

CARPOOL PERMIT APPLICATION – UNIVERSITY PARK CAMPUS (effective Fall 2021)

GENERAL RULES

- All Carpool members must commute together, at least two miles to campus, for at least 80% of their normal work week.
- **ONE** transferrable hang-tag permit will be issued to the primary registrant (“Permit Holder”); the permit may be used in ANY of the vehicles registered to this carpool.
- Carpool Passengers (NOT the registered permit holder) are eligible for up to three (3) free daily permits per calendar month, in the event they need to commute separately. Redemption of free permits is tracked/processed through USCard.
- All carpool applicants should have the ability to independently enter/exit vehicles in the carpool without assistance. If you require accommodations, please contact USC Transportation at auxtrans@usc.edu (NOTE: accommodations may or may not be available)
- Once all the information provided below is confirmed/approved, a UPC carpool permit will be issued to the Permit Holder.

REQUIRED DOCUMENTATION

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

- Photocopies of the current registration and insurance for ALL vehicles that might be used in the carpool. Both items must have the expiration dates printed on them.
- Photocopies of current Driver’s Licenses and USCards of each member of the carpool listed on this form.
- Proof of residency of each member of the carpool listed on this form (e.g., current utility statement).

Carpool permits are subject to location availability and USC Transportation approval. By completing this form, you are authorizing USC Transportation to process your permit request, and verify on an ongoing basis any information required to maintain your eligibility as a carpooler, pursuant to our Rules and Regulations. 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.

Please Indicate Parking Location Requested: _____ Date: _____

Permit Holder: Last Name: _____ First Name: _____ USCID#: _____

Email: _____ Cell Phone: (____) _____ Work Phone: (____) _____

I agree abide by USC Transportation Carpool Rules/ Eligibility Requirements. SIGNATURE: _____

Vehicle #1 Information: Year: _____ Make: _____ Model: _____ (State) Lic. Plate #: (____) _____

Passenger #1: Last Name: _____ First Name: _____ USCID#: _____

Email: _____ Cell Phone: (____) _____ Work Phone: (____) _____

I agree abide by USC Transportation Carpool Rules/ Eligibility Requirements. SIGNATURE: _____

Vehicle #2 Information: Year: _____ Make: _____ Model: _____ (State) Lic. Plate #: (____) _____

Passenger #2: Last Name: _____ First Name: _____ USCID#: _____

Email: _____ Cell Phone: (____) _____ Work Phone: (____) _____

I agree abide by USC Transportation Carpool Rules/ Eligibility Requirements. SIGNATURE: _____

Vehicle #3 Information: Year: _____ Make: _____ Model: _____ (State) Lic. Plate #: (____) _____

(This box is for Staff use only): Documents Reviewed / Approved by Name: _____ **Date:** _____
Issued Carpool Permit Number: _____ **For Location:** _____