploading, and verifying software upgrades.
8. PDD Operator must submit any requested changes in the Operational Design Domain or the approved Operational Plan to MDOT MVA, for the changes to be reviewed and approved.
9. Both parties reserve the right to cancel at any time.

**(continued on next page)**

**Devices:**

1. PDD Operator will provide identification and markings on each PDD, to include:
  - a. a unique identifier and name & emergency contact information for the PDD Operator prominently displayed on the outside of the PDD.
  - b. identification information can be in the form of a QR Code displayed on the PDD.
  - c. identification information is to be repeated in braille.
2. PDD Operator will provide appropriate equipment for visibility and awareness on each PDD during operation, to include:
  - a. Lighting, if being operated between sunset and sunrise:
    - i. Light on both the front and rear of the PDD that is visible on all sides from a distance of at least 300 feet
    - ii. No bright projecting strobes
    - iii. Reflective material on PDD, as necessary
  - b. Slow-moving emblem, if practical
  - c. Audible alerts, if required
  - d. Flags, if necessary, to accommodate normal field of view for human interaction
3. Devices used by PDD Operators for operations are capable of:
  - a. Navigation – with or without the active control or monitoring of an individual
  - b. Establishing, managing, and operating a safe and successful operation on Maryland infrastructure.
  - c. Allowing reasonably unimpeded access for vehicular traffic, pedestrians, cyclists, and other devices to afford safe movement on infrastructure.
  - d. Monitoring system health and detecting cybersecurity threats.

- e. Alerting the PDD Operator and indicating when need for disengagement or special care from a technology failure, cybersecurity threat, or other anomaly; Recording data before a collision occurs (the information shall be made available to the Department and law enforcement post-crash).
- f. Ensuring compliance with local, state, and federal civil rights laws related to disability and age.

**Liability**

1. PDD Operator will maintain appropriate liability and insurance coverage as follows:
  - a. Evidence necessary to show ability to satisfy a judgment(s) for damages for personal injury, death, or property damage caused by a PDD in the form of general liability insurance which stipulates that each device is covered by a general liability policy for at least \$100,000.

**Reporting**

1. Platoon Operator must report to MDOT MVA (email to [CAVMaryland@mdot.maryland.gov](mailto:CAVMaryland@mdot.maryland.gov)) by close of business the next business day following any incident involving personal or property damage involving the PDDs, to include information in a, b, and c below. This report is regardless of whether a police report is filed. Please note that Maryland Vehicle Law addresses requirements for police involvement and reporting any incident involving personal or property damage, including TR § 20–104, TR § 20–105, TR § 20–105.1.
  - a. PDD Operator information
  - b. Date, time, and location of crash
  - c. Description of events leading up to and during the incident
2. Regular reporting and renewal period as agreed and explicitly stated in the approval.

**I/We hereby certify, under penalty of perjury under the laws of the State of Maryland the foregoing is true and correct. I further certify I am the authorized representative of the program for the above-named employer.**

\_\_\_\_\_  
Director/Administrator Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date