

SUBJECT: CARPOOL PROGRAM**1. Purpose**

The intent of this policy is to provide designated carpool parking spaces and to reduce vehicular traffic to and from campus.

2. Scope

A carpool consists of a minimum of three people who would otherwise bring their individual vehicles to campus and are all travelling to campus in one vehicle in lieu of their individual vehicles. To ensure effectiveness in the program, carpoolers must be in possession of the registration papers of the vehicles they have in the pool.

3. Authority

The Parking Services Attendant is responsible to the Director of Facilities for ensuring the correct implementation of this policy.

4. Policy

Two incentives to carpool are:

- designated carpool parking area
- reduction in the cost of a parking permit

The carpool program shall be administered by Parking Services, who shall determine eligibility and subsequent designation of the car pool. Carpoolers are ineligible to obtain other parking permits while members of a valid carpool, and vice versa.

5. Procedures**5.1 Forming a Carpool**

Potential carpoolers will visit Parking Services and fill out an Application for Carpool form. With the completed form, the applicants will also attach a photocopy of the vehicle registration papers of the vehicle(s) they wish to use in the carpool. The following criteria is required by all applicants:

- Each applicant is a current student, faculty or staff member of the University.
- Each applicant has in their possession the registration papers for the vehicle(s) in which the application for carpool is being submitted. This shall be done by checking the photocopied vehicle registration papers. While this clause is unalterable, an exception may be made in cases where the applicant is listed on the registration papers as the principal driver of the vehicle.

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- All applicants are eligible for a parking permit. This shall be done by searching the PowerPark databases to ensure no Traffic Violation fines are outstanding, none of the applicants are under suspension from parking and none of the applicants currently hold a valid permit.
 - If the criteria set out above is met, the carpool application will be approved and the applicants advised. If the criteria is not, the application shall be returned to the applicant, with advisement as to where criteria was not met.
 - The carpool members shall each be issued a permit. If a member of the carpool fails to bring the permit to campus, then they must purchase a daily dispenser ticket and park in General Parking. Failure to display the permit while parked in the designated carpool area shall result in a \$10 Traffic Violation Ticket and possible tow away. Only one vehicle of the particular “carpool” will be permitted to park in the designated area. Another member of the same carpool may park in General Parking but must purchase a ticket from a dispenser for the appropriate duration. If there is more than one vehicle of a particular carpool parked in the carpool designated area, both (or all) are subject to citation and/or towing.
 - The carpool information will be placed on each member of the carpool's account.
 - The carpool shall have a designated contact person who will be responsible for payment of the carpool permit. Parking Services or Finance Department is not responsible for dividing payment up between users.

5.2 Dissolution of Carpool

A carpool will be immediately dissolved when:

- The carpool has less than three (3) members. This may result when a member decides to leave the carpool and purchase a General Parking Permit. This may also result when a member of the pool has been suspended from parking on campus (i.e., altering a parking permit, outstanding Traffic Violation Tickets).
- It is discovered that the users have violated any clause in this policy.