



## OFFICE OF FLEET AND ASSET MANAGEMENT

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### CAR/VANPOOL RULES

This set of rules and agreement apply to all parking facilities owned, leased, or administered by the Department of General Services, Office of Fleet and Asset Management (OFAM), Employee Parking Office, and may be adopted by other departments operating parking facilities pursuant to [State Administrative Manual \(SAM\) Section 4118](#)

([https://www.dgsapps.dgs.ca.gov/documents/sam/SamPrint/new/sam\\_master/sam\\_master\\_file/chap4100/4118.pdf](https://www.dgsapps.dgs.ca.gov/documents/sam/SamPrint/new/sam_master/sam_master_file/chap4100/4118.pdf))

This agreement applies to all persons applying or re-registering for preferential car/vanpool parking.

1. A carpool is defined as two or more persons sharing a vehicle to and from work and a vanpool is defined as seven or more persons sharing a vehicle to and from work. The following criteria must be met in order to be considered a car/vanpool:
  - All persons must be of legal driving age.
  - Permittees must be state employees.
  - Prospective permittees must provide route information.
  - The Employee Car/vanpool Parking Rules and Agreement, OFA 73, must be completed and signed by car/vanpool members.
  - Permittees and their riders must be coming into the downtown core area and park within a 5-block radius of their worksite.
2. Permittees and riders are restricted to one car/vanpool and shall not appear on another car/vanpool application.
3. Make, model, and license plate number of all vehicles used in the operation of a carpool must be identified on the permittee's application.
4. The permittee will immediately notify their department Transportation Coordinator of the Employee Parking Office if any changes occur in the status of the car/vanpool.
5. If a carpool/vanpool loses a member, a new member must be registered within 30 days. Failure to do so will result in the permit being forfeited.
6. The permit may be reassigned to one of the other car/vanpool members if the member has been a passenger for three months or more and is a registered

carpool member of the Application for Parking OFAM 112, and Employee Carpool Parking Rules and Agreement, OFAM 73.

7. A parking permit may be forfeited and parking privileges cancelled for any of the following:
  - Passing a cardkey or parking hanger to an unauthorized person to allow entry into or exit out of a state parking facility.
  - Allowing a person other than a member of the car/vanpool to use the cardkey or designated space.
  - Failure to pay parking fees within the required time.
  - Having more than one carpool vehicle in the parking facility at any given time.
  - Permittees and riders having a parking space in any other lot whether it is state or private.
  
8. Only the Employee Parking Office may replace lost cardkey/hangers. The cost for a replacement cardkey/hanger is \$25.00.