

**DIVISION: Administration**

**SUBJECT: Alternative Transportation**

**POLICY/PROCEDURE NUMBER: LMU-DPT-1006**

**SUPERSEDES: n/a**

**EFFECTIVE DATE: 2018-06-8**

**PREVIOUSLY ISSUED DATE: n/a**

## Article 1. Statement of Policy

- §1.1 The Alternative Transportation Incentive Program's (ATIP) intention is to reduce the number of SOVs (single occupancy vehicles) commuting to and from campus, reducing congestion and carbon emissions along with other toxic byproducts created by fuel dependent vehicles, furthering the University's commitment to sustainability. The Department of Parking and Transportation recognizes there are times when alternative commuters must drive to campus or make an emergency trip home.

## Article 2. Eligibility

- §2.1 ATIP participation is available to any LMU community member committed to alternative commuting and who meets the following criteria:
- a.) Currently a student, faculty, staff or affiliate of LMU
  - b.) Has zero unpaid parking citations
  - c.) Has not purchased a parking permit (carpool permits exempt)
  - d.) Does not have a current housing assignment on campus
  - e.) Has submitted a completed [ATIP Enrollment Form](#)

## Article 3. Recognized Forms of Alternative Transportation

- §3.1 The following are recognized forms of alternative commuting approved by the University.
- a.) Carpooling
  - b.) Vanpooling
  - c.) Bus or Train Commuting
  - d.) Walking, Biking, Skateboarding
  - e.) Ridesharing (Uber, Lyft, Taxi)
  - f.) Combination of any of the Above

## Article 4. Application Process

- a.) Applicants must complete the [ATIP Enrollment Form](#) online or in-person at the Parking Office.
- b.) Once the ATIP Consent Form has been processed by Parking Office staff, a confirmation email will be sent with detailed instructions. Memberships do not automatically carry-over and must be renewed each semester.

**Article 5. Benefits**

§5.1 Program Dates

- a.) Participants must re-enroll each semester in order to receive a validation code. Fall programming runs from August 1 through the end of December. Spring programming begins on January 1 and runs until the end of May. The Summer begins June 1 and ends August 31.

§5.2 Code Request Schedule

Semester	Request Cut-Off Date	Code Eligibility
Fall	August 31	5
Fall	September 30	4
Fall	October 31	3
Fall	November 30	2
Fall	December 31	1
Spring	January 31	5
Spring	February 28 (or last day)	4
Spring	March 31	3
Spring	April 30	2
Spring	May 31	1
Summer	June 1	3
Summer	July 31	2
Summer	August 31	1

§5.3 Guaranteed Ride Home Enrollment (GRH)

- a.) Participants are eligible for to 1 ride home by Taxi or Rideshare (Uber and Lyft) in the event of an emergency each year. Participants are responsible for submitting receipts and documentation for reimbursement. Visit the Metro GRH webpage for more information at <https://www.metro.net/riding/rideshare/grh/>.
- b.) Acceptable vs. Unacceptable GRH Reimbursements

Acceptable	Unacceptable
Personal illness/emergency	Planned or scheduled doctor/medical office visit
Unexpected illness/emergency of immediate family member	Personal errands
Carpool/Vanpool driver unexpected emergency or overtime	Public transit delays
Participant is required to work unscheduled overtime	Terminations/layoffs
	Business travel/ride to work
	Inclement weather
	Vehicle mechanical trouble
	In-place of loaner carpool or vanpool
	Ride to tow impound yard for rule violations
	Sent home from work early for non-emergency reasons
	Any trip where alternate transportation can be arranged

*The Parking Office has the right to approve or reject any request for reimbursement at their sole discretion. Any GRH trip to a location that does not match the address on file will require additional documentation supporting the claimant's right to reimbursement.*

## Article 6. Disclaimers

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### §6.1 Compliance

- a.) Participation in ATIP does not replace or excuse any driver of knowing and complying with the University's [Rules & Policies](#). All vehicle operators are expected to follow and adhere to all local, state, and federal regulations. ATIP participants who drive and park on campus shall be treated as any other member of the LMU community.

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### §6.2 Terms of Use

- a.) The Department of Parking and Transportation has the right to suspend or revoke an individual's participation in ATIP for the violation or the suspected violation of any criteria listed in this document. Benefits are determined by the Department of parking and transportation and may change depending on available resources. The Parking and Transportation Department may amend this document or cancel services without notice.