



2016-2017 Carpool Program Policies

- All carpool participants must be full time benefits eligible Harvard University employees or contractors covered by the University Wage and Benefit Parity Policy who work on the Cambridge or Allston campuses. Inquiries about carpooling to the LMA should be directed to CommuteWorks at (617) 632-2796. Please note that University students and affiliates are not eligible for the carpool benefit.
- The carpool must take place at least 4 days per week, Monday through Friday, and the participants must commute both to and from work together. Permit applicants are assigned one carpool permit.
- Approved carpools are eligible for a 50% discount on an annual permit for a 2-person carpool and a 75% discount on an annual permit for a 3+ person carpool. Carpool payroll deductions will begin 2-8 weeks after enrollment in the program, depending on pay cycle.*
- Carpools must be approved by CommuterChoice and the Campus Service Center. Each carpooler must complete a parking application. Eligibility will be determined on a case-by-case basis. Management reserves the right to deny carpool requests that do not meet the goals of the carpool program.
- The CommuterChoice Program must be immediately notified of any change in carpool status. If a carpool member drops out of the carpool, the remaining person(s) will have 30 days to recruit another member. Failure to find a new member will result in the normal annual parking rate being charged, prorated, for the remainder of the year. CommuterChoice must be notified immediately of any change in residential address, contact information, or vehicles. Failure to do so could result in revocation of carpool status and fines.
- If a carpool disbands, a new parking location may be assigned to the remaining driver(s) on a case-by-case basis at management's discretion.
- Carpoolers must abide by Parking Services rules and regulations, as outlined on the parking permit application. These rules are subject to change. The University reserves the right to relocate or cancel parking privileges without cause at any time and to issue prorated refunds.
- Carpool parking fees are based on current fiscal year rates and the policies established by Parking Services. Parking Services 24-hour enforcement will report any violations of carpool and parking policies to management.
- Audits of the carpool program are performed to ensure compliance. Any falsifying of information, altering carpool permits, other misuse of the carpool program, including and especially failure to alert the CommuterChoice office of changes in status, may result in the revocation of University parking privileges, fines, vehicle towing, ticket, and back charges. Violators may be reported to their human resources department or the University Contract Manager for your employer.

* Contractor carpool permits are paid up front. Any payroll deduction plan must be reviewed with your employer.



Carpooler Details

Carpooler 1 Printed Name

Last 4 Digits of HUID

Carpooler 2 Printed Name

Last 4 Digits of HUID

Carpooler 3 Printed Name (If Applicable)

Last 4 Digits of HUID

Carpooler 4 Printed Name (If Applicable)

Last 4 Digits of HUID

Please read carefully before signing carpool application

I have read and agree to the Carpool Program Policies and will observe all published rules and regulations for parking at the University as stated in the Harvard Parking Application, available at www.transportation.harvard.edu/parking.

I hereby certify that I will participate in a carpool both to and from work, at least 4 days per week, and will report any change in carpool status to the CommuterChoice office. I understand that falsifying of information or misuse of carpool privileges, especially failure to alert the CommuterChoice office of change in status, may result in revocation of University parking privileges, vehicle towing, tickets, back charges, fi nes as set forth in University Parking rules and regulations, and **I may be reported to my human resources department.**

Carpooler 1 Signature

Date

Carpooler 2 Signature

Date

Carpooler 3 Signature (If Applicable)

Date

Carpooler 4 Signature (If Applicable)

Date



INTERNAL USE ONLY

Approved by:

CommuterChoice or Authorized Representative

Date



Carpool Parking Rate Overview

Benefits eligible Harvard employees or contractors covered by the University Wage and Benefit Parity Policy who carpool to the Cambridge or Allston/Brighton campuses **at least four days per week** are eligible for on-campus parking in unreserved garages and lots at a **reduced rate of 50% off for a two person carpool** and **75% off for a three or more person carpool**. Students and other University affiliates are not eligible for the carpool benefit. See the Carpool Program Policies for full details.

One Day Permits

Each carpooler with a registered vehicle can drive alone **up to four times per month** by printing out a temporary one-day permit. These permits can be ordered at no charge up to 14 days in advance through the Online Parking Permit System: <https://www2.uos.harvard.edu/cgi-bin/permit/purchase.pl>

- In the right hand column, click on *One Day Online Parking Permit*
- Login with your HarvardKey
- At the bottom of page from the pull-down menu
- Select a Parking Lot
- Select CARPOOL TEMP 7:00 AM-11:30PM
- Choose date of use
- Enter license plate number

Please note that carpools with only 1 registered vehicle cannot receive temporary permits. 2-person carpools (with 2 or more registered vehicles) receive 4 temporary permits/month. 3-person carpools (with 3 or more registered vehicles) receive 8 temporary permits/month.

One day permits are non-transferable and can only be used at the lot in which the Carpool Permit corresponds to.

Emergency Ride Home Program

The MassRIDES Emergency Ride Home (ERH) program supports carpoolers with up to four annual reimbursable taxi, rental car, or transit trips in the event of an unexpected emergency. Users must register on the MassRIDES site (www.commute.com/log_in) prior to the date of the emergency trip. Receipts can be submitted for reimbursement on the MassRIDES site (maximum of \$100/trip).

Qualified Emergencies Include:

- Unexpected personal illness/emergency
- Unexpected family illness/emergency
- Carpool leaves due to an illness/emergency
- Unexpected mandatory overtime

Please visit the MassRIDES website (www.commute.com/log_in) for additional program guidelines and restrictions.

Questions? Contact:

CommuterChoice
commuterchoice@harvard.edu
617.384.RIDE (7433)

Parking Services
parking@harvard.edu
617.496.7827