



CARPOOL INFORMATION

Personnel Department/Employee Benefits Division
Commute Options and Parking Section
Room 867, City Hall

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Mail Stop 621

Telephone No. (213) 978-1655 Fax No. (213) 847-3164

1. What is a carpool?

The basic carpool consists of two City employees. Additional members may be non-City employees, however, should one of the City employees leave the carpool, it must be officially disbanded.

2. How is a carpool defined?

A carpool must meet the following geographical rules: the members must come from the same general geographic area (homes within a 7 mile radius), or along a logical travel-to-work corridor whose destinations are at or near the same work locations; and who travel together a minimum of 50% of the total trip of the person who lives farthest from the worksite. Said percentage limitation may be waived by the Commute Options and Parking staff for reasonable causes. The members of the carpool must also travel together more than 50% of the normal workweek, and their work schedules, including start time and end time, must be compatible with the travel.

3. What proof of residence must be submitted with the application?

Each person must provide two (2) proofs of residence which have been mailed to the residence within the previous three months. P.O. Boxes are not acceptable and application will automatically be denied.

Acceptable documentation can include the following:

Valid Driver's License (**only if it has been renewed within the previous 3 months**)

Vehicle Registration (same condition as above)

DMV print out

Utility Bills (gas, electric, water, telephone, etc.)

Bank Statements

Credit Card Statements

Voter polling place notification

Tax Bill (if received within the last 3 months)

Credit Union Receipt

Unacceptable Documentation:

Expired documents

Temporary Driver's License

Form 41

Deposit slips or checks

Test Notification Cards

Envelopes

Sport licenses

P.O. Boxes even with individual's name

4. Are carpools charged for parking?

Yes. The rate is specified in the Parking Memorandum of Understanding for each City location and must be shared equally by the members of the carpool. There are no exceptions to the payment requirements.



CIVIC CENTER AREA CARPOOL PARKING RULES

(Revised January 2001)

NOTE: Failure to comply with the Parking Rules may subject your permit to revocation, your vehicle to citation and/or towing (LAMC Sec. 80.71.4 and Vehicle Code Sects. 22500.1 and 22658.a), loss of parking privileges for one year to permanently, and possible disciplinary action. These Rules apply to City employees parking on City-owned and /or leased parking facilities.

1. An approved carpool consists of at least two City employees. "City employee" as used in these rules includes employees of the Department of Water and Power. Additional members may be non-City employees. Children do not qualify as carpool members.
2. Carpool members must ride together to and from work majority of the time to be an approved carpool.
3. Carpool members must reside within seven miles of each other, along a direct route to work, and must be together a minimum of 50% of the distance from the farthest residence to the employment location. Exceptions may be granted under certain circumstances, but will not be considered unless requested in writing.
4. One member of the carpool is designated as the Primary Permit Holder (hereafter, "Primary"). This designation serves only to identify the carpool and does not grant the Primary additional status or privilege. The Parking Rules apply equally to the Primary and all other members. The Primary may occasionally be provided with information applicable to all and is responsible for supplying the information to all members of the carpool.
5. Parking with a carpool permit is a group privilege with no individual ownership. Employees giving up an Individual permit to join a carpool are not guaranteed a return to Individual permit status. Fees will be charged for carpools in accordance with the 1998 Special Memorandum on Commute Options and Parking.
6. Since all members must comply with the Carpool Parking Rules, a violation by one member may subject other members to potential penalties and permit revocation. Duplicated or reproduced permits are forgeries and parking privileges may be **permanently** revoked for all parties involved in their use. Disciplinary action may also be imposed for fraudulent use of a permit. Any flagrant or repeated violation of a Parking Rule may cause parking privileges to be revoked, up to permanently.
7. When changes occur to a carpool, a PARKING CHANGE FORM must be submitted to the Employee Benefits Division/Commute Options and Parking Section (COPS) office within 10 days of the change(s). All carpool members are equally responsible for notifying COPS. **Payroll deductions for parking will not be canceled until the permit has been returned to COPS.**
8. Members may not be removed from a carpool without their knowledge.
9. When a carpool is reduced to one member the permit must be relinquished. The remaining member has ten working days to find a new carpool member. During that period, the COPS will issue a temporary permit. When a carpool, which parks on the P3 level of City Hall East (three or more members), is reduced to two members, the P3 permit must be relinquished for a P4 permit.
10. Employees who are in Vanpool Waiting Lists, or are occasional passengers in a vanpool, may remain in approved carpools until becoming regular members of a vanpool. At that time, the employee must be removed from the carpool per Rules Nos. 7 and 9.
11. Carpool members must park in the lot/level designation on the Carpool Parking Permit and may park any vehicle listed in the COPS' permit database.

12. The Carpool Parking Permit must be displayed while parked by being hung on the rearview mirror, clearly and fully visible with the front of the permit facing the front window of the vehicle. Vehicles with permits, which cannot be clearly seen, may be subject to citation.
13. The Carpool Parking Permit may not be transferred to any person or vehicle not listed on the Carpool Application. If an unlisted vehicle will be used for more than five consecutive days (such as a rental car), the COPS must be notified.
14. Permit holder(s) must present valid identification when requested by a Parking Attendant.
15. Each carpool member is allowed three (3) occasional parking days per month in either Lot 7 or Piper Technical Center. There is no occasional parking in the LA Mall Garage (P levels), Vignes lot, or any other City-owned or City-leased lot.
16. When a Carpool Parking Permit is lost or stolen the COPS must be notified immediately. The COPS will charge a non-refundable fee to replace the lost or stolen permit. There may be an additional fee if the permit or keycard belongs to a City-leased parking facility. If the permit/keycard is subsequently recovered it must be returned to the COPS.
17. Finding a parking space is the responsibility of the carpool driver. If no space is available, drivers should contact a Parking Attendant for assistance. The COPS is not responsible for refunding fees paid for parking should a driver choose to park on his/her own.
18. Designated/Assigned spaces are reserved for the employees/departments indicated. Violators may be cited and/or towed.
19. Spaces marked for the disabled may also be used by authorized Disabled Carpools. The vehicle must display **BOTH** a state-authorized DMV placard and a City-authorized (DC) parking permit. If the disabled employee is not in the vehicle on any given day, the non-disabled employee carpool member(s) must park in Lot 7, as non-disabled employees may not use the DMV placard.
20. Vehicles must be parked head-in where posted, and must obey all other parking lot rules established and enforced by Parking Services and Security, Department of General Services, or by management of City-leased private facilities.
21. Vehicles whose conditions present a nuisance or hazard to persons or property (noxious fumes, excessive noise, leakage, etc.) will not be admitted to City parking lots. Oversize vehicles may be restricted from parking where height and/or width limitations exist. The height limit for LA Mall parking is seven feet. Only small vehicles may park in "compact" spaces.
22. Any person operating a vehicle in a manner which potentially endangers pedestrians or other vehicles or who disobeys parking garage rules and regulations may face revocation of parking privileges, up to permanently.
23. Vehicle breakdowns or unusual occurrences on City-owned parking spaces, ramps, aisles, or driveways must be reported immediately to Parking Services at (213) 485-2856 or City Security at (213) 485-5605.
24. The Carpool Parking Rules are subject to periodic revision.
25. Appeals of the Carpool Parking Rules must be submitted to COPS in writing.

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