



### Carpool Registration Form

Please complete this form to receive your car pool tag.

#### Guidelines and Considerations

- ✓ Only one form is required for each car pool group and only one tag will be issued. The tag is valid at your work location only.
- ✓ Only one tag is issued per car pool group; you must remember to have the tag in whichever car you are using.
- ✓ All information must be legible and complete. Incomplete forms will not be accepted.
- ✓ Fraudulent information will result in the immediate loss of car pool privileges and appropriate disciplinary action.
- ✓ Signatures from each participating employee's direct supervisor are required for verification.
- ✓ Car pool tags may be replaced one time at no charge. After the first replacement, a fee of \$25 will be issued for any additional tags.
- ✓ If a registered employee is terminated, transferred, has a change of schedule or is unable to car pool for any reason, the tag must be returned. Failure to return the tag will result in a \$50 fine. *If the remaining rider(s) in the car pool group wish to continue, a new registration form must be complete and a new tag will be issued.*
- ✓ Duplication, reproduction, transfer or sale of tags are prohibited. Any related activity will be subject to disciplinary action and possible termination.

**Facility**

- CHQ
- 52<sup>nd</sup>
- Rio West
- Hangar
- Flight Center
- Reservation Center
- T4

**Return form to:**

- Stacey Wells
- Denise Conroy
- Sue Hodges
- Hayley Ingram
- Ann Tucker
- Charles Flores
- Pat Chilton

**Co-mail:**

- PHX-CHQ-HRS
- PHX-52S-UIT
- RWE-PPA
- PHX-HG4-HUB
- PHX-FTC-VPI
- PHX-RSC-CRO
- PHX-AT4-HUB

**Phone:**

- 480-693-8826
- 480-693-4251
- 480-693-4082
- 480-693-7297
- 480-693-4864
- 480-693-8060
- 480-693-4082

**First Driver:****Second Driver:****Third Driver:**

<b>Name:</b>	_____	_____	_____
<b>Badge #:</b>	_____	_____	_____
<b>Extension:</b>	_____	_____	_____
<b>Co-mail:</b>	_____	_____	_____
<b>Car Make/Model/Year:</b>	_____	_____	_____
<b>License Plate #:</b>	_____	_____	_____
<b>Home Cross Streets:</b>	_____	_____	_____
<b>Zip Code:</b>	_____	_____	_____
<b>Work Cross Streets:</b>	_____	_____	_____
<b># Days Carpooling:</b>	_____	_____	_____
<b>Shift (Start/End Times):</b>	_____	_____	_____
<b>Employee Signature:</b>	_____	_____	_____
<b>Supervisor &amp; Ext.</b>	_____	_____	_____
<b>Supervisor Signature:</b>	_____		<b>Tag # issued</b> _____