

MUSC CARPOOL PROGRAM

The Carpool Program encourages eligible MUSC employees to share the ride to and from campus:

Help improve air quality and conserve energy.

Reduce traffic and relieve parking congestion.

Cut vehicle wear and tear.

Reduce gasoline, insurance and parking costs.

Make new friends, reduce the stress of commuting alone and enjoy preferred parking.

CARPOOL BASICS

Carpool groups consist of two or more registered members.

Registered members will be full time university or medical center employees.

Registered members must work compatible day-shift schedules on the main campus and live along a reasonable commuting path.

HOW THE CARPOOL PROGRAM WORKS

To enjoy the benefits of a carpool parking assignment, you must register with the Office of Parking Management (A one time registration fee applies.). Carpoolers may register at anytime during the year. Carpool permits must be renewed every year. Renewal registration takes place between August 1 and September 30.

Carpool members will be assigned one carpool permit and one access card to share.

You can partner with friends and co-workers or use the MUSC carpool matching service at www.musc.edu/carpool

Carpool members may select a parking location in one of several employee parking lots or garages. Parking Management will assign a specific parking space in the selected location to the carpool group.

To facilitate medical appointments and other personal needs of carpool participants, each participant is issued authorization to park in the Hagood parking system. An employee who participates in a carpool and gives up his/her personal MUSC space will be issued a coupon booklet containing 12 day passes, good for one year, for courtesy parking in a specified on-campus parking location.

CANCELLATION REQUIREMENTS/PRIVILEGES

If the carpool dissolves OPM should be notified immediately and the carpool parking space relinquished. Payroll deductions will not be stopped until the carpool parking permit and parking access card are returned to OPM.

Anyone who has relinquished a personal parking space in the MUSC parking system in order to participate in a carpool but who later cannot continue to participate in the carpool for whatever reason will have his/her former parking space restored to them.

PENALTIES FOR MISREPRESENTATION/MISUSE

MUSC welcomes participation in the Carpool Program by individuals who comply with the spirit and the intent of the program. Anyone who is unable to observe Carpool Program rules is asked to explore other commuting alternatives. Individuals who register with OPM on the basis of forming or being a part of a carpool but whose claim is false will be subject to disciplinary action as defined in university and medical center HR policy.