

Carpool Policy Township of Springwater

Approved: May 19, 2009	Department: All Departments
Effective: August 1, 2009	Subject: Carpooling, Environment
Next Review: TBD	Policy Number: A09 CA

A. Authority

The authority for the Carpool Policy shall be by the approval of the Township of Springwater Council.

B. Policy Statement

The Township of Springwater supports environmentally and economically sustainable forms of transportation and identifies the need to promote environmental awareness to its staff and to the community at large. By encouraging staff to carpool, when appropriate, the Township will be leading by example for the rest of the community.

C. Definitions

“Carpool” – means the formal commitment of staff to regularly travel to work in a group of two or more in one vehicle.

“Carpool Coordinator” – means the coordinator of the carpool program for the Corporation of the Township of Springwater.

“Carpool Group” – means any group of two or more Township employees who have registered to participate in the carpool program.

“Council” – means the Council for the Corporation of the Township of Springwater.

“Occasional Commitment” – means staff that are only able to participate in carpooling on a less frequent basis and are not able to commit to the three month period. These instances may include carpooling to meetings or other activities that are work related.

“Preferred Parking Spot” – means a parking spot reserved for the registered vehicles for members of the carpool program. Preferred Parking Spots are to be located at ideal locations closer to the entrance of the building.

“Registered Vehicle” – means the vehicles used to participate in the carpool program.

“Township” – means the Corporation of the Township of Springwater.

D. Purpose

The purpose of this policy is to reduce pollution and greenhouse gas emissions released into the environment from single occupant vehicle use by promoting and encouraging staff to carpool.

E. Scope

This policy applies to all Township employees with respect to carpooling to and from work and work related functions.

F. Procedures for the Carpool Policy

Carpooling is a group of two or more people who:

- Travel together a minimum of three times per week
- Commit to the program for at least three months
- Meet along a common route
- Do not take a break from carpooling for longer than four consecutive months

Participating in the carpool program will require a commitment to travel to and from regular work in a group of either two or more rather than the casual and occasional sharing of rides.

Carpooling has financial and mental health benefits as the individuals share the costs and stresses of driving. However, the Township realizes that extra effort is required from participants to arrange and maintain carpooling, and may occasionally result in inconvenience to one or more of the carpool partners.

The Township Carpool Program will be administered by the Carpool Coordinator. The Coordinator will be responsible for the registration of the participants, distribution of carpool permits and awarding of incentives as available.

1. Registration

To participate in the Carpool Program, carpooling partners must register their carpool group with the Carpool Coordinator. To register, participants will fill out the Township of Springwater Employee Carpool Registration Form. Registration will include identification of members of the group and vehicle(s) being used.

Additional carpool members can be added to a pre-registered carpool group at any time.

2. Commitment

The carpool group must commit to carpooling at least three times per week for a minimum of three months. Members cannot take a break from carpooling for longer than four consecutive weeks.

3. Carpool Permit

Upon creation of a carpooling group and registration with the Carpool Coordinator, the group will receive a carpooling permit to display in the vehicle being used for carpooling.

One carpool permit will be issued to each registered carpool group and will be transferred between the registered carpooling vehicles. Vehicles used to carpool and displaying the carpool permit are authorized to park in the preferred parking spots.

4. Incentives

To encourage staff to participate in the carpool initiative, various incentives will be offered to participants. Incentives offered will be based on availability and yearly budget allowances.

Incentives could include, by are not limited to:

- Prizes
- Financial incentives
- Workplace Wellness Team points
- Participation Certificates
- Recognition

5. Occasional Commitment

Staff may not be able to commit to a formal carpool group, but still participate on an occasional basis. Those who commit to carpooling on an occasional basis will be able to earn secondary incentives. These secondary incentives may include:

- Entry into occasional commitment draws
- Participation certificates
- Prizes

G. General

This Policy shall be encouraged by all Township Departments, with the Carpool Coordinator providing administrative support.

This policy shall be referred to as the "Carpool Policy".

This policy shall come into force and effect on the first day of owner occupancy into the new Township of Springwater Administration Centre.

This policy shall be reviewed when needed.