

CARPOOL PROGRAM POLICY

CARPOOL PROGRAM RULES

1. A recognized LAWA carpool consists of at least two persons, whose application has been approved by Rideshare.
2. Carpool members must commute together a minimum of 10 days per month, or 50% of their working days.
3. Carpool participants who fail to carpool a majority of their working days or fail to submit the carpool log for two consecutive months will have their Carpool Program privileges suspended.
4. 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.
5. Since all members must comply with the Carpool Program Rules, a violation by one member may subject other members to potential penalties and permit revocation. Fraud, waste, or abuse such as duplicated or reproduced permits are forgeries and may result in disciplinary action for all parties involved in their use. Any flagrant or repeated violation of a Program 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 Office within 15 days of the change(s).
7. When a carpool is reduced to one member, the carpool hangtag must be relinquished. Please return hangtag to the Rideshare office.
8. Employees who are on the 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, he/she must be removed from the carpool.
9. Program participants may only park in a reserved carpool space on days that they carpool.
10. The Carpool Hangtag must be displayed at all times and be fully visible. Vehicles with hangtags that cannot be seen clearly may be subject to citation or towing.
11. The Carpool Hangtag may not be transferred to any person or vehicle not listed on the Carpool Application.
12. When a Carpool Hangtag is lost or stolen, Rideshare must be notified immediately in order to receive a replacement hangtag.
13. Preferential Parking spaces are reserved for Carpool Program participants where spaces permit, but availability of a reserved space is on a first come first served basis and cannot be guaranteed.
14. Appeals of the Carpool Program Rules must be submitted in writing to the Rideshare Office.

LAWA Rideshare
7301 World Way West, Room 200, Los Angeles, CA 90045
(424) 646-7665



CARPOOL PROGRAM - RESPONSIBILITIES FOR PARTICIPANTS

Passengers must:

- A. Notify the approved driver of their intent to withdraw from the carpool as soon as possible,
- B. Be prompt for pickups, both in the morning and evening
- C. Comply with reasonable requests from the driver or other passengers,
- D. Notify the Rideshare Office of any violations of this Agreement by the driver or other passengers, and
- E. Be responsible for the safekeeping of your own personal items (LAWA is not responsible for lost or stolen items).

Drivers must:

- A. Abide by the agreements that are also applicable to passengers, and in addition,
- B. Operate the vehicle in a safe manner consistent with all the laws and regulations of the State of California and the City of Los Angeles, observing all speed limits and rules of safe driving (the use of cell phones and headphones is prohibited).
- C. Do not operate your car while under the influence of drugs or alcohol. Alcoholic beverages and illegal drugs are not allowed in the car. Any violation will result in removal from the carpool program.
- D. Submit **Daily Log** on Sharepoint every month.
- E. Have no convictions for reckless driving, speeding at 20+miles per hour over the speed limit, driving under the influence of alcohol or drugs, vehicular manslaughter, leaving the scene of an accident, and within the last 3 years he/she has been charged with no more than two driving violations.

Seat belts must be worn by drivers and passengers at all times while the car is in operation. The driver cannot transport more passengers than the number of seat belts available.

LAWA'S RESPONSIBILITIES

LAWA will not be responsible for any fines or penalties (except equipment violations) levied for violation of the Motor Vehicle Code arising out of the operation of the carpool.

Guaranteed Ride Home

LAWA will provide a guaranteed ride home (GRH) to permanent vanpool and carpool participants in case of a personal or family emergency or mandatory unscheduled overtime. Excessive use of this privilege (e.g. more than twice a year) will be evaluated by the Rideshare Office that will determine the feasibility of allowing the participant to remain in the program. Unauthorized Use of GRH may result in liability for fare charges.

GUARANTEED RIDE HOME PROCEDURE

The employee must call the Rideshare Office (424-646-7665) before 4:00 PM and provide the following information:

- Name of employee requiring a ride home
- Reason for the emergency ride home

(Revised March 24, 2022)



- Pick-up location
- Pick-up time
- Destination
- Carpool number
- Supervisor's name and phone number

REPORTING ACCIDENTS, MOVING VIOLATIONS, AND PROPERTY DAMAGE

The driver must immediately report to the Rideshare Office any incidents of reckless driving, “hit and run”, driving under the influence of alcohol or drugs, accidents, or any moving violations. This rule applies even if the driver is not commuting at the time of the incident. Failure to properly report such violations may result in termination of this agreement.

EXCEPTIONS

Exceptions to this Agreement may be granted by the Rideshare Office, excluding items that are dictated by law, mandate, or City directives.

I have read, understand, and will comply with this Agreement. I further understand and agree as a driver that a violation of any of the terms and conditions of this Agreement may result in termination of this Agreement, disciplinary action, termination of employment, and/or LAWA taking legal action to recover any misused.

I also understand that my participation in the carpool program is a benefit provided by LAWA and is entirely voluntary. It is neither a condition nor requirement of employment.

Signature: _____

Date: _____

License Plate#: _____

Make, Model: _____