



# 2018 CARPOOL REGISTRATION



Employee Name	Employee Number	Department
Work Phone Number	Shift/Hours	Supervisor Name/Phone Number

Do you have a security issued MIHS Parking Permit? Y or N If yes, list permit #:

List all members for your carpool group:

**Your Primary Vehicle: (List all vehicles that you may be driving to work)**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**Your alternate vehicle:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**Your alternate vehicle:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_ State: \_\_\_\_\_

**Carpool Eligibility:** A carpool group consists of two or more individuals who commute to and/or from work together a minimum of three days per week. A non-MIHS employee may participate in a carpool group if they work within two miles of the MIHS employee's worksite.

**Carpool Permit:**

- Each employee must fill out a registration form. One carpool permit will be assigned to each carpool group. Each employee in the carpool group will also receive one MIHS parking permit to be used when not carpooling.
- Permits are not to be loaned, shared or transferred.
- Permits must be displayed in the rearview mirror when on MIHS property.
- An employee may belong to only one carpool group at a time.
- Carpool parking spaces are available on a first come, first serve basis.

**There is a \$25 replacement fee for any lost, stolen or damaged permit hangtags.** Please see the Human Resources Department.

**Emergency Ride Home Program** – Employees **must** be registered in a carpool group to qualify for an emergency ride home.

**Should your carpool disband:** All parties must notify the Human Resources Department and the permit must be returned.

**Re-registration:** Carpool permits expire at the end of the calendar year. Participants must re-register annually.

**Employees who fail to abide by the policies and regulations may have their parking privileges suspended and/or revoked and may be subject to disciplinary action.**

Employee Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

PERMIT #	ISSUED BY/DATE ISSUED:	EXP DATE: <b>12-31-2018</b>
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