

## **Carpool Policy and Procedures For 24/7 Shifts**

In order to obtain an OHSU carpool permit, you must meet the following requirements:

- 1) Due to the discounted rate carpoolers receive, we must ask that anyone on a 24/7 schedule be able to ride with their fellow 24/7 carpoolers a minimum of 8 shifts per month, Monday through Friday. You will need to bring your schedules or TACS reports into the Parking office when you sign up for the carpool so we can verify this information.
- 2) Due to the minimal schedule requirements, fees for the 24/7 carpools will be calculated by averaging the number of people in the carpool in a month period, and basing the monthly rate on that figure. For example, in a 4-person carpool, if during a given month the average level of ridership is 3, all 4 people will pay the 3-person carpool rate.
- 2) You must live at least 2 miles away from the OHSU campus to be eligible as part of a Carpool. This is because OHSU neighborhood members are able to purchase passes from the city for on-street parking.
- 3) Carpool passes are non-transferable, and all cars being used in the pool must be registered with the OHSU Parking Department.
- 4) You will be excused once in a period of 6 months for forgetting your hangtag. If your carpooler is not at work or school, you are responsible for calling the office, and letting them know you were not able to attain the permit. If both poolers must drive to work on occasion, one of the poolers must go through the OHSU information booth, and purchase a day pass, which are based upon availability.
- 5) In instances of a car-pooler being absent longer than 30 days, the OHSU Parking Office must be notified, as there will need to be a change in the rate, which will affect the other members of the Carpool.
- 6) If you formed a Carpool against an individual Parking spot, the original permit holder will retain the individual spot upon dissolution of the carpool. The others in the carpool will need to go on the regular waiting lists or the Carpool waiting list.
- 7) If you were called off of the Carpool waiting list, and your carpool is forced to disband, you must find someone else to carpool with within 30 days. During this time, the cost for the parking space is the full time individual rate. If you are unable to find someone else, you must relinquish your permit. You are welcome to sign up on the Carpool waiting list again, and try to find someone while waiting to be placed.
- 8) As a requirement for carpool renewal, the OHSU Parking office asks that once a year, all members of the carpool must come into the OHSU Parking Office to assure the information provided to OHSU Parking and Payroll is updated and accurate.