



## **CARPOOL PROGRAM**

Western University supports environmentally and economically sustainable forms of transportation including a carpooling program. This document defines the policy and procedures for introducing and implementing the new carpooling program.

### **1. DEFINITION OF A CARPOOL GROUP**

1.1. A carpool group is a formal arrangement registered with Parking & Visitor services whereby two or more participants regularly commute together to Western University in one vehicle.

### **2. CARPOOL GROUP ELIGIBILITY**

2.1. For a carpool group to be formally recognized, it has to meet the following eligibility criteria:

- A. Carpool groups must always have a minimum of two active carpool members;
- B. Each member must register at least one vehicle with the program and participants are required to show vehicle registration/ownership when they register;
- C. Members are required to commit to carpooling for a minimum of one term (four months);
- D. All carpool members sharing a carpool permit must have previously held a parking permit for at least one term prior to registering for the carpool program (Students are exempt from this requirements and exceptions can be made for special circumstances and new employees at the discretion of the Parking & Visitor Services Manager);
- E. No member can be registered in more than one carpool group at a time;
- F. Carpoolers must be faculty, staff or students of Western University; and
- G. One member of the carpool must be designated as the Carpool Leader for the carpool group, is the carpool permit holder, is responsible for the fee, and is the point of contact for Western Parking & Visitor Services.

### **3. REGISTERING A CARPOOL GROUP**

3.1. At the time of registration of the carpool, all the members of the group must return (forfeit) their active transponders, except for the Carpool Leader. The group will share the Carpool Leader's transponder for the duration of the carpool. Special exceptions to this return policy will be

considered by the Parking & Visitor Services Manager on a case-by-case basis and must be coordinated prior to forfeit.

Carpool members may be added, removed or replaced at any time provided new members meet the eligibility requirements set out in section 2. Contact Parking & Visitor Services to ensure changes to the membership have been recorded with the program.

#### **4. CARPOOL TRANSPONDERS AND HANG TAGS**

All carpool transponders and hang tags are issued by Parking & Visitor Services.

- 4.1. The Carpool Leader retains his or her transponder.
- 4.2. Carpool members registering for a carpool permit are entitled to split the cost of their transponder. The Carpool Leader is responsible for collecting the transponder fee of \$30.
- 4.3. A hang tag will be given to the Carpool Leader to identify the car as eligible.
- 4.4. It is the responsibility of the carpool group to ensure that the carpool transponder and hang tag are prominently displayed in plain view in the vehicle when it is parked on campus. Failure to clearly display the carpool transponder and hang tag may result in a parking infraction notice (see section 9).

#### **5. DESIGNATED CARPOOL PARKING SPACE**

The carpool permit allows the carpool group to park in a signed carpool space reserved for their carpool group.

- 5.1. Parking spaces are not available in all lots. Carpool groups can reserve a spot in parking lots where a member of the carpool group has a current permit or where spaces are available.
- 5.2. Carpool spaces within specific lots are limited and are on a first come first served basis.

#### **6. GUARANTEED RIDE HOME PROGRAM**

- 6.1. Registered carpool members may use the Guaranteed Ride Home program.
- 6.2. A maximum of two rides per term (up to six per year) may be reimbursed.
- 6.3. A registered carpool member may use this program when:
  - A. He/she or an immediate family member becomes ill or is involved in an emergency situation;
  - B. The driver of the carpool group must leave (with the vehicle used by the group) due to his/her own illness or for an immediate family member emergency;
  - C. He/she must work on campus for unscheduled emergency overtime where the carpooler's immediate supervisor informs Parking & Visitor Services by email or by fax.

**Note:** Parking & Visitor Services may require proof that an emergency has actually occurred. It is the user's responsibility to provide such proof. Failure to do so may result in the user not being reimbursed.

- 6.4. The following situations do not constitute an emergency under the Guaranteed Ride Home program:
  - A. Personal errands;
  - B. Scheduled appointments;
  - C. Change in driver's schedule;
  - D. Scheduled overtime;
  - E. Work-related travel;
  - F. Early departure or delays due to inclement weather;
  - G. Emergencies not related to immediate family members; and
  - H. Taxi transport as a substitute for transport by ambulance.
- 6.5. Registered carpool members who require a ride home in the event of an emergency under section 6.3 may call a taxi from a local company of their choice.
- 6.6. Western University is not responsible for any losses, damage, injury or death suffered by any carpool member while using the Guaranteed Ride Home program.
- 6.7. To obtain a Guaranteed Ride Home, members must:
  - A. Submit an original receipt to Parking & Visitor Services for reimbursement. Parking and Visitors Services will submit the faire for reimbursement if, at their discretion, they feel it meets the prescribed criteria.
- 6.8. Acceptable destinations/cost for GRH service:
  - A. Home or a destination related to the emergency;
  - B. Public transit connection point (e.g. Park and Ride lot);
  - C. Hospital or doctor's office in the event of sudden illness; and
  - D. A maximum reimbursement of \$30.

**Note:** Parking & Visitor Services may require further proof before issuing reimbursements or may refuse reimbursement if the emergency is deemed ineligible under section 5.4.

## **7. COMPLIMENTARY CARPOOL VOUCHERS**

- 7.1. Each registered carpool member is entitled to four complimentary, one-day parking passes per term (one each expiring at the end of each month). Each pass, when filled out properly, allows a carpool member to drive alone onto campus and park at meters, pay and displays, or in a visitors' lot.
- 7.2. Complimentary Carpool Parking Vouchers are issued by Parking & Visitor Services on request.

## **8. TERMINATION OR MODIFICATION OF A CARPOOL GROUP**

- 8.1. Parking & Visitor Services must be notified when a carpool group is terminated or modified.
- 8.2. Parking & Visitor Services will issue refunds in accordance with the current refund policy (no refunds after February 15th on annual permits).

8.3. A dissolved carpool group must return its carpool hang tag to Parking & Visitor Services.

**9. ENFORCEMENT OF REGULATIONS**

9.1. Parking & Visitor Services is responsible for enforcing this carpool policy.

9.2. Violations, fines and penalties are consistent with those noted in the Parking Policies and Regulations.

9.3. Unauthorized use of a carpool parking permit could result in the suspension of parking privileges in accordance with Western University's Parking Policies and Regulations.

9.4. Warnings and parking infraction notices are issued to the vehicle in question.

9.5. Any suspected misuse of the Carpool Program can be reported to the Parking & Visitor Services Manager by email at [mvand49@uwo.ca](mailto:mvand49@uwo.ca).