

CAR POOL PROCEDURES

1. All carpool participants must be Thompson Rivers University students or employees.
2. A minimum of 2 registrants must arrive each day the permit is used.
3. Each carpool must be registered in the program by completing a carpool registration form, available online at <http://www.tru.ca/facilities/coreservices/parking.html>, or from the Parking Office.
4. A new carpool registration form must be completed each Semester.
5. Carpool participants must arrive on campus together, in one vehicle, at the designated carpool priority parking stalls, and exit the vehicle together.
6. Designated carpool priority stalls are located in Lot C for Staff and In Lot A between Old Main and the International Building for Students and are reserved for carpoolers from 6 a.m. to 5 p.m. Monday to Friday, TRU reserves the right to relocate carpool priority parking stalls at any time.
7. Carpool priority parking stalls will be monitored for arrivals to ensure the integrity of the program.
8. All carpoolers must park in designated carpool priority parking stalls.
9. A valid carpool parking permit must be displayed on the rear view mirror. Only one permit per carpool is issued.
10. Each carpool member may register up to two vehicles.
11. Possession of a carpool permit does not guarantee a parking spot; it gives the holder(s) priority access to carpool.
12. The Parking Office must be notified immediately of any change in the status of a carpool. If a carpool member drops out, the remaining person(s) will have 30 days to recruit a new member. If a new member is not found, the carpool is disbanded. The remaining members may form a new carpool by completing a new carpool registration form.
13. Any vehicle that is observed not to be complying with carpool policy will be subject to ticketing and/or towing.
14. Misuse of the program, or giving false information may result in loss of all permit parking privileges at TRU.
15. Carpool must apply for each semester and are entitled to a 50% discount on regular parking rates for the semester.
16. Completed Registration forms must be dropped off at Facilities/Parking Services.

CAR POOL REGISTRATION FORM

Carpool Patron 1

Employee Student

Dept/Program: _____

Name: _____

Student or Employee

ID# _____

Home

Address _____

Street

City

Postal Code

Phone: _____

Home

office/cell

E-mail: _____

License Plate #

Province

1. _____ / _____

2. _____ / _____

Signature: _____

Carpool Patron 2

Employee Student

Dept/Program: _____

Name: _____

Student or Employee

ID# _____

Home

Address _____

Street

City

Postal Code

Phone: _____

Home

office/cell

E-mail: _____

License Plate #

Province

1. _____ / _____

2. _____ / _____

Signature: _____

By signing this registration from, I confirm that I have read and understand the conditions contained in the Carpool Policy

Carpool Patron 3

Employee Student

Dept/Program: _____

Name: _____

Student or Employee

ID# _____

Home Address _____

Street

City

Postal Code

Phone: _____

Home

office/cell

E-mail: _____

License Plate #

Province

3. _____ / _____

4. _____ / _____

Signature: _____

Carpool Patron 4

Employee Student

Dept/Program: _____

Name: _____

Student or Employee

ID# _____

Home Address _____

Street

City

Postal Code

Phone: _____

Home

office/cell

E-mail: _____

License Plate #

Province

3. _____ / _____

4. _____ / _____

Signature: _____

By signing this registration from, I confirm that I have read and understand the conditions contained in the Carpool Policy

