

Carpool Policy

1. All carpool participants must be Mount Royal University students or employees. Each carpool must consist of 2 or more participants.
2. Each carpool must be registered in the program by completing a carpool registration form, available online at www.mtroyal.ca/parking, or from the Parking Office (K105). For carpool permits, a new carpool registration form must be completed upon the purchase of a new carpool permit.
3. Carpool participants must arrive on campus together, in one vehicle, at the designated carpool priority parking stalls.
4. Designated carpool priority stalls are located at the front of Residence Lot 6 and on levels P1 and P2 in the East Gate Parkade. Carpool stalls are reserved at specified times daily. Mount Royal reserves the right to relocate carpool priority 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 hangtag must be displayed on the rear view mirror. Only one hangtag is issued per carpool. 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 the allocated carpool stalls only during the hours specified.
8. The Parking Office must be notified immediately of any changes in the status of a carpool. If a carpool member drops out, the remaining person(s) have 30 days to recruit a new member. If a new member is not found, the carpool is disbanded. Remaining members may form a new carpool by re-registering at the Parking Office.
9. If a carpool member arrives alone due to unforeseen circumstances, or in case of a forgotten carpool permit hangtag, the vehicle must be parked in the standard parking stalls, not in the carpool priority parking stalls.
10. All carpoolers are automatically eligible for the Guaranteed Ride Home program. Information on this program is available online at www.mtroyal.ca/parking.
11. Carpool parking fees are based on the current fiscal full-year parking permit rates but may be subject to change at any time. The cost can be shared by all members of the carpool.
12. Participants may be a member of one carpool group only, unless there are unique or extenuating circumstances.