

Rideshare Memorandum

To: Staff and Faculty
From: Jill Nicholas, Employee Transportation Coordinator
Date: December 1, 2011



**Best Wishes for a
Safe and Happy
Holiday Season!**

Below is a link to this month's Rideshare form. Please remember to total and circle the number of times you participated and submit to HR by the 5th of next month.

<http://www.claremontmckenna.edu/hr/rideshare/newsletter.php>

Carpool Parking Spaces

As an enhancement to the CMC parking policy, the College has implemented a carpool parking program. This program has eight (8) designated carpool parking spaces that are located on CMC's campus. See the parking map at:

<http://www.claremontmckenna.edu/hr/policies/CMCPARKINGLOTS11x17.pdf>

In order to park in a designated space, you must participate in ridesharing that day as well as have a carpool parking permit displayed on top of your dashboard. You may pick up a carpool parking permit from any staff member in the Human Resources department.

Please remember that:

- carpool spaces are available on a first-come, first-serve basis,
- in order to park in these spaces, you must be ridesharing with someone on the day you park in a designated carpool parking space,
- you will need to display the carpool parking permit on your dashboard in order to park in a designated space, and
- parking permits are issued on a semester basis. They must be current at the time you are using the space.