

**Harvard University  
Carpool Program Goals and Policies  
September 2009**

**Goals** of the carpool program are as follows:

- To improve local air quality and reduce traffic congestion.
- To reduce demand for parking on the Cambridge and Allston campuses.
- To increase options for commuters who work on the Cambridge and Allston campuses.
- To increase the number of registered carpool participants.

**Policies**

- 1) All carpool participants must be Harvard University employees who work on the Cambridge or Allston campuses. *Inquiries about carpooling to the LMA should be directed to CommuteWorks at (617) 632-2796.*
- 2) The carpool must take place 4 or 5 days per week, and the participants must commute *both to and from* work together.
- 3) Each carpool participant must be registered with the *CommuterChoice* Program to be eligible for the parking permit 50% discount for a two-person carpool and a 75% discount for a three- or more person carpool. Registration forms are available on line at [http://www.commuterchoice.harvard.edu/ride\\_sharing.shtml](http://www.commuterchoice.harvard.edu/ride_sharing.shtml) or by calling 617-384-RIDE.
- 4) Carpools must be approved by the *CommuterChoice* and Parking Offices. Eligibility will be determined on a case-by-case basis. Management reserves the right to deny discounted carpool parking for requests that do not meet the goals of the carpool program.
- 5) **The *CommuterChoice* Program must be immediately notified of any change to a carpool status.** If a carpool member drops out of the carpool, the remaining person/people will have 30 days to recruit another member. *CommuterChoice* staff will assist in recruitment of a new carpool partner or partners. If a new member is not found, the normal parking rate will be charged, prorated for the remainder of the year, less carpooling fees already paid. 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.
- 6) Carpool participants must notify Parking Services and *CommuterChoice* immediately of any change of residential address, contact information, or vehicles.
- 7) With the exception of the primary carpool parking permit holder, each carpooler with a registered vehicle (which they may use for carpooling) will receive four free temporary one-day carpool passes that expire at the end of each month. These passes are non-transferable. This allows each carpooler the ability to drive alone in the event of business or personal appointments which require a vehicle, four times per month. Parking Services will charge \$11 to replace lost or stolen temporary passes.
- 8) The temporary one-day carpool passes must be filled out by the carpooler, using ink or marker, with the date of usage and license plate number. Failure to do so will render the pass invalid and a parking ticket will be issued. This fine may not be appealed. Vehicles displaying altered or falsified permits are subject to ticket and/or tow. Carpoolers may also lose parking privileges.

- 9) If there is only one registered car for the entire carpool, no temporary one-day carpool passes will be issued.
- 10) Every carpooler is automatically eligible for the free Emergency Ride Home Program. All appropriate forms must be filled out in order to participate in this program.
- 11) Carpool vehicles assigned to the Harvard Business School are required to enter the parking lot through the lane closest to the booth. Failure to adhere to this policy will result in issuance of a citation and/or towing.
- 12) 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. The *CommuterChoice* carpool program is based on the honor system. However, Parking Services' 24-hour enforcement will report any violations of carpool policies or parking applications to management. Any falsifying of information or misuse of the carpool program, **including and especially failure to alert the Parking Office and *CommuterChoice* of change in status**, could result in the revocation of parking privileges at the University, a fine of up to \$500, and back charges.

I agree to the above policies and understand that the University reserves the right to relocate or cancel my carpool and parking privileges without cause at any time and to issue prorated refunds.

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

***CommuterChoice* Program**  
46 Blackstone Street  
Cambridge, MA 02139  
(617) 384-RIDE (7433)  
[commuterchoice@harvard.edu](mailto:commuterchoice@harvard.edu)

**Parking Services**  
46 Blackstone Street  
Cambridge, MA 02139  
(617) 495-3772  
[parking@harvard.edu](mailto:parking@harvard.edu)