
The following guidelines apply to all car-poolers registering an application for the Let's Carpool scheme:

1. Membership to the Let's Carpool scheme is solely voluntary and the responsibility of an individual. The individual may choose to opt out at any time.
2. ASA accepts no responsibility whatsoever for any individual who registers with the Let's Carpool scheme.
3. Registering with the Let's Carpool scheme enables you to obtain priority car parks at designated areas at Massey University, Albany.
4. The use of the car park spaces must be regular. If underused, the right to use the priority car parks may be lost and the service will be provided to other students.
5. Feedback regarding the Let's Carpool scheme can be given at ASA reception, Level 2 of the Student Central during office hours or by email to the General Manager or President, and any feedback regarding the programme is appreciated.
6. A **minimum of two passengers per car** is strictly required to be eligible for the priority car parks. This means that at **least 2 persons must be in the car when it arrives on campus** and **at least 2 persons must exit the car at the time of parking.**
7. The carpool cards issued to the driver and **passengers travelling in a vehicle** must be displayed on the dashboard of the car with the **carpool number clearly visible** at ALL TIMES for the use of priority car parks. Failure to do so may result in your vehicle being clamped and the owner fined. If you travel on your own but seek to display two cards – **YOU WILL BE CLAMPED and/or will have to pay a fine.**
8. Notification of any change in circumstances such as license of a driver being suspended for whatever reasons or change of address or registration remain the responsibility of the driver.
9. Contributions of any fees that may be incurred upon the passenger by the driver of the vehicle remain the responsibility of the individuals to negotiate.
10. It is the responsibility of each individual to notify the ASA of any change in circumstances to help keep their database updated.
11. The Let's Carpool card issued will be **non-transferable at ALL TIMES** i.e. may not be used by another driver or different car without completion of another application form.
12. The terms and conditions are subject to change without prior notification.
13. The consequences of breaching any of the policies stated above would result in disqualification of membership and loss of the privilege to priority car parks.
14. The carpool restrictions apply during semester 1 and 2 teaching weeks, Monday-Friday, before 4pm.
15. **Any breaches of the policy that may lead to CLAMPING – please refer all enquiries to SIMPLY SECURITY NOT THE ASA RECEPTION.**
ASA DOES NOT POLICE THE CLAMPING POLICY.
SIMPLY SECURITY – 0800 627 750, or 09 414 0800 EXT. 43100