Benefit Overview:

Benefits eligible Harvard employees who carpool to the Cambridge or Allston/Brighton campuses at least four days per week are eligible for on-campus parking in unreserved garages and lots at a reduced rate of 50% off for a two person carpool and 75% off for a three or more person carpool.

Please note that University contractors, students and other University affiliates are not eligible for the carpool benefit. See the carpool program policies on the back of this sheet for full details.

One Day Permits

Each carpooler with a registered vehicle can drive alone up to four times per month by printing out a temporary one-day permit. These permits can be purchased at no charge up to 14 days in advance through the Online Parking Permit System:

https://www2.uos.harvard.edu/cgi-bin/permit/purchase.pl

- In the right hand column, click on One Day Online Parking Permit
- Login with your HarvardKey
- At the bottom of page from the pull-down menu
- Select a Parking Lot to Begin
- Select CARPOOL TEMP 7:00 AM-11:30PM
- Choose date of use
- Enter license plate number

Carpools with only 1 registered vehicle receive no temporary permits/month
2-person carpools (with more than 1 registered vehicle) receive 4 temporary permits/month
3-person carpools (with more than 2 registered vehicles) receive 8 temporary permits/month

Emergency Ride Home Program

The Emergency Ride Home Program supports carpoolers with up to four annual reimbursable taxi, rental car, or transit rides if an unexpected emergency occurs. Users must register for the benefit prior to the date of an emergency.

Qualified Emergencies Include:
- Unexpected personal illness/emergency
- Carpool leaves due to an illness/emergency
- Unexpected family illness/emergency
- Unexpected mandatory overtime

Register at www.commute.com/log_in

Save your receipt and submit for reimbursement for a maximum of $100/trip

Questions? Contact:

CommuterChoice
commuterchoice@harvard.edu
617.384.RIDE (7433)

Parking Services
parking@harvard.edu
617.496.7827

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Commuter Choice

• All carpool participants must be full time benefits eligible Harvard University employees who work on the Cambridge or Allston campuses. Inquiries about carpooling to the LMA should be directed to CommuteWorks at (617) 632-2796. Please note that University contractors, students and affiliates are not eligible for the carpool benefit.

• The carpool must take place 4 or 5 days per week, Monday through Friday, and the participants must commute both to and from work together.

• Approved carpools are eligible for a 50% discount on an annual permit for a 2-person carpool and a 75% discount on an annual permit for a 3+ person carpool. Carpool payroll deductions will begin 2-8 weeks after enrollment in the program, depending on pay cycle.

• Carpools must be approved by the CommuterChoice and Campus Service Center. Each carpooler must fill out a parking application. Eligibility will be determined on a case-by-case basis. Management reserves the right to deny carpool requests that do not meet the goals of the carpool program.

• The CommuterChoice Program must be immediately notified of any change in carpool status. If a carpool member drops out of the carpool. The remaining person(s) will have 30 days to recruit another member. CommuterChoice staff can assist in recruitment of a new carpool partner(s). Failure to find a new member will result in the normal annual parking rate being charged, prorated, for the remainder of the year. CommuterChoice must be notified immediately of any change in residential address, contact information, or vehicles. Failure to do so could result in revocation of carpool status and fines.

• If a carpool disbands, a new parking location may be assigned to the remaining driver(s) on a case-by-case basis at management’s discretion.

• Vehicles displaying altered or falsified carpool permits are subject to ticket, tow, fines, and loss of carpool and parking privileges.

• Carpoolers must abide by Parking Services rules and regulations, as outlined on the parking permit application. These rules are subject to change. The University reserves the right to relocate or cancel parking privileges without cause at any time and to issue prorated refunds.

• Carpool parking fees are based on current fiscal year rates and the policies established by Parking Services. Parking Services 24-hour enforcement will report any violations of carpool policies and parking policies to management. Any falsifying of information or misuse of the carpool program, including and especially failure to alert the CommuterChoice office of change in status, could result in the revocation of University parking privileges, a fine of up to $500, and back charges.