EMORY UNIVERSITY

2008–2009 Carpool Registration Form

for Emory University / Emory Healthcare Employees

New participants must complete this form to register for the carpool program. **Please allow five business days to process this application.** *Failure to complete this form and submit vehicle information will delay your registration. Please complete reverse side to register for Guaranteed Ride Home program and/or to receive a ridematch list.*

CARPOOL

PERMIT LABEL

CARPOOL SPACE #

CHECK ONE

- ❑ *New applicant for the Carpool Program. Complete entire form.*
- ❑ *Current participant in the Carpool Program changing/ updating information previously provided. Complete box one (1) and any other box in which information is changing.*

1. REGISTRATION INFORMATION *Please print.*

NAME _____ (LAST) _____ (FIRST) _____ (M.I.)

EMORY ID NUMBER* _____ OTHER ID _____

WORK LOCATION _____

DEPARTMENT _____

**Your Emory ID Number, a 7-digit number, is located on your payroll check form.*

2. ADDRESS INFORMATION *Please print.*

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

OFFICE PHONE ___ - ___ - ____ HOME PHONE ___ - ___ - ____

3. PARKING ACCOMMODATION

Is disability parking accommodation needed?

❑ *Yes* ❑ *No*

Parking accommodations may be available once the registration process is completed with the Office of Disability Services (ODS) for persons with a documentable disability or chronic medical condition.

For Emory system employees, both the Emory and current state-issued accessible hangtags are required.

For more information, please contact ODS at 404.727.6016 or 404.712.2049 (TTY/TDD).

4. EMPLOYMENT INFORMATION

Emory University Employee

❑ *Faculty* ❑ *Staff* ❑ *Principal*
❑ *Resident* ❑ *Other* _____
❑ *Emory Temp Services*

Emory Hospital Employee

❑ *Principal* ❑ *Staff*
❑ *Other* _____

The Emory Clinic Employee

❑ *Principal* ❑ *Staff*

5. STATUS

Full Time ❑ *Regular* ❑ *Temporary*

Part Time (20+ hours per week)
❑ *Regular* ❑ *Temporary*

Part Time (fewer than 20 hours per week)
❑ *Regular* ❑ *Temporary*

6. DECK/VALUE PASS ASSIGNMENT

Indicate your current deck assignment for Cliff hangtag access. (Check one box.)

- ❑ *Briarcliff Campus Lot*
- ❑ *Clairmont Campus Deck*
- ❑ *1525 Clifton Deck*
- ❑ *Michael St. Deck*
- ❑ *Peavine Deck*
- ❑ *Fishburne Deck**
- ❑ *Lowergate South Deck**
- ❑ *Lowergate Deck**
- ❑ *Street* _____
- ❑ *Other* _____

**Available to currently assigned participents only.*

7. OPTIONS

To register for **Guaranteed Ride Home** *visit myridesmart.com*

❑ *I am interested in being ride-matched for car / vanpooling.*

8. CARPOOL PARTICIPANTS

Number of participants in carpool _____

Name _____ EU __ EH __ TEC __ Work phone _____
Name _____ EU __ EH __ TEC __ Work phone _____
Name _____ EU __ EH __ TEC __ Work phone _____
Name _____ EU __ EH __ TEC __ Work phone _____

9. UNIVERSITY EMPLOYEE PAYMENT METHOD

For primary permit holder of two-person carpool only.

TAX SAVING OPPORTUNITY. Emory offers you the option of deducting your parking permit fees on a pretax or post-tax basis. Paying your fees on a pretax basis will reduce your taxable income, which may have a minimal effect on the calculation of your retirement contributions and Social Security earnings.

(Please check one box.)

- ❑ *Payroll Deduction (pretax)*
- ❑ *Payroll Deduction (post-tax)*
- ❑ *Cash (Do not mail cash.)**
- ❑ *Check (#_____)*
- ❑ *Credit Card**
- ❑ *Other* _____

**Can only be accepted in the Parking Office.*

Please complete and produce your driver's license and vehicle registration for confirmation of the following information.

Make _____ Model _____ Type _____

Color _____ Lic. No. _____ State _____

----------**Office use only**----------

[ ] Driver's license address compared
[ ] Vehicle registration information compared

10. PERMIT HOLDER STATUS

Elect one status. Only one participant may be the primary permit holder.

❑ **Primary Permit Holder*** *Each carpool must have one primary permit holder in whose name the carpool hang tag is registered. This person is also responsible for collecting and paying any carpool fees.*

❑ **Secondary Participant*** *Additional participants are secondary participant. Secondary participants in a vanpool may receive a Cliff permit when their vehicle is registered.*

***Current automobile registration and driver's license must be submitted to obtain a Cliff permit. (Qualified participants only.)**

11. VERIFICATION / SIGNATURE

My signature verifies that the information provided above is correct. I understand that it is my responsibility to obtain/read the parking rules and regulations. I furthermore agree to abide by the regulations whenever I bring a vehicle to the Emory campus and will immediately report when my commute to work ceases to be what has been recorded on this form. I understand that Emory University assumes no responsibility for damage, theft of contents, or theft of a vehicle when it is on University property.

SIGNATURE _____

DATE __ - __ - __

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