

# BRITANNIA SOUTH SAN FRANCISCO

## CARPOOL PARKING POLICY

Goals of the Britannia South San Francisco (SSF) carpool program are to promote healthy commute alternatives, improve air quality, and reduce parking demand. Preferentially located parking spaces are provided to carpoolers as a reward and a thank you for participating in the commute program.

In order to be eligible to park in a designated carpool space, carpoolers and carpool partners must all work and commute to a Britannia SSF site OR if a carpool partner is commuting to a location other than a Britannia SSF site, the off-site carpool partner must be the driver of the carpool and park vehicle off-site for at least 50% of carpool commute trips.

Carpoolers who commute with non-Britannia SSF employees and park on-site at a Britannia SSF site for more than 50% of carpool trips are ineligible to receive preferred carpool parking in surface or garage parking spaces.

Carpoolers must register their vehicles with their Human Resource representative and display a parking permit on their vehicle when parked in a carpool space. Carpool registration forms can be found at the Britannia SSF Commute Resources website at [www.britanniacommute.org](http://www.britanniacommute.org).

The City of South San Francisco's Transportation Demand Management (TDM) Ordinance requires the implementation and monitoring of carpool parking and programs. Tenant leases also obligate employers to cooperate with the implementation and management of carpool parking programs.

Carpool parking enforcement is designed to protect the special, designated carpool spaces for carpooler use. Monitoring will include periodic notices, citation, and if needed, more aggressive measures.

1. Register with your Britannia SSF carpool partner(s) on the reverse side.
  - Registration identifies your commute status and recognizes you to receive access to the FREE emergency ride home (ERH) taxi cab voucher and other resources and benefits.
  - Registration is an annual process and you will be audited each year.
  - Notify Human Resources if there are any changes in your carpool group (e.g., a carpool partner leaves the group or the company, a new carpool person is added).
2. Obtain your manager's signature on the registration form and then email the form to [commute@britanniacommute.org](mailto:commute@britanniacommute.org) for review and processing.
3. Specific reserved parking space numbers will be assigned to correspond with the parking permit.
  - The Britannia SSF Commute Coordinator will work with carpoolers to identify the desired parking space, which will then be striped, signed and numbered once the carpool group has been approved.
  - Two carpool parking permits will be provided for each carpool group.
  - If a carpooler loses a partner, they must notify Human Resources and surrender their parking permit.
4. Carpool parking spaces unused after 1 pm will be open to the general population.
5. **Carpoolers who do not participate in the annual Britannia SSF Commute Survey and verify their carpool activities will be removed from the carpool program for non-compliance.**

# CARPOOL PARKING PERMIT REGISTRATION GUIDELINES, TERMS AND CONDITIONS

**BRITANNIA SOUTH SAN FRANCISCO CARPOOL COMMUTER** – Please return this completed form to **Elizabeth Hughes** at [commute@britanniacommute.org](mailto:commute@britanniacommute.org). Once approved, Elizabeth will coordinate delivery of your parking permit. For more information about Britannia SSF commuter programs, please contact Elizabeth Hughes at [commute@britanniacommute.org](mailto:commute@britanniacommute.org) or (408) 420-2411.

- 1. Carpool Parking Priority:** Priority for carpool parking will be granted to commuters who are frequent and regular carpoolers to Britannia SSF's facility. Eligible carpoolers and their carpool partners must all be employees. **Frequent and regular carpooling is defined as employees who commute together to work on-site at the South San Francisco campus at least 4 days or more per week.**
- 2. Carpool Parking Usage:** Carpool parking will be monitored, by your employer, for compliance with these guidelines. Carpool parking spaces are located at all Britannia SSF buildings. Carpoolers must display the Britannia SSF specially marked carpool permit to park in carpool parking spaces or risk being cited.
- 3. Liability:** Carpoolers park at their own risk. Britannia SSF shall not bear any responsibility or liability for any loss and/or damages including but not limited to bodily injury to any employee, partial or total property damage or loss (including loss of use), resulting from theft, collision, fire, acts of god, weather, construction, towing, or any other cause.
- 4. Agreement:** Carpooler and carpool partner(s) have read and agree to all the terms and conditions listed above. Carpooler further acknowledges that any falsification of the above information may be cause for immediate termination of the carpool parking privileges as well as other disciplinary action. By accepting a carpool parking spot, carpoolers commit to participate in the annual online commute survey to validate carpool commute activities. Carpool parking is not an employee right or benefit. In all cases, the Commute Coordinator reserves the sole and exclusive right to decline any carpool parking request or revoke a previously granted request at any time with or without notice without obligation to any employee.

**#1 Carpooler's Name:** \_\_\_\_\_ **Make & Model:** \_\_\_\_\_

**Home City & ZIP Code:** \_\_\_\_\_ **License Plate:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

**#2 Carpooler's Name:** \_\_\_\_\_ **Make & Model:** \_\_\_\_\_

**Home City & ZIP Code:** \_\_\_\_\_ **License Plate:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Employee Number:** \_\_\_\_\_

- 5. ERH Program** – Please see any receptionist for a taxi cab voucher in the event you experience a midday emergency.

**Employees acknowledge that carpool parking will be monitored and enforced.**

**Employee** \_\_\_\_\_  
Please Print name and employee number                      Please Sign                      Date

**Employee** \_\_\_\_\_  
Please Print name and employee number                      Please Sign                      Date

**Manager** \_\_\_\_\_  
Please Print name and employee number                      Please Sign                      Date

**FOR OFFICE USE ONLY: Subject to the specified terms and conditions, Britannia SSF hereby assigns:**

**Carpool Parking Permit No:** \_\_\_\_\_ **Building No:** \_\_\_\_\_

**Permits Received By:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_