

CARPOOL APPLICATION

| Permit Type: | Monthly | Semester |
|-----------------------|---------|----------|
| UPC & HSC Gold: | \$67.00 | \$301.50 |
| HSC Carpool Cardinal: | \$51.00 | \$229.50 |

(Includes 10% L.A. city tax)

Carpool members must commute at least 2 miles from campus and carpool 80% of the distance and time.

Sign up for USC's private network for ridesharing (<http://zimride.usc.edu>) and post your commute. The Zimride system will match you up with other staff, faculty and students going the same way you are.

Required Carpool Documentation

Please provide the following items when submitting your application. Incomplete packets cannot be processed.

- Photocopies of current registration and insurance for any vehicles that will be used in the carpool. Both items must have the expiration dates printed on them.
- Photocopies of current Driver's Licenses and USC ID cards.
- Proof of residency for all persons in the carpool (i.e. current utility statement, bank or credit card statement)

- It is the responsibility of the carpool permit holder to update insurance/registration documentation upon expiration.
- Guest passes will only be issued to non-permit holding members of the carpool that have registered a vehicle in the carpool.

By signing below, you are authorizing USC Transportation to process your permit request. Any vehicle parked, operated, or driven on campus shall be solely at the risk of the owner and operator. The University of Southern California assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. Acceptance of parking privileges (access card, hang-tag, faculty sticker, etc.) constitutes an agreement between the holder and the university that the university shall not be responsible for the loss or damage to the vehicle, its accessories, or contents resulting from theft, fire, vandalism, collision, or any other cause. There is fee of \$35.00-100 for replacement or cancellation of lost permits.

Parking Location _____ (Approval: Internal Use) _____ **Date:** _____

Permit Holder:

Last Name: _____ First Name: _____

Student/Employee #: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Vehicle Information

State: _____ License Plate #: _____ Make: _____ Year: _____

Model: _____ Color: _____

Check One: Faculty/Staff ___ Student ___ **Signature:** _____

Last Name: _____ First Name: _____

Student/Employee #: _____ Phone: _____

Address: _____

City: _____ State: ___ Zip: _____

Vehicle Information

State: _____ License Plate #: _____ Make: _____ Year: _____

Model: _____ Color: _____

Check One: Faculty/Staff ___ Student ___ **Signature:** _____

ELECTION TO REDUCE TAXABLE PAY

If you make this election, your regular pay will be reduced up to an amount equal to the cost of your parking permit.

Please note the following restrictions of this alternative:

Your pay reduction cannot be stopped or changed during the calendar year (even if your vanpool expenses change), unless you:

1. have a change in family status as determined by the University in its discretion (i.e., new child; your spouse changes jobs; you divorce or marry)
2. the change in your mode of travel is consistent with the change in your family status
3. You notify USC Transportation Services of your change in family status within 30 days of the change.

The parking benefit election and pay reduction can only be initiated before the calendar year for which parking is desired, except that mid-year initiation allowed for new hires or on account of and consistent with a change in family status.

I choose to reduce my regular pay in an amount equal to the cost of my parking permit. This pay reduction will continue unless I revoke my choice in writing in December preceding a calendar year.

Last Name: _____ First Name: _____ M.I.: _____

Personnel ID#: _____ University ID#: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

E-Mail Address: _____

Signature: _____ **Date:** _____