



# Rideshare Registration Program Application & Carpool Agreement

Carpooling is defined as two or more people sharing a ride to and from work each day when each passenger travels two or more miles each direction. To be eligible for reimbursement (a total of \$30.00 per month regardless of the number of participants), carpooling must occur at least four (4) out of five (5) days each week. Reimbursement will be issued to the Primary Driver shown on this application.

### Carpool Members Certification

We, the undersigned, have read the rules and regulations of the Cornish College Rideshare Program and certify that together we are members of a commuter rideshare group; or will be upon completion of this application. We realize that should any of the information contained herein be found to be untrue, reimbursements shall be refunded to the College.

Primary Driver _____	Home Phone _____
Department _____	Campus Extension _____
Signature: _____	Date _____

Name _____ Dept _____ Ext. _____ <hr/> Signature	Name _____ Dept _____ Ext. _____ <hr/> Signature
Name _____ Dept _____ Ext. _____ <hr/> Signature	Name _____ Dept _____ Ext. _____ <hr/> Signature



# Rideshare Registration Program Rules and Regulations

## Reimbursement

Visit Human Resources to receive the Rideshare Reimbursement Voucher. Reimbursement will be paid on a monthly basis through the Cashier's office and to the Primary Driver listed on the application only.

## General Definition

Carpooling is defined as two or more people sharing a ride to and from work each day when each passenger travels two or more miles each direction. This program is for eligible staff and faculty only.

## Policy

To be eligible for reimbursement:

- Each participant must register as part of a carpooling group by completing the Rideshare Application and Carpool Agreement (see reverse side).
- For each group, a Primary Driver must be indicated. Reimbursement will be issued to this individual only and may be distributed among group participants at his/her discretion.
- ***Carpooling, as defined above, must occur at least four (4) out of five (5) days each week.***
- The Primary Driver will need to obtain a Rideshare Reimbursement Voucher from Human Resources. He/she will be reimbursed \$30.00 per month.

## Regulation

For the purpose of defining each carpool group, only non-student employees of Cornish College of the Arts will be counted as members. The Primary Driver must notify Human Resources of any changes to the rider list for his/her group.

## Parking

Parking is available with a paid semester employee parking pass in the appropriate lots. (Parking is not free to rideshare program participants)