



CARPOOL INFORMATION

**Personnel Department/Employee Benefits Division
Commute Options and Parking Section
City Hall, Room 867
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Mail Stop 621**

COMMUTEwell
Options. Value. Convenience.

**Tel. No. (213) 978-1634 / Fax No. (213) 978-1590
Manage Your Parking Resource Center (MYPaRC) link:
http://per.ci.la.ca.us/new_icts/index.cfm**

1. What is a carpool for the purpose of obtaining a City carpool permit?

A carpool must consist of at least two (2) City employees. Additional members may be non-City employees, however, should one of the City employees leave the carpool, the carpool is no longer eligible for a permit. Children do not qualify as carpool members. A carpool may not exceed six (6) members.

2. What commuting requirements must be met?

A carpool must meet the following commuting requirements: (a) the members must come from the same geographic area within a seven-mile radius (home addresses will be verified via the City's payroll system) or along a logical travel-to-work corridor whose destinations are at or near the same work locations; and (b) members must travel together for the majority (51%) of the total trip distance. In addition, members must ride together to and from work a minimum of three days within a work week, and their work schedules, including start and end times, must be compatible with the travel.

3. Are carpools charged for parking?

Yes, the rate is specified in the City's "Special Memorandum of Understanding Regarding City Employee Parking and Commute Options for 2005" and amendments thereto, for each City location and must be shared equally by the members of the carpool. Each member will be required to submit a payroll deduction card for the parking fees in order to receive a parking permit.