



McClellan Park TMA Carpool and Vanpool Parking Permit Program

Policy Guidelines

The goal of the McClellan Park Commute Program is to reduce the number of drive-alone commuters and vehicles parked at on-site facilities. Employees who carpool at least 60% of their workweek may register with the McClellan Park Transportation Management Association (TMA) for a TMA Carpool/Vanpool Permit. The Carpool/Vanpool Permit allows employees to park in specially designated and preferentially located parking spaces. Carpool registration and an annual audit are required.

Eligibility requirements for carpool parking include:

1. Visit the TMA website at www.mcclellanparktma.org and click onto the Commuter Club site to register as a carpooler or vanpooler, then:
 - Click onto Commuter Resources and Forms and fill out the *Carpool Parking Request and Permit Registration* and the *Commuter Benefit Agreement*
 - Employees who carpool with one or more McClellan Park employees on a full-time basis (4 to 5 days per week) must have matching or similar work schedules to be eligible for a special parking permit.
 - Employees who carpool with other employees who do not work at McClellan Park are not eligible for a special parking space.
2. Use your TMA Carpool Permit on days you and your carpool partner share a ride to work. The Carpool Permit allows parking in specially marked preferential carpool space in the front or near your worksite.
3. If you or your carpool partner(s) experience a shift or job change that alters your ability to carpool, you must change your carpool status. Update your carpool status by logging onto Commuter Club at www.sacregioncommuterclub.org and return the permit placard to the TMA at 3140 Peacekeeper Way, McClellan.
4. All TMA carpool participants (drivers and riders) are asked to complete an annual on-line commute survey in order to maintain active preferential parking status. Carpoolers who do not complete the survey will be dropped from the program.

Note: Carpools are defined as adult employees who share a ride to work. Infants and children will not be considered carpool partners in this program.

Parking Will be Appropriately Enforced
(to be continued)

- A. Unauthorized carpool parking will be cited and disciplinary action will be initiated. Periodically, audits will be conducted to review carpool group permit use and parking activity. If it is found that the partners in the carpool group are parking independently more than 60% of their workweek, the group's supervisor(s) or employer will be notified of the audit finding. The employees will be asked to change their carpool status if they are no longer in compliance with the carpool parking guidelines.
- B. If the carpool group meets the carpool criteria, they will be allowed to remain in the carpool program.
- C. If additional audits reveal that the carpool group becomes out of compliance again, all carpool group members will be removed from the carpool program and the group will not be eligible to re-register for this program again.
- D. Carpool Violation Notices will be placed on employee vehicles that park in designated carpool parking spaces without displaying their *Carpool Permit*. These vehicles will be marked for audits.