

1.0 PURPOSE

This policy establishes requirements for the organization of a carpool.

2.0 POLICY

A carpool will be provided parking as available, at the current rate in the Regional Garage. A carpool does not have to wait on the waiting list for a parking space.

3.0 DEFINITIONS

Carpool. Three or more persons traveling in a single vehicle to/from their work location, three or more days per week. At least two carpool members must be Kaiser Permanente downtown Oakland Regional Office employees.

Can consist of two Kaiser employees if one member (designated as organizer) already has monthly parking.

Organizer. Person who establishes a carpool and has parking deduction.

RESPONSIBLE PARTY

4.0 PROCEDURES

A carpool is in effect only as long as it maintains the required number of members.

CARPOOL MEMBERS

4.1 Designate a member of the carpool as the organizer.

CARPOOL ORGANIZER

4.2 Obtains applications from the Regional Parking Department by emailing: NCAL-Regionalparking@kp.org.

CARPOOL MEMBERS

4.3 Fill out individual carpool applications.

CARPOOL ORGANIZER

4.3.1 Regional Parking to set up payroll deduction through MyHr using WageWorks System.

CARPOOL ORGANIZER

4.4 Submits applications/payroll deduction form to Regional Parking Department.

CARPOOL MEMBERS

4.5 Must all be in the vehicle upon entry to the garage.

CARPOOL DRIVER	4.6	Must park in a designated area and display ID hanger on rearview mirror.
REGIONAL PARKING	4.6.1	Carpool sticker must be renewed quarterly to be valid.
CARPOOL ORGANIZER/MEMBERS	4.8	Are not eligible for Commuter Check Subsidy Program.
GARAGE ATTENDANT	4.9	Will issue parking warning if carpool/garage rules are not observed.
REGIONAL PARKING DEPARTMENT	4.10	Will cancel parking privilege if carpool/garage rules are not observed.
	4.11	If demand for carpool spaces exceeds supply, will give priority to carpools with most Kaiser employees.
CARPOOL ORGANIZER	4.12	Required to notify Regional Parking if a member drops out of carpool.
	4.13	Cancellation. (See Cancellation of Parking, Policy and Procedures, 5.3).
	5.0	FORMS
		• Carpool Application/Agreement