



4+ Carpool Program

Procedures/Requirements

- Requires a minimum of four employees to register.
- The group will purchase an "A" Parking Permit at regular price (\$121.50/month) and the cost will be split among the group. The permit must be purchased through payroll deduction.
- The person living closest to campus must travel at least 50% of ride with others in order to comply with AQMD rules.
- All participants must enroll in the Alternative Transportation (AT) Program online.
- Once approved, each member must come to TAPS to return their current parking permit, set-up payroll deduction, and register their vehicles. One person is considered the primary permit holder and all others in the group are eligible for a quarterly allotment of daily permits to use as needed. The hang-permit can be transferred to anyone in the group, but the car must be registered to that permit.
- Vehicle with the hang-tag would be allowed to park in any unreserved/ unmarked space on campus.
- It is the responsibility of the group to transfer the permit if switching vehicles. No temporary "A" Permit will be available if forgotten. The group would be expected to either use one of their AT permits or purchase a permit at the parking kiosk.
- On days a passenger must use an AT Permit, they would only be allowed to park in lots that have open spaces available via the online web-permit portal.
- If the permit holder must drive alone to campus on any given day, they would either keep the hang-tag and other passengers would carpool and use one of their AT permits; or the permit holder could transfer the hang-tag to the others to use and have one of the others print them an AT Permit (or purchase one).