

## CARPOOL INFORMATION

### 1. What is a carpool?

The basic carpool consists of two (2) City employees. Additional members may be non-City employees, however, should one of the City employees leave the carpool, the carpool must be officially disbanded. Children do not qualify as carpool members. A carpool may not exceed six (6) members.

### 2. How is a carpool defined?

A carpool must meet the following geographical rules:

- (a) The members must come from the same geographic area (along a logical travel-to-work corridor whose destinations are at or near the same work locations considered as one of the City of Los Angeles' AQMD worksite (excluding AQIP sites)); and
- (b) Members must travel together for the majority (50%) of the total trip distance. Members must ride together to and from work a majority of their work week, including start and end times, and must be compatible with the travel.

### 3. What proof of residence must be submitted with the application?

Each person must provide two (2) proofs of residence, which have been mailed to the residence within the previous three (3) months. P.O. Boxes are not acceptable and applications will automatically be denied.

**Acceptable documentation can include the following and must be either renewed or mailed to the residence within the previous three (3) months:**

- (a) Valid driver's license
- (b) Vehicle registration
- (c) DMV print out
- (d) Utility bills (gas, electric, water, telephone, etc.)
- (e) Bank statement
- (f) Credit card statements
- (g) Voter polling place notification
- (h) Tax bill
- (i) Credit Union receipt

**Unacceptable Documentation:**

- (a) Expired documentation
- (b) Temporary driver's license
- (c) Form 41
- (d) Deposit slips or checks
- (e) Test Notification cards
- (f) Envelopes
- (g) Sport licenses
- (h) P.O. Box even with the individual's name
- (i) Magazine covers showing address

### 4. Are carpools charged for parking?

Yes, the rate is specified in the "Special Memorandum of Understanding Regarding City Employee Parking and Commute Options" and amendments thereto, for each City location and must be shared equally by the members of the carpool. There are no exceptions to the payment requirements.

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