

Carpool Permit Instructions

Metro Transit has a new carpool permit system. Please read the instructions below to register for a carpool permit.

Policy:

- Carpoolers need to come from the same general area or pick up carpoolers along the way.
- Carpoolers must carpool at least **3 days a week** on average.
- All carpoolers must be at least 16 years old.

First, create a Metro Transit account. <https://www.metrotransit.org/>



Second, go to <https://www.metrotransit.org/guaranteed-ride-home> and register for Guaranteed Ride Home.

[Home](#) > [Guaranteed Ride Home](#)

Guaranteed Ride Home

If you are considering using alternative transportation, but are concerned that there may be times in which you need to use a car to get somewhere quickly for a personal emergency, the Guaranteed Ride Home (GRH) program has you covered.

Register with the GRH program, and, if you have an eligible emergency on a day you commuted by carpool, vanpool, biked, walked or took transit, we will help you get home with a FREE and reliable ride.

How does it work?

Complete a free online registration. Registered participants can request reimbursements up to four times per year or \$100 in value, whichever comes first, for eligible trips with valid documentation.



You are not registered for Guaranteed Ride Home.

[REGISTER](#)

Third, go to the Carpool Permit page: <https://www.metrotransit.org/carpool-permits>



[STORE](#) [RIDER ALERTS](#) [Edit Account](#) [Sign Out](#)

[How to Ride](#) [Fares & Passes](#) [Rider Resources](#) [Other ways to get there](#)

search metrotransit.org [Go](#)

[Other ways to get there](#) > [Carpool](#) > [Carpool Permits](#)

Carpool Parking Permits

You must register your carpool to be eligible for free, preferential or reduced-rate parking.

Please review [these guidelines for carpools](#) before beginning the registration process.

- > If your destination is within the **Minneapolis Downtown Zone**, begin your registration [here](#).
- > For all other destinations, begin registration [here](#).

Carpool Parking Permit

You do not have an active permit.

[> Apply for Parking Permit](#)

Click the *Apply for Parking Permit* link.

Fill in the following information: parking facility, name and address, employer/school, how many days per week, any comments about your carpool, etc.

Home > Ridematch > Carpool Permits > Carpool Parking Permit Registration

Carpool Parking Permit Registration

★ = Required Field

Parking Facility ★ Best Buy Headquarters (7601 Penn Ave S Richfield ▼)

Your Information

First Name ★ Robin

Last Name ★ Nelson

Phone Number(Example: 612 555-1212 Ext 123) ★
952 405-9425 Ext 99999

Email Address
Note: If you need to change your email, please click [Edit Account](#)

Home Address:

Street 1 ★ Street Address

Street 2 Apt/Suite/Unit/Bldg

City ★ City

State MN WI

Zip Code ★ Zip

Your Employer

Employer ★ Best Buy Headquarters (7601 Penn Ave S Richfield MN 55423)

• Or add a new employer here if your employer is not found. [Add New Employer](#)

1. Comments

2. Are you the Driver, Rider, or Both? ★

Both Driver and Rider

Driver Only

Rider Only

3. What specific days do you carpool each week on average? ★

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Carpooler Invite

If you have entered another carpooler's information below, make sure you have clicked on "Invite" before submitting your application

First Name	Last Name	Invitation Email	Action
Kate	Meredith	kate@494corridor.org	[Invite]

 [SAVE AS DRAFT](#) [SUBMIT](#) [CANCEL](#)

Add the name and email of the person that you would like to invite to carpool with you. Click the *invite* link. Then Click the *Submit* button. *Note: the individual that you are inviting does not have to have an account in the system before being invited. He/she will get an email with a link to create an account.

Make sure that if you add more than one carpooler, that you click invite for each before you submit the application.

Parking Facility Questions

Carpooler Invite

If you have entered another carpooler's information below, make sure you have clicked on "Invite" before submitting your application

First Name	Last Name	Invitation Email	Action
Kate	Meredith	kate@494corridor.org	[Remove]
<input type="text"/>	<input type="text"/>	<input type="text"/>	[Invite]

[SAVE AS DRAFT](#) [SUBMIT](#) [CANCEL](#)

Your status will be *Waiting for Carpool Partner(s)* until the carpooler that you invited accepts the invitation to the carpool.

The screenshot shows the Metro Transit website interface. At the top, there is a navigation bar with the Metro Transit logo and links for STORE, RIDER ALERTS, and Edit Account Sign Out. Below the navigation bar, there are tabs for How to Ride, Fares & Passes, Rider Resources, and Other ways to get there. A search bar is also present. The main content area is titled "Carpool Parking Permits" and includes instructions on how to register. A red arrow points to a "Carpool Parking Permit" summary box. This box contains a table with the following data:

Permit #	Status	Expiration Date
6053	Waiting For Carpool Partner(s)	

Below the table, there is a message: "You have completed your portion of the permit application, but your carpool partners have not yet confirmed their information." and two links: "> Edit Parking Permit" and "> Delete My Permit Application".

Once your permit is complete. I will verify that your carpool is eligible for preferred carpool parking at your facility and will approve and send the permit.

Carpool Parking Policy: http://494corridor.org/pdf/Preferential_Carpool_Parking_Policy.pdf

Please contact me with any questions. I will be happy to help you with this process.

Robin Nelson
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952.405.9425