

CARPOOL PARKING REGISTRATION FORM

(Monday to Friday Day Shift)

Employees who participate in this benefit will receive a Biweekly Payroll Credit of \$27.69, equivalent to \$60 per month.

Name (as it appears on paycheck): _____ **Position Title:** _____

Department: _____ **Ext** _____ **Other Contact No.** _____

Usual Shift Start Time: _____ **Usual Shift End Time:** _____

Vehicle Information:

1. License Plate#: _____ State: _____ Vehicle Year: _____

Make: _____ Model: _____ Color: _____

2. License Plate#: _____ State: _____ Vehicle Year: _____

Make: _____ Model: _____ Color: _____

Please attach a copy of each carpool member's vehicle registration card and Driver's License.

Note: If more than 2 drivers, please use an additional form.

Staff participating in this carpool:

Employee #1 _____

Employee #2 _____

By signing this Car Pool Registration Form, we are acknowledging the following:

- We must abide by all parking regulations of Suburban Hospital and the local community (i.e., by not parking on the neighborhood streets).
- We must use the issued singular access badge or programmed access badge according to the agreement.
- We acknowledge that we risk forfeiting of parking privileges and receiving disciplinary action if any unauthorized person uses our parking permit or parking access.
- That all the information we provided about our vehicles' registration is correct.
- We understand that copies of our state motor vehicles' registration and drivers licenses is required.
- We will pay a \$50 fee if the access card is lost, damaged, or not returned upon separation, dissolution of our carpool, or as required by the Hospital.
- We will promptly notify Security if we choose to end our carpool arrangement or if there is another change that affects our eligibility for this program.

Employee # 1 Signature: _____ **Employee # 2 Signature:** _____

For Security/HR Use Only

- Drivers Licenses provided
- Vehicle Registration provided
- Badge parking access inactivated
- Parking space designated
- Participants are scheduled to work at least 20 hours/week
- Biweekly Credit of \$27.69 submitted to Payroll on _____ and will be reflected on _____ paycheck