

**Important – Please read all information on the reverse before submitting your application.**

**Definition:** A carpool group consists of three or more people who would otherwise bring their individual vehicles to campus and are travelling to campus in one vehicle in lieu of their individual vehicles.

**Declaration and Indemnity**

I have read, understood, and acknowledge the Carpool Permit Application, Information and Agreement form and all information within, and by my signature below agree to comply with all rules when using the Capilano University Carpool Parking Permit.

I acknowledge there are risks I am voluntarily assuming in participating in a carpool group; some of which are referred to within this document.

I further acknowledge that if I or my co-members do not comply with the carpool and general parking rules, the privilege extended by the carpool permit will be withdrawn by the University. The carpool rules are noted in this agreement, on the reverse of the carpool permit mirror hang tag and on the University website under “Parking, Carpools and Transit”.

I further agree to indemnify and save harmless WestPark and Capilano University, its Board members, administrators, faculty, staff and all other employees and agents of the University or the Province of British Columbia of and from all actions liabilities, damages, costs, expenses, courses of action, actions, claims, suits or judgements related to this agreement.

**Driver 1 – main contact**

(✓ check one only)

Employee

Student

LAST Name	FIRST Name	Street Address	City, Prov	Postal Code
Phone Number	Email Address	License Plate #1	License Plate #2	
Driver's Signature	Date Signed	CapCard ID #	ID Verified by WestPark - initials	

**Driver 2**

(✓ check one only)

Employee

Student

Children's Centre Attendee

LAST Name	FIRST Name	Street Address	City, Prov	Postal Code
Phone Number	Email Address	License Plate #1	License Plate #2	
Driver's Signature	Date Signed	CapCard ID #	ID Verified by WestPark - initials	

**Driver 3**

(✓ check one only)

Employee

Student

Children's Centre Attendee

LAST Name	FIRST Name	Street Address	City, Prov	Postal Code
Phone Number	Email Address	License Plate #1	License Plate #2	
Driver's Signature	Date Signed	CapCard ID #	ID Verified by WestPark - initials	

**Driver 4**

(✓ check one only)

Employee

Student

Children's Centre Attendee

LAST Name	FIRST Name	Street Address	City, Prov	Postal Code
Phone Number	Email Address	License Plate #1	License Plate #2	
Driver's Signature	Date Signed	CapCard ID #	ID Verified by WestPark - initials	

Issued by Initials (WestPark)	Date Issued	Permit Number Issued

**Process:** Complete **one** application form for the whole group.

**Each** applicant must:

- Provide their personal contact information and up to 2 license plate numbers to associate to the permit.
- Sign the agreement to acknowledge they have read and understand it, and the declaration clause and the hold harmless clause and agree to abide by the carpool rules, general parking rules and their own responsibility to perform their own due diligence in driving or being a passenger in a carpool group.
- Attend at the Parking Services Office in Arbutus building room AR032 and present their own CapCard to validate the agreement before the carpool permit will be issued.
- Please request Children's Centre to verify by an email to [capilanou@westpark.com](mailto:capilanou@westpark.com) if your child carpools with you.
- One carpool permit will be issued to the group after all member information has been validated by Parking Services.

WestPark is the University's contracted service provider and is responsible for managing and enforcing the parking and related services and regulations as determined by the University.

The University considers the carpool parking areas and permits to be a service of the University. Carpool groups have the advantage of seeking parking in designated and free parking spaces on campus. Any observed breach, obstruction or misuse of the carpool area or permit will result in all members of the group forfeiting their carpool privileges for the remainder of the current term plus the following term and be subject to a ticket and/or towing.

**All applicants for a carpool group must be first cleared of any outstanding parking violation notices or fines received at Capilano University. Those who have previously received notices for fraudulent use or alteration of any type of parking related payment, receipt or permit will not be eligible for a carpool permit.**

Carpool Permits remain the property of Capilano University and must be returned if membership drops below the required three persons, upon expiry at the end of each term, or surrendered upon request of a parking patroller if used in violation of the rules.

**Due Diligence:** It is the responsibility of each group member to perform their own due diligence in researching and following recommendations for participation in a carpool. Capilano University and/or WestPark are not responsible for ensuring the quality of or licensing of drivers who join a carpool group or for ensuring the vehicles of participants are roadworthy, or adequately insured. Each carpool member is responsible for continual review of insurance papers to ensure adequate coverage is carried for all carpool drivers and passengers including underinsured motorist protection coverage. It is also advisable to discuss and/or review the driving records and driving habits of your co-members. Insurance related questions must be directed to the member's ICBC Agent.

**Rules:**

1. Arrive on campus **together, in one vehicle, at the carpool parking area, and exit the vehicle together.**
2. **Absolutely no drop-offs or in & out privileges are permitted – there must be at least 3 members in the vehicle upon arrival.**
3. If there are not 3 members in the car you cannot enter a carpool space but must use general pay parking and pay the posted daily rate for that zone.
4. Vehicles with less than three members observed parking, stopping, waiting, entering or otherwise occupying a carpool parking space will be subject to a ticket and/or towing. All members of the group will lose their carpool privileges for the remainder of the current term plus the following term. The University's Carpool Parking Permit must be returned to the Parking Services Office upon request. **NO EXCEPTIONS.**
5. A **valid** Capilano University Carpool Parking Permit must be displayed visibly from the vehicle's rear view mirror.
6. Possession of a carpool permit is not a guarantee of a carpool parking spot; it only gives the holder an advantage to find a spot in a specially designated area.

Refer to the University's website <http://www.capilanou.ca/parking-carpool-transit/> "Parking, Carpools and Transit" for all carpool and general parking rules and the Campus Parking Spaces Map.