**Staff Humber College Carpool Program Policy**

The Humber College Carpool Program has been established to:

* reduce demand for parking and traffic congestion
* reduce the number of single-occupant vehicles parking on the College campuses
* improve local air quality and contribute to Humber’s Sustainability commitments

Personal benefits of a carpool permit:

* **Save money:** the parking permit price is shared by all carpool members
* **2 complimentary day parking vouchers per month** provided to each carpool member who hands in a permit (not for rideshares). For those occasions when the carpool group is not viable (24 total)
* Registered Humber Carpool groups are eligible for **Emergency Ride Home Program**
* **Reserved parking spots** in locations adjacent to entry doors for carpool permit holders available on first come, first serve basis\*

*\*If all of the reserved carpool parking spots are full, carpool can still park in a valid space, in assigned lot.*

**To qualify for the Humber College Carpool Program, a group must:**

1. Consist of a minimum **two (2) current Humber parking permit holding members** of the Humber College community
2. Surrender their individual parking permits
3. Provide Humber ID, and Vehicle Registration Identification

*\*A carpool group registration may not contain motorcycle, scooters or mopeds*

**Establishing a carpool**

You may find your own, or you can use the “Smart Commute Tool” to match up with a carpool buddy. Go to the Office of Sustainability website to find a link to this tool.

**Obtaining a carpool permit**

1. All carpool members must be current permit holders, and present during issue of permit.
2. The individual who will be designated as the registered Carpool permit holder should email [parking.locker.sales@humber.ca](mailto:parking.locker.sales@humber.ca).
3. An email response will provide an application form to pre-register all the Carpool members
4. Parking Services will contact you to establish a time to meet to complete the process in person.
5. At the meeting time, each permit holder of the carpool will bring to Parking Services their current Humber parking permit, Humber I.D. and vehicle registration information (license plate, colour, make/ model, year)
6. All permit holders will hand in their valid Parking Permit. In return the group will receive a single Carpool Permit. All carpool members will each receive 24 parking permit vouchers (2 per month x12 months).
   * The Registered Carpool Permit holder will maintain Bi-weekly Parking Payroll deductions for the permit, and the carpool group must manage payment sharing separately from Parking Services
   * Payroll will be notified by Parking Services to terminate the parking deductions for the other drivers in the Carpool group.

**Notes:**

* Staff Carpool permits are only available to annual permit holders.
* Registration is subject to availability.
* If the carpool dissolves members will have their previous permit assignment reinstated (upon availability) at the current rate.
* Staff Carpool permits must be renewed each year in August. A reminder will be sent from Public Safety to the designated permit holder.
* Established Carpool groups get priority at renewal time over new groups.

**Traveling Alone**

The Carpool member with the Carpool permit may only park in the reserved and signed Carpool spaces if another member of the carpool is in the vehicle. Otherwise the vehicle must be parked in a non-carpool parking spot. The other Carpool members driving alone must use a parking voucher, or pay for day parking in one of the Pay on Exit parking lots.

**If using a parking voucher**

Proceed to the Parking Services Kiosk adjacent to Lot 7 at North campus or the Security Kiosk in building M at the Lakeshore East campus. The Public Safety staff member will ask for your Humber ID, to verify membership in a car pool, and then exchange the voucher for a valid day permit**. This permit is not valid for use in the Carpool spaces.**

**The voucher itself does not confer parking privileges and may not be used as one.** The voucher itself is not accepted as a parking pass. It must be traded in for a pass on the day you use it. If a voucher is found on your car dash, you will be ticketed as if you do not have a parking pass.

**Emergency Ride Home Program:**

The Emergency Ride Home program, administered by Smart Commute, provides Humber College carpool members with reimbursement for transportation costs, up to a maximum of $75, during unplanned events or emergencies. More information and registration can be at [**emergencyridehome.ca**](http://www.humber.ca/sustainability/emergencyridehome.ca).

**Changes to the Carpool**

Parking Services must be notified immediately via email, [parking.locker.sales@humber.ca](mailto:parking.locker.sales@humber.ca) of any change to a carpool status including:

* Addition / removal of vehicles
* Change in membership
* Dissolution of the pool
  + If the carpool dissolves, the permit holder is required to return the permit and the other drivers must return the unused vouchers for release of their handed in permits

**Rules and Regulations**

Humber College Carpool Permits are limited and are issued on a first come, first served basis. The permit may only be used by a vehicle registered in a specific carpool group. It must be displayed in the vehicle on the rear view mirror with the number side facing out while parked on campus. Only one Carpool Permit is issued per Carpool group. It is not transferable to anyone outside the registered pool members, and cannot be loaned or resold to anyone at any time for any reason. Carpool Permits are not interchangeable between Carpool groups.

All Registered Carpool permit holders are expected to be knowledgeable of the Parking Regulations as enforced by Parking Services. In purchasing and using the permit all have agreed to abide by them and comply with all instructions of Parking Services staff. All Carpool driver members are also expected to abide by them.

Only vehicles with the Carpool permit will be allowed to use the reserved and signed Carpool spaces. Any vehicle without the permit will be issued a Parking Infraction Notice.

If the Carpool member with the permit parks in a reserved Carpool parking space when travelling alone a warning will be issued. The third such incident will result in a $30.00 Parking Infraction Notice, confiscation of the permit and cancellation of carpool group privileges.

Falsifying information or misusing the Carpool program will result in the cancellation of the Carpool application and could result in a one-year revocation of parking privileges at the College.

**Questions?**

If any of these rules are unclear, Parking Services [parking.locker.sales@humber.ca](mailto:parking.locker.sales@humber.ca) should be asked to clarify prior to parking in a questionable place or manner.

**Note about ridesharing**

Carpooling is different from ridesharing. A rideshare occurs when a staff member makes a personal arrangement with a driver to be driven to campus on a regular basis. Ridesharing does not require a formal commitment, nor does it receive the special privileges of a registered carpool.