

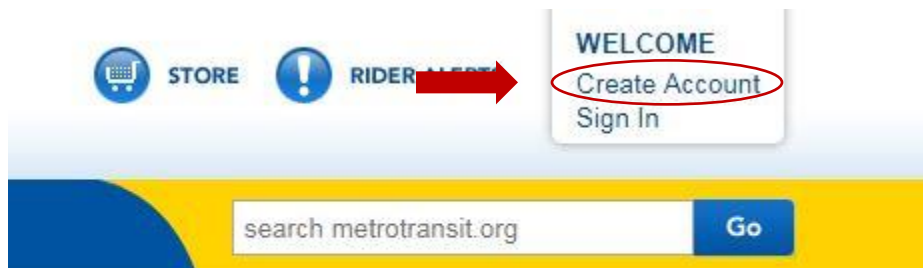
## Carpool Permit Instructions for Normandale Community College

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

### Policy:

- All carpoolers must be students, staff or faculty of Normandale Community College.
- Carpoolers must carpool at least **3 days a week** on average.
- Carpoolers need to come from the same general area or pick up carpoolers along the way.
- All carpoolers need to 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>



[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 ♦ Normandale Community College

### 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 ♦ Normandale Community College

♦ 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	<a href="#">[Invite]</a>

[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 left is the Metro Transit logo with the tagline "Serving the Minneapolis / St. Paul Area". To the right are links for "STORE", "RIDER ALERTS", and "Edit Account Sign Out". Below the logo is a navigation bar with "How to Ride", "Fares & Passes", "Rider Resources", and "Other ways to get there". A search bar contains "search metrotransit.org" and a "Go" button. The main content area is titled "Carpool Parking Permits" and includes instructions: "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." It lists two bullet points: "> If your destination is within the Minneapolis Downtown Zone, begin your registration here." and "> For all other destinations, begin registration here." To the right, a "Carpool Parking Permit" record is shown in a table. The table has columns for "Permit #", "Status", and "Expiration Date". The first row shows "6053" in the Permit # column and "Waiting For Carpool Partner(s)" in the Status column. A red circle highlights the status, and a red arrow points from the main text area to this record. Below the table, a message states: "You have completed your portion of the permit application, but your carpool partners have not yet confirmed their information." and provides 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 Normandale Community College and will approve and mail the permit to the Kopp Student Center. They will contact you when it is ready to pick up.

Carpool Parking Policy: [http://494corridor.org/pdf/Preferential\\_Carpool\\_Parking\\_Policy.pdf](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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