

## CARPOOL POLICIES

The University of Southern California has established a Carpool Program to provide support for the creation and operation of carpools. USC faculty, staff, and students who commute to campus from beyond the **boundaries**\* set by Transportation Services are eligible for the program benefits. The Carpool Program assists faculty, staff, and students in the formation of carpools for the purpose of ridesharing from home to the University of Southern California and Health Sciences campuses.

A carpool is a vehicle occupied by a least (2) employees/students traveling together between their residences and their worksites, or destinations for 80% of the total trip distance.

The terms under which the University will establish carpool benefits are as follows:

### 1.0 Responsibilities of USC

#### 1.1 The Rideshare Coordinator

USC shall select a person who shall have the responsibility for representing the University in its dealing with each carpool. This person shall be called the Rideshare Coordinator.

#### 1.2 Discounting Rate Parking

1.2a USC will provide parking at a discounted rate. The rate will be at least 30% less than the rate charged single occupants vehicles.

1.2b The parking location will be determined by the members of the carpool, depended upon availability of space and approval of Transportation Services.

1.2c Carpool permits are subject to University parking regulations.

1.2d To be eligible for the parking benefits, carpools must be registered with Transportation Services.

**\*University Park Campus** boundaries are Martin Luther King Blvd. to the south; Broadway to the east; the 10 Freeway to the north; and Normandie to the west.

**\*Health Sciences Campus** boundaries are Marengo St. to the south; Soto St. to the east; Valley Blvd. to the north; and Mission Rd. to the west.

### 1.3 Responsibility of USC in Operation of Carpool

All participants enrolled in the Carpool Program understand and acknowledge that the university, in facilitating the formation of carpools, makes no warranty or representation as the training or ability of carpool drivers, the condition of cars used in the carpool, the safety of carpool members while riding in the carpool, the status of any vehicle insurance policy maintained by any carpool member, or any other matter related to the actual conduct of the carpool. USC's activities herein are related solely to provide preferential parking arrangements for carpools, making an initial check of the registration and insurance status of cars used in carpools, and matching individuals with an eye toward their forming possible carpools. All participants in carpools acknowledge that their decision to participate in the carpool is solely theirs, and is not made a reliance on any act, representation or promise by the University (aside from the University's commitment to provide parking services as described in the Agreement). All participants in the carpool program accordingly agree to waive and relinquish any rights they may have against the University, its employees or agents, regarding any claim for personal injuries or other damages arising from any incident, accident or injury which occurs during their participation in the carpool program.

Should USC be named as a defendant in any lawsuit or other action arising from any incident, accident or injury which occurs involving a carpool, the carpool driver at the time of such event shall be responsible to defend, indemnify and hold the University harmless with regard to the claim.

## 2.0 Termination of Privileges

### 2.1 Statement of Responsibility

Carpool participants agree that USC is providing parking privileges as a service to its employees and students. USC shall have no other responsibilities. USC reserves the right to change the policies at any time.

### 2.2 Termination of Privileges

USC at its sole discretion may terminate discounted parking privileges to any carpool upon thirty (30) days notice.

## 2.3 Causes for Termination of Privileges

Carpool privileges under this program will be terminated by USC if the carpool does not comply with the conditions set forth in this document. Failure to provide information to Transportation Services, falsification of documentation, or refusal to surrender parking permits will result in termination of discounted parking, daily pass privileges, and the assessment of fees and fines.

USC expects that carpools will operate with a minimum of two riders and a maximum of four riders, including the driver.

Therefore, in the interest of the University, Transportation Services will conduct periodic inspections of each carpool to determine compliance. These inspections will be done without prior notice and in a manner determined appropriate by Transportation Services. If exceptions are discovered during the inspection, the responsible person will be contacted and asked to resolve the discrepancy. Continued violations will result in the revocation of privileges associated with this program.

## 2.4 Fee and Fines

If abuse is discovered in a carpool, the permit will be revoked and each member of the carpool will be fined equal to the single parking rate for the status (gold or cardinal) of the carpool permit issued. In addition, if it is necessary to lock down the vehicle to obtain the permit, an additional fine will be assessed in accordance with Transportation Services fee schedule.

Any additional fines will be determined by the Rideshare Coordinator and the Director of Transportation Services as appropriate.

## 3.0 Parking

### 3.1 Parking Permits

Carpoolers will be required to relinquish their current parking permits, and will not be allowed to purchase individual permits while participating in this program.

Before a carpool permit can be issued, carpoolers must provide a copy of valid insurance and registration for each car that will be used by the carpool. A copy of each document will be kept on file in the Transportation Services as appropriate.

### 3.2 Gate Passes

While participating in the Carpool Program, carpoolers whose vehicles are registered in the program will be provided three (3) one-day passes per month. The registered permit holder is not eligible for the passes as he/she is in possession of the parking permit.

Procedures for the use of the day passes is as follows:

The parking pass system will automatically credit the passes to your USC ID on the first day of each month. University Park Campus (UPC) card readers are located at gates 1, 3, 4, 6, and 8; Health Sciences Campus (HSC) card reader is located at the parking structure.

Carpool members must stop at the gate and present their USC ID to the Customer Service Representative who will swipe it through the reader, subtract one credit, and give a guest pass for the day. These passes may only be redeemed on a daily basis and will not accrue from month to month. Anyone not presenting a USC ID card or permit; or having used all credits for the month will be required to pay the daily fee.

The above privileges are subject to discontinuation for violations of the policy. These passes do not entitle the bearer to park in the area designated on the full-time carpool permit. At the time of use, the Customer Services Representative will direct the individual to the area designated for that day.

### 3.3. Discontinuation

Employees who discontinue participation in the carpool program will be entitled to parking privileges according to their parking status at the time of joining the carpool, based on space availability.

## 4.0 Responsibilities of Carpoolers

### 4.1 Changes in Ridership

- 4.1a Absence from the carpool by any member for more than a month must be reported in the Transportation Services office. Please notify the Transportation Services office as soon as you are aware of an upcoming, extended absence.
  - i. In the event of absence for more than a month, the remaining member(s) must work closely with the Rideshare Coordinator to fill the vacancy.

- ii. The vacancy will be filled on a temporary basis and will not affect the carpool status of the absent individual upon return.

4.1b Any significant change in the number of passengers in a carpool should be reported to the Transportation Services office. Vacation periods and unforeseen illnesses are not significant changes in the basic structure of the individual carpool. However, long-term illnesses or sudden discontinuance of the individual ridership are significant changes and require notification to the Transportation Services office.

4.1c Any permanent changes in ridership must be recorded with the Transportation Services office. Information on all current members in the carpool must be kept on file in the Transportation Services office. Any changes in ridership not recorded in the Transportation Services office render the carpool void and liable for regular parking charges to each member of the carpool.

#### 4.2 Notification of Discontinuation

All carpoolers are responsible to notify the Transportation Services office in writing, 30 days before discontinuing their participation.

Carpools have 30 days to replace a vacancy or privileges will be revoked and each remaining member will be subject to paying the appropriate parking rate in effect at the time.

#### 4.3 Student Rotation Carpools

Students who will be attending clinical rotations during the current semester will be required to provide the starting and ending dates of their rotations. Applications may be held pending verification of rotation schedules by departments. Rotation carpool permits will expire on the last day that participating students are scheduled to be on campus.

Falsification of information, or failure to inform the Transportation Services office of a schedule change before the expiration of the carpool permit, will constitute an abuse of privileges. USC may terminate carpool privileges and levy appropriate fees and fines as set forth in Sections 2.0 and 4.0 of the carpool policies.

The allotment of daily carpool passes issued to these students will be prorated if the carpool permit expires before the 20<sup>th</sup> of the current month.

#### 4.4 Replacements

The Transportation Services office will assist in finding replacements for carpools by providing a match-list of people commuting from the same area. However, the match-list is not guaranteed, and cannot ensure a replacement within the 30-day grace period. The major responsibility for finding replacements is with the carpool.

#### 4.5 Termination

The participants in this program understand that their failure to comply with any conditions of the Carpool Agreement and/or any falsification of information shall be grounds for USC to discontinue carpool privileges. Further, each member will be held responsible for parking fees; commensurate with the parking privileges they received to date, retroactive to the date of the infraction of policy. Additionally, disciplinary action may be taken against these carpoolers for dishonesty and violation of University regulations. The Rideshare Coordinator makes such decisions and each decision is final.

#### 4.6 Obligation of USC

Except for the specific obligation of USC set forth above, USC shall have no other responsibility or obligation regarding the carpool program.

#### 5.0 Policy Changes

USC reserves the right to make changes in the policies as deemed necessary. Policy changes will be distributed to each carpool as they become effective.

#### 6.0 Terms of Agreement

USC reserves the right to end this program at any time after the date noted on the carpool registration form.

This agreement shall be renewed during the parking permit issuance period.