



## Carpool Program Policies

- University parking regulations prevail at all times, including nights, weekends and holidays. All vehicles parking on University property must possess a license plate and valid registration sticker, or risk being considered abandoned and removed from University property. Parking permits (i.e., hang tags) must be displayed at all times. Parking permits are valid seven days a week from July 1 through June 30, unless otherwise noted. Time restrictions on all permits are non-negotiable and enforced precisely.
- All carpool participants must be full time benefits eligible Harvard University employees or a contractor covered by the University Wage and Benefit Parity Policy who works in the Cambridge or Allston campuses. University students and affiliates are not eligible for the carpool benefit. Inquiries about carpooling to the Longwood Medical Area should be directed HMS Commuter Services: 617.432.1111 or [parking@hms.harvard.edu](mailto:parking@hms.harvard.edu).
- The carpool must take place at least 4 days per week, Monday through Friday, and the participants must commute both to and from work together. Permit applicants are assigned one carpool permit.
- 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. The carpool program requires that all parties pay equally for their permit via payroll deduction. Carpool payroll deductions will begin 2-8 weeks after enrollment in the program, depending on pay cycle.\*
- Carpools must be approved by the Campus Service Center. Each carpooler must complete a parking application. All members of the carpool must be in the car together for the majority of the commute and 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.
- If a carpool member drops out of the carpool, leaves the university, or goes on leave of absence, the Campus Service Center must be notified immediately and the remaining person(s) will have sixty (60) days to recruit another member. If a new member cannot be found, the prorated normal annual parking rate will be reinstated for the remainder of the year. Failure to notify the Campus Service Center immediately of any change in carpool status including changes to participants, residential addresses, contact information, or vehicles 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.
- 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 and parking policies to management.
- Audits of the carpool program are performed to ensure compliance. Any falsifying of information, altering carpool permits, other misuse of the carpool program, including and especially failure to alert the Campus Service Center of changes in status, may result in the revocation of University parking privileges, fines, vehicle towing, tickets, and back charges. Violators may be reported to their human resources department or the University Contract Manager for your employer.
- Each carpooler with a registered vehicle can drive alone up to four times per month by utilizing a temporary one-day permit via HOPPS. Carpools with only 1 registered vehicle cannot receive temporary permits. 2-person carpools (with 2 or more registered vehicles) receive 4 temporary permits/month. 3-person carpools (with 3 or more registered vehicles) receive 8 temporary permits/month. One day permits are non-transferable and can only be used at the lot in which the Carpool Permit corresponds to. Misuse of one-day permits or utilization of more than the allotted amount may result in the revocation of University parking privileges, fines, vehicle towing, tickets, and back charges.

\* Contractor carpool permits are paid up front. Any payroll deduction plan must be reviewed with your employer.



## Carpool Parking Rate Overview

Benefits eligible Harvard employees or contractors covered by the University Wage and Benefit Parity Policy 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**. Students and other University affiliates are not eligible for the carpool benefit. See the Carpool Program Policies 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 ordered at no charge up to 14 days in advance through the Harvard Online Parking Permit System (HOPPS): <https://hopps.vpcs.harvard.edu>

**Please email [commuterchoice@harvard.edu](mailto:commuterchoice@harvard.edu) when you have logged in to the system for the first time to request full access.** Once access is granted permits can be ordered by following these steps:

1. Sign in with your Harvard Key at <https://hopps.vpcs.harvard.edu>
2. Navigate to "My Account" and set up your account information as a one time-step (preferred phone & vehicle)
3. Click on the Home icon on the top right corner of the page
4. Under the "Use Permit Section", click "Go to Carpool"
5. Select the date for planned use, parking location and license plate and click "Process Permit"
6. "Print Permit", drive to parking facility and display on your dashboard

Carpools with only 1 registered vehicle cannot receive temporary permits. 2-person carpools (with 2 or more registered vehicles) receive 4 temporary permits/month. 3-person carpools (with 3 or more registered vehicles) receive 8 temporary permits/month.

One day permits are non-transferable and can only be used at the lot in which the Carpool Permit corresponds to.

## Guaranteed Ride Home Program

The CommuterChoice Guaranteed Ride Home (GRH) program supports Cambridge and Allston carpoolers with up to four annual reimbursable taxi, rental car, transit or Zipcar trips in the event of an unexpected emergency. Receipts must be submitted for reimbursement within 30 days of the trip (maximum of \$100/trip).

Qualified Emergencies Include:

- Unexpected personal illness/emergency
- Carpool leaves due to an illness/emergency
- Unexpected family illness/emergency
- Unexpected mandatory overtime

Please visit [transportation.harvard.edu/guaranteed-ride-home-program](https://transportation.harvard.edu/guaranteed-ride-home-program) for additional program guidelines and restrictions.

### Questions? Contact:

CommuterChoice  
[commuterchoice@harvard.edu](mailto:commuterchoice@harvard.edu)  
617.384.7433

Parking Services  
[parking@harvard.edu](mailto:parking@harvard.edu)  
617.496.7827