

RideShare Terms of Participation & Contract

The following terms and conditions apply to employees and affiliates of Cornell University participating in the RideShare program. Cornell University reserves the right to modify or amend these terms and conditions, or to cancel the program, at any time. Participants must meet all program eligibility requirements. If you are unsure about your status, please [contact Transportation Services](#).

Eligibility Requirements

- Participants must be regular full- or part-time Cornell employees receiving university benefits or affiliates, whose work sites are located in an area requiring a parking permit.
- Participants must share their ride to Cornell at least 3 days a week. Staff who work primarily remotely (3 or more days a week) are not eligible for RideShare.
- All group members must work at least 4 hours during the time period that permits are required (7:30 a.m.–5 p.m., Monday–Friday).
- Campus residents are not eligible for the RideShare program.

Payment

- The primary permit holder is responsible for payment of the RideShare parking permit. Primary permit holders who are regular Cornell employees may pay by payroll deduction. There are no shared payroll deductions.
- Affiliates, and groups who wish to share permit costs up front, must pay by check or credit card (MasterCard or Visa).

RideShare Program Rules

- The primary permit holder must notify us if: a RideShare member(s) affiliation with the university ends; they move to an invalid work location; or their work days and/or hours fall outside the requirements.
- The cost of the permit, the permit location, and any special parking privileges will be changed to reflect the number of eligible participants. If all members' affiliations with the university ends, the RideShare permit must be returned.
- RideShare permits are valid for up to one year and are renewable every June.
- Please be aware on the days you are not carpooling and all members of the Rideshare drive to campus, only one vehicle may use the permit. Others will need to use short-term parking options.

Cancellation of RideShare membership:

Within 30 Days: A one month trial period applies to new RideShare members who turned in individual parking permits. RideShare members have up to one month from the date of surrendering their individual permits to cancel their membership in the program, and receive their former individual permit. To cancel membership within the one month trial period, return the RideShare permit.

After 30 Days: After the one month trial period has expired, RideShare participants can cancel their membership in the program and purchase individual parking permits. Permits will be issued on a space available basis.

Pre-paid Permits: You will receive a refund based on the current Transportation Services refund policy if the permit is returned before March 31. All refunds will be issued to the primary permit holder; groups are responsible for dividing the refund. No refunds will be made for pre-paid permits returned after March 31.

Participants: Complete each section.

The following information must be provided for participation in RideShare:

1. All participants work on campus 3 or more days a week: Yes No
2. We RideShare: 3 days a week 4 days a week 5 days a week
3. Pick-ups are at: Individual's residence Park & Ride or other
4. Please specify pick up location: _____

Parking Contract: As a member of the Cornell University community, I agree to pay the published price for the pass offered to me by Transportation Services. I will comply fully with any sanctions specified by the university, should any violations occur. Should I not comply with university sanctions, or fail to comply with these terms, the university reserves the right to revoke the pass.

I understand that parking restrictions or transit service may be temporarily suspended or changed due to holidays, weather conditions, special events, campus construction, or emergencies, and that no refunds or other adjustment will be made in these instances. I understand that the university is not responsible for any changes in transit schedules, service during holiday periods, or the temporary suspension of service that operators may implement.

Parking Pass: I understand that: the purchase of a parking pass does not entitle me to a reserved space, but provides the opportunity to park in the areas where my pass is valid; it is my responsibility to notify Transportation Services when I change vehicles or license plates; the university is not liable for any damage to, or caused by, any vehicle or its operator, its occupant(s), or any other person(s) unless age has resulted from the negligence of an agent of the university acting in the capacity, and within the scope of his or her employment. I will abide by any and all Cornell regulations relating to the operation or parking of motor vehicles on the campus.

Payment: I understand that fee changes will occur periodically and should I be eligible for and elect to pay for my permit/pass by payroll deduction, my authorization shall include such increases and shall remain in effect unless revoked. If I need to replace my parking permit or transit pass due to loss, a processing fee will apply.

Returns, replacements, refunds: I understand that I can return the permit and my prepaid fees will be refunded to the primary permit holder based on the current Transportation Services refund policy. No refunds will be given after March 31.

All participants must sign:

Signature

Signature

Signature

Signature

1. List vehicles that will be participating in the RideShare Program:

State	License Plate	Year	Make	Body	Color	State Registered Owner	Rideshare Member	NetID
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

2. All overdue fines must be paid before a renewal permit will be issued. Mail a check or money order or make a secure credit card payment at: myparking.cornell.edu

3. **For permits requiring payments:** Split payments may be made by check or credit card only. The full RideShare permit fee will be charged to the primary permit holder only.

Mastercard/Visa. Please provide a **phone number** we can use to call for card information: _____

Check(s) to be mailed.

Payroll deduction.

Faculty, Staff & Affiliate Permit and RideShare Cost Chart

Permit fees include 8% NYS sales tax. Annual rates are effective July 1, of current year.

Permit Type	Individual Permit Annual Rate	2 Person RideShare Annual Rate	3 or More Person RideShare Annual Rate	Tier/Privileges
A,E	<u>No Fee</u>	<u>No Fee</u>	<u>No Fee</u>	<u>Outer Tier</u> Permits valid only in lots signed for letter designation on permit and A lot.
ME, O, R, WE	\$359.85	<u>No Fee</u> See RS Permit	<u>No Fee</u> See RS Permit	<u>Perimeter Tier</u> Permits valid only in lots signed for letter designation on permit and Outer Tier permit areas.
RS	N/A	<u>No Fee</u>	<u>No Fee</u>	<u>Perimeter Tier</u> Valid in all Perimeter and Outer Tier lots signed: A, E, ME, O, R, WE
C, HH	\$575.02	\$209.62	<u>No Fee</u>	<u>Mid Tier</u> Permits valid only in lots signed for letter designation on permit and Perimeter and Outer Tier permit areas.
G	\$752.86	\$387.12		
D, J, L, N, P, U	\$806.32	\$440.60	<u>No Fee</u>	<u>Central Tier</u> Permit valid only in lots signed for letter designation on permit, night/weekend restricted areas student resident lots, FLEX for up to two hours, and Mid, Perimeter, and Outer Tier permit Areas.
Z (business need)	\$575.02	\$287.51	\$287.51	

Only the primary permit holder can pay the permit fee via pre-tax, payroll deduction.

NOTE: The total annual cost of the permit is paid through 24 equal payroll deductions that occur twice per month regardless of the total number of paychecks issued during the year.