



Carpool Policy

1. All carpool participants must be Mount Royal students or employees. Each carpool must consist of 2 or more people.
2. Each carpool must be registered in the program by completing a carpool registration form, available online at www.mtroyal.ca/transportation, or from the Parking Office, room EA1016. A new carpool registration form must be completed each year, or if a carpool permit has been purchased for one semester, a new form must be completed for each semester.
3. Carpool participants must arrive on campus together, in one vehicle, at the designated carpool priority parking stalls, and exit the vehicle together.
4. Designated carpool priority stalls are located at the front of Open Lots 4, 6 and 7. Carpool stalls located in Lots 4 and 7 are reserved for carpoolers from 6 a.m. to 11 a.m. Monday to Friday, and carpool stalls in Lot 6 are reserved for carpoolers at all times. Mount Royal reserves the right to relocate carpool priority parking stalls at any time.
5. Carpool priority parking stalls will be monitored for arrivals to ensure the integrity of the program. All carpoolers must park in designated carpool priority parking stalls.
6. A valid carpool parking permit must be displayed on the rear view mirror. Only one permit per carpool is issued. Each carpool member may register up to two vehicles.
7. Possession of a carpool permit does not guarantee a parking spot; it gives the holder(s) priority access to carpool stalls in Lots 4 and 7 between 6 a.m. and 11 a.m., Monday to Friday, and carpool stalls in Lot 6 at all times.
8. The Parking Office must be notified immediately of any change in the status of a carpool. If a carpool member drops out, the remaining person(s) will have 30 days to recruit a new member. If a new member is not found, the carpool is disbanded. The remaining members may form a new carpool by completing a new carpool registration form.
9. A carpool member that occasionally arrives alone or if the carpool permit has been left in another vehicle, is allowed to park in Open Lot 6. Parking Services must be informed by calling 403.440.6914.
10. Any vehicle that is observed not to be complying with carpool policy will be subject to ticketing and/or towing. Misuse of the program, or giving false information may result in loss of all permit parking privileges at Mount Royal.
11. All carpoolers are automatically eligible for the Guaranteed Ride Home program. Information on this program is available online at www.mtroyal.ca/transportation.
12. Carpool parking fees are based on current fiscal full year rates but may be subject to change at any time. The cost is shared by all members of the carpool.
13. Participants may be a member of one carpool only, unless there are unique or extenuating circumstances.