



# LOS ANGELES WORLD AIRPORTS CARPOOL PROGRAM RULES

*(Revised January 2004)*

**Note: Failure to comply with the Parking Rules and LAWA Administrative Manual Section 6.20 may subject your permit to revocation, your vehicle to citation and/or towing (LAMC Sec. 80.71.4 and Vehicle Code Sec. 22500.1 and 22658.a), loss of parking privileges for one year to permanently, and possible disciplinary action.**

1. A recognized LAWA carpool consists of at least two persons, whose application has been approved by the Rideshare Office.
2. Carpool members must agree ride together to and from work the majority\* of the time and must submit the attached LAWA Daily Carpool log by the 15<sup>th</sup> of each month as proof of actual ridership. LAWA carpoolers may receive one free car wash coupon for each qualifying LAWA member by request when they turn in their completed log on time for each month. LAWA employees who carpool 75% or more work days per month may also be eligible for additional prize drawings. **Carpool participants who fail to carpool a majority of their working days for two or more months or fail to submit the carpool log for two or more months will have their Carpool Pass revoked.** (\*For full-time employees "majority" is 10 or more working days per month. For employees working less than full time, "majority" is one more than 50% of the employee's actual work days.)
3. Carpool members must live along a direct route to work, 50% or more of the distance from each member's residence to his/her work location must be traveled together, and the carpool arrangement must not significantly increase the total commute miles traveled. Exceptions may be granted under certain circumstances, but will not be considered unless requested in writing.
4. Non-LAWA riders must show proof of destination.
5. 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. Any flagrant or repeated violation of a Parking Rule may cause parking privileges to be revoked permanently.
6. When change(s) occur to a carpool, a new carpool application must be submitted to the Rideshare Unit within 10 days of the change(s).
7. When a carpool is reduced to one member, the permit must be relinquished.
8. Employees who are on Vanpool Waiting Lists, or are occasional passengers in a vanpool, may remain in approved carpools until becoming regular members of a vanpool. However, once an employee becomes a Vanpool Member, the employee must be removed from the carpool.
9. Carpool program participants may only park in a reserved carpool space on days that they carpool.
10. The Carpool Parking Permit must be displayed at all times on the lower driver's side portion of the front windshield, and be fully visible. Vehicles with permits that cannot be seen clearly may be subject to citation.
11. The Carpool Parking Permit may not be transferred to any person or vehicle not listed on the Carpool Application.
12. When a Carpool Permit is lost or stolen, Rideshare Unit must be notified immediately.
13. Preferential Parking spaces will be reserved for Carpool Program, participants where spaces permits, but availability of reserved spaces cannot be guaranteed. Finding a parking space is the responsibility of the carpool driver.
14. Solo drivers who commute primarily in vehicles designated as Super Ultra Low Emission Vehicles (SULEV) by the California Air Resources Board (CARB) may be approved for Carpool Parking Permits as determined by the Rideshare Unit. SULEV commuters must meet all requirements listed above with the exception of the passenger requirement. CARB's SULEV list is available in the Rideshare Unit Office or on the LAWA Rideshare Intranet Site.
15. Appeals of the Carpool Parking Rules must be submitted in writing to the Rideshare Unit.

**Rideshare Unit  
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