**Definition:**
Maryland Health and Higher Education Facilities Authority - MHHEFA owns the parking facilities located on the Johns Hopkins East Baltimore Medical Campus. Broadway Services, Inc. operates the facilities under contract with MHHEFA.

A carpool is comprised of two or more individuals who commute to work together in the same vehicle.

**Purpose:**
The parking program strongly encourages employees on the Johns Hopkins East Baltimore Medical Campus, who live in close proximity to one another, to form or join a carpool.

**Procedure:**
Employees who opt to form or join a carpool must come to the ID/Parking Office, located in Harvey/Nelson 108, to sign up for the carpool program and receive a non-photo carpool permit. The carpool permit replaces the I.D. Badge as a parking access permit. Being a member of a carpool has no impact on the individual's access to the parking facilities during Base Access periods.

One individual in each approved carpool will be designated to pay the monthly parking fee via-payroll deduction. Individual partial payments and payments between or among members is not a function of the parking office and should be worked out by members of the carpool group.

Any driver in an approved carpool can carry and use the non-photo carpool-parking permit. It is the responsibility of the members to work out the logistics of passing the card between or among themselves on alternate driving days, and during PTO leave.

**Authorized Individuals:** Johns Hopkins East Baltimore Medical Campus Staff

**Excluded from the Policy:** Contractors, Vendors and Volunteers