

Panther Plus Carpool Program

Parking Policy

There must be a minimum of two Chapman University staff members, faculty members, or commuter students who are **committed to carpooling at least three days a week, Monday – Thursday**, for one full academic year.

Faculty/Staff Carpool Members

- Each participant will be required to purchase a Presbyterian Lot/West Campus Structure Permit. A minimum of two permits must be purchased but the carpool group is not restricted to just two members. Members can determine cost sharing amongst themselves. Only members who purchase a permit will be issued a hangtag with parking privileges on non-carpool days.
- To obtain a carpool hang-tag and/or annual parking permit, participants must register their vehicles online at chapman.nupark.com/portal and purchase the Presbyterian Lot/West Campus Structure Permit.
- Once the online purchase has been complete, participants must submit an Approved Carpool Application to Parking Services at parking@chapman.edu. Applications are available at <https://mywindow.chapman.edu/depts/hr/Documents/Rideshare%20Incentives/carpool-permit-application.pdf>. Permits will be mailed. The Primary Contact will exchange the Presbyterian/West Campus Structure Permit for a Carpool Hangtag.
- Enrollment in the program is available August – March each Academic Year, but no refund is given for fees paid prior to enrollment in the program unless annual permit fee was paid in full at time of purchase.

Commuter Student Carpool Members

- Each participant will have their student fees adjusted to pay only the Presbyterian Lot/West Campus Permit rate once the Carpool Application is submitted and approved by Human Resources. Student Business Services will be notified to adjust the rate for those members enrolled in the program. A minimum of two commuter students must participate in the group, but the carpool group is not restricted to just two members. Members can determine cost sharing amongst themselves if there are additional members. Only members who purchase a permit will be issued a hangtag with parking privileges on non-carpool days and have their fees adjusted. Additional members can waive the fee if not driving to campus.
- To obtain a carpool hang-tag and/or annual parking permit, participants must register their vehicles online at chapman.nupark.com/portal.
- Once the registration is complete, participants must submit a Carpool Application to Parking Services at parking@chapman.edu. Applications are available at <https://mywindow.chapman.edu/depts/hr/Documents/Rideshare%20Incentives/carpool-permit-application.pdf>. The Primary Contact will be issued the Carpool Hangtag and the other paying members will be issued Presbyterian Lot/West Campus Structure Hangtags. Permits will be mailed so please confirm address when registering vehicles online.
- Enrollment is available the first 3-weeks of each semester/trimester. Parking fee credit will be given for semesters/trimesters enrolled in the program.

Parking Privileges and Regulations

- Carpool Hangtag must be displayed in the vehicle parked in a carpool space.
 - Carpool Hangtag is **only** valid in a carpool space on days when members ride together.
- Parking is available in Carpool Preferred Reserved Spaces in the Barrera Structure, Knott Studios Lot or Lastinger Structure.
 - These spaces are available on a first-come, first-served basis. If the Carpool Preferred Reserved spaces are occupied, the carpool group may park in any non-reserved space in the Barrera Structure, Knott Studios Lot, Lastinger Structure, Rinker 9401/9501 Lot or the West Palm Industrial Complex Lot.
- On non-carpool days, each participant with a valid permit will be required to park in any non-reserved space in the Presbyterian Lot or West Campus Structure. At the Rinker Campus on non-carpool days, the permits will be valid in the 14725 Alton Parkway Garage or the 9702 Lot when this lot comes on-line in fall 2018.
- Any misuse of the hang-tag or parking in the carpool spaces on a drive-alone day, will result in loss of carpool privileges, and the carpool participants will also be required to pay the difference for a standard parking pass. Vehicles are also subject to citation when parked in violation of this policy. Audits will be done utilizing License Plate Recognition (LPR) Technology to ensure compliance.

- I confirm that I have read and agree to the above listed Carpool Policy. I understand that by signing the Carpool Policy that I am responsible for knowing and abiding by the policy. I understand that failure to abide by the policy can result in citation and/or loss of carpool privileges.

Name (Print and Sign): _____ Date: _____