



## 2019-2020 Carpool Program Policies

- All carpool participants must be full time benefits eligible Harvard University employees or a contractor covered by the University Wage and Benefit Parity Policy who works in the Cambridge or Allston campuses. University students and affiliates are not eligible for the carpool benefit. Inquiries about carpooling to the Longwood Medical Area should be directed HMS Commuter Services: 617.432.1111 or [parking@hms.harvard.edu](mailto:parking@hms.harvard.edu).
- 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. All members of the carpool must be in the car together for the majority of the commute and 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.
- If a carpool member drops out of the carpool, leaves the university, or goes on leave of absence, CommuterChoice must be notified immediately and the remaining person(s) will have sixty (60) days to recruit another member. If a new member cannot be found, the prorated normal annual parking rate will be reinstated for the remainder of the year. Failure to notify CommuterChoice immediately of any change in carpool status including changes to participants, residential addresses, contact information, or vehicles 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, tickets, and back charges. Violators may be reported to their human resources department or the University Contract Manager for your employer.
- Each carpooler with a registered vehicle can drive alone up to four times per month by utilizing a temporary one-day permit. 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. Misuse of one-day permits or utilization of more than the allotted amount may result in the revocation of University parking privileges, fines, vehicle towing, tickets, and back charges.

\* 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](http://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, fines 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 Permit System: <http://bit.ly/carpoolpermit>

Please email [commuterchoice@harvard.edu](mailto:commuterchoice@harvard.edu) when you have logged in to the system for the first time to request full access. Once access is granted permits can be ordered by following these steps:

- Go to: <http://bit.ly/carpoolpermit>
- Choose your Harvard affiliation
- Login with your HarvardKey
- Select *Carpool Temporary Permit Weekdays 7:00AM-11:30PM*
- Choose date of use, and input your license plate number to finalize transaction

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 CommuterChoice Emergency Ride Home (ERH) program supports Cambridge and Allston carpoolers with up to four annual reimbursable taxi, rental car, transit or Zipcar trips in the event of an unexpected emergency. Receipts must be submitted for reimbursement within 30 days of the trip (maximum of \$100/trip).

Qualified Emergencies Include:

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

Please visit the CommuterChoice ERH website: [commuterchoice.harvard.edu/erh](http://commuterchoice.harvard.edu/erh) for additional program guidelines and restrictions.

### Questions? Contact:

CommuterChoice  
[commuterchoice@harvard.edu](mailto:commuterchoice@harvard.edu)  
617.384.7433

Parking Services  
[parking@harvard.edu](mailto:parking@harvard.edu)  
617.496.7827