

**Peninsula College
Institutional Procedure**

Subject: Carpool Program	
Institutional Procedure Number: 513.02	Statutory Authority: RCW 28B.50.100
Date Adopted:	RCW 28B.50.140
Date Revised:	RCW 46.16.381
Lead Administrator: Vice President for Administrative Services	

In support of environmental sustainability efforts, Peninsula College offers a carpool program to reduce the number of single occupant vehicular trips to the main campus. A carpool is a group of three or more individuals who travel in one vehicle to the main campus.

Eligibility:

In order to be eligible for the College's carpool program, the participants must:

1. Maintain a carpool vehicle occupancy of at least 3 occupants (driver included).
2. Either be students or employees of Peninsula College.
3. Complete a Carpool Permit Application Form available through Campus Safety.
4. Renew their application with Campus Safety on a quarterly basis.

The College reserves the right to award priority status within the carpool program in order to better serve the greatest number of participants. The College may base priority status upon various circumstances including, but not limited to: the number of participants within a specific carpool, the length of time a carpool is on campus, etc.

Multiple Vehicle Registration:

Only one carpool permit will be issued per registered carpool. The carpool hangtag is transferrable between carpool members who have vehicle registration information on file with the Campus Safety office. The carpool hangtag is not transferrable to individuals who are not registered within the carpool.

Changes in Carpool Status:

The Carpool Permit Application shall be kept current. The following changes in carpool status shall be reported to the Campus Safety office:

1. Addition or removal of carpool participants
2. Changes in registered vehicle information
3. Address changes.

Parking Fees:

There is no fee for carpool parking. If an employee is awarded a carpool permit, then the quarterly parking fee will be waived while the carpool permit is valid. Once employees join a carpool, previously reserved parking spaces will be relinquished.

Specially Designated Parking:

Carpool parking is subject to availability. During peak hours, it is possible that all of the carpool spaces may be occupied. Therefore carpool permits are also valid in general parking areas.

If a minimum of two carpool participants are unable to carpool on a given day, the carpool driver will be required to park in a general parking space. Parking in a carpool space under these circumstances would be a violation of Parking Procedure 513.01 and subject to a \$15.00 fine.