



TravelSmart Registration Form

Eligibility: At this time, the TravelSmart program is available to staff and students from UNMC, Nebraska Medicine, and Clarkson College who **primarily work or study at the 42nd & Dewey campus**. In the future, this program may be made available to other staff and students.

Instructions: Please complete pages 1 - 3 and drop off the form in person or interoffice mail it to:

Melanie Stewart
4230 Building - Facilities Management & Planning Department
Campus Zip = 7100

First Name _____ Last Name _____ Date _____

Work/School Phone Number (if applicable) _____

Work/School Email Address (if applicable) _____

1. Please mark the box noting your organization and role.

- Clarkson College - Staff Nebraska Medicine - Staff UNMC - Student
- Clarkson College - Student UNMC - Staff Sodexo Staff

2. How did you hear about the TravelSmart program?

3. Do you CURRENTLY use “active transportation” (bike, carpool, take the bus, or walk) to periodically or regularly travel to the 42nd & Dewey campus for work/school?

- Yes No

4. If you answered YES to question #3, how often do you CURRENTLY use “active transportation” to travel to campus during a typical Monday-Friday business week?

- 1 day per business week 3 days per business week 5 days per business week
- 2 days per business week 4 days per business week Only Occasionally

5. Please mark the “active transportation” mode(s) that you would like to register for as part of the TravelSmart program (i.e., the modes that you currently use or would like to start using to periodically or regularly travel to/from campus).

- Bicycle Carpool (carpool partners need to be identified already)
- Bus Walk

BICYCLISTS / BUS RIDERS / WALKERS ONLY

If you marked **Bicycle**, **Bus**, and/or **Walk** in **question #5**, please complete questions #6 and #7 below:

6. **Do you currently have a campus parking permit?**

- Yes No

7. **If you marked YES in question #6, would you like to CANCEL your parking permit at this time?**

(For additional info to help you decide, please review the "Details & Decision Point" section for bicyclists, bus riders, and walkers on page 4. Please note that you do not have to cancel your parking permit to participate in TravelSmart.)

- Yes.** I would like to cancel my parking permit, and I will return it to Parking Services when instructed to do so.
- No.** I would like to keep my parking permit at this time.
- Not Applicable.** I do not currently have a campus parking permit.

***Please move to question #10 on page three to finish completing this registration form.**

CARPOOLERS ONLY

If you marked **Carpool** in **question #5**, please complete questions #7 - #9 below.:

7. **Please accurately provide the names and requested information for your carpool partner(s).**

*Please note that you can only sign up as a TravelSmart carpooler if you have already identified your carpool partner(s). If you do **NOT** have carpool partner(s) identified at this time and would like to carpool to campus, please discontinue filling out this form and contact us at 402.558.8580 (ext. 3) so we can try to help you identify other staff/students interested in carpooling who live close to you.*

First Name	Last Name	Organization	Work Email (if applicable)	Work Phone (if applicable)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. **Do you and/or your carpool partner(s) currently have campus parking permits?**

- Yes No

9. **If you marked YES in question #8, do you and your carpool partner(s) want to KEEP your current parking permits and continue paying the ongoing fee OR do you and your carpool partner(s) want to CANCEL your parking permits in order to obtain a free/shared carpool pass?**

*Please note that all carpool members have to choose the same option. In order to obtain a free/shared carpool pass, all carpool members have to cancel their parking permits by returning them **IN PERSON** to Parking Services at the **SAME TIME**. For additional information to help you decide, please review the "Details & Decision Point" section for carpoolers on page 5.*

- Cancel.** My carpool group would like to cancel our parking permits. We will return them all to Parking Services in person at the same time in order to obtain a free/shared carpool pass when instructed to do so.
- Keep.** My carpool group would like to keep our parking permits and continue paying the ongoing fee.
- Not Applicable.** My carpool partner(s) and I do **NOT** currently have parking permits.

EVERYONE Should Complete the Questions Below

10. As a registered TravelSmart participant, how often do you think you will use “active transportation” to travel to campus during a typical Monday-Friday business week? (i.e., What is your plan/goal?)

- 1 day per business week 3 days per business week 5 days per business week
 2 days per business week 4 days per business week Other _____

11. Please enter your initials to the box below if you understand and agree to the TravelSmart Program Guidelines and Expectations (noted on page 4).

YES. I understand and agree to the TravelSmart program guidelines and expectations.

12. Can you briefly explain why you are interested in TravelSmart and/or what motivates you to use “active transportation” to travel to campus?

13. We appreciate your involvement with the TravelSmart program. To recognize your commitment to using “active transportation” to periodically/regularly travel to campus, we would like to place your name on UNMC & Nebraska Medicine's TravelSmart webpage. Are you ok being recognized in this way?

- Yes. I am ok being recognized. Thank you.
 No. I would prefer to be listed as anonymous and not be recognized.

14. After we receive this registration form, we will contact you within five business days to confirm that you are officially registered with the TravelSmart program and to inform you of NEXT STEPS (e.g., authorizing your ID badge so that it can be used as a bus pass). Please check the box and enter the requested information regarding the best method for contacting you during the hours of 8am - 5pm.

- Email (please list your email) _____
 Phone (please list your phone number) _____
 Interoffice Mail (please list your department's campus zip code) _____
 Contact your supervisor (please list his/her name AND email address) _____
 Other (please provide relevant details) _____

After completing this registration form, please staple pages 1 - 3 together and drop it off in person OR interoffice mail it to:

**Melanie Stewart
4230 Building - Facilities Management & Planning Department
Campus Zip = 7100**

If you have any questions about this registration form and/or the TravelSmart program, please call 402.559.8580 (ext. 3) or email TravelSmart@unmc.edu.

Additional Information

TravelSmart Program Guidelines

TravelSmart program participants understand and agree to the following guidelines and expectations:

- They will actively participate in the program.
- They will only use the benefits of the program to travel to/from the 42nd & Dewey campus for work or school related purposes (i.e., not for leisure).
- They will only use the benefits of the program for themselves.
- They will only use Emergency Ride Home under the specified conditions (see the TravelSmart webpage for more info).
- They will provide feedback when asked about their level of participation, what is working well, and how the program can improve.
- They understand that this is a voluntary program and that they can call Parking Services at any time if they choose to terminate their participation in the program.
- They understand that if they choose to cancel their current parking permit as part of the registration process or at any point in the future, they will have 3 months to request and receive the same parking assignment; after this 3-month period, they can obtain a parking permit, but the assignment will be based on where space is available.
- They understand that changes to the program may take place at any point and that UNMC and Nebraska Medicine will make every effort to promptly notify them of any future modifications to the program.
- They understand that their participation in the program can be terminated at any point for violating program guidelines.

Bicyclists / Bus Riders / Walkers: Details & Decision Point *(Keep or Cancel Your Parking Permit)*

As part of the TravelSmart registration process, you have the **option** to cancel or keep your parking permit (if you currently have one). Many TravelSmart participants prefer to cancel their current parking permit so they do not have to pay the parking fee.

If you **choose to CANCEL** your current parking permit:

- Your current parking assignment will be saved for 3 months from the date of TravelSmart registration (i.e., a risk-free trial period). If you decide you want your parking permit back within this 3-month grace period, a permit for your original lot will be reissued. If you request your parking permit back after 3 months, parking will be reassigned based on where space is available.
- You will need to return your parking permit via interoffice mail or in person to Parking Services located in the UNMC Bookstore within the Student Life Center (campus zip 7025).
- For employees, once the parking permit is returned to Parking Services, payroll deduction for the monthly parking fee is stopped. Students who return their parking permits will receive a prorated reimbursement for any upfront parking fee that was initially paid.
- On the days that you use active transportation, you have access to Emergency Ride Home if needed.
- As a registered TravelSmart participant, you have the opportunity to use daily-rate flexible parking located in marked sections of lots #36, #55, and #59 on the days that you need to drive your vehicle to campus. The cost is \$3.00 for the day. Payment is provided when you arrive at the lot via a smartphone app or a cellphone that supports web browsers (or via a computer with access to the internet when you arrive to your workplace). Check out the TravelSmart webpage or call us at 402.559.8580 (ext. 3) to learn more about daily-rate flexible parking and to obtain a map of the lots.

If you **choose to KEEP** your parking permit:

- You will continue paying the parking fee for your assigned parking lot.
- On the days that you use active transportation, you have access to Emergency Ride Home if needed.
- Please note that you can cancel your parking permit at any point in the future; the 3-month grace period for saving your current lot assignment would start on the date you call.

As part of the registration process for the TravelSmart program, we encourage you to consider canceling your parking permit, but it may not be the most desirable option for you from a financial perspective. Generally speaking, if you plan to use active transportation more days per week than drive alone (e.g. 3 out of 5 days/week), it is financially advantageous to cancel your parking permit and pay for daily-rate flexible parking on the days you drive a vehicle to campus. However, if you plan to drive by yourself more days per week, it makes more financial sense to keep your parking permit and still use active transportation when you can.

If you are still uncertain about which option is best for you, please call us at 402.559.8580 (ext. 3) and we can enter your information into an online tool that will help identify the option that makes the most sense financially.

Carpoolers: Details & Decision Point *(Free Carpool Pass vs. Keeping Parking Permits)*

As part of the registration process to be a carpooler with the TravelSmart program, you have the following two options available to you:

Option 1: Cancel All Individual Parking Permits in order to Obtain a Free, Shared Carpool Pass

- You and your carpool partner(s) can obtain a free carpool pass, but **all members** of the carpool group need to **cancel** their current parking permits and **return** them to Parking Services located in the UNMC Bookstore within the Student Life Center. All parking permits must be returned **in person** to Parking Services at the **same time**. Once all of the parking permits are returned, one shared portable carpool pass will be issued to the group and payroll deduction for the regular parking fee will be stopped for staff. All students will receive a prorated reimbursement of any fees paid.
- Each carpooler in the group will have his or her original parking assignment saved for 3 months from the date of TravelSmart registration (i.e., a risk-free trial period). If a carpool member wants his or her parking permit back within this 3-month grace period, a permit will be reissued for his or her original lot. If a carpooler requests his or her parking permit back after 3 months, parking will be reassigned based on where space is available. Please note that if all members collectively decide to stop the carpool group, they need to return the carpool pass to Parking Services before parking permits can be reissued.
- The shared carpool pass will be issued for the parking lot that is currently assigned to the **FIRST person in the carpool group to register** for the TravelSmart program. Parking lot assignment changes can be made, but will be based on space availability.
- Everyone in the carpool group has access to Emergency Ride Home on the days that you carpool.
- As a registered TravelSmart participant, you and your carpool partner(s) have the opportunity to use daily-rate flexible parking located in marked sections of lots #36, #55, and #59 on the days that you need to drive separately to campus. The cost is \$3.00 for the day. Payment is provided when you arrive at the lot via a smartphone app or a cellphone that supports web browsers (or via a computer with access to the internet when you arrive to your workplace). Check out the TravelSmart webpage or call us at 402.559.8580 (ext. 3) to learn more about daily-rate flexible parking and to obtain a map of the lots.

Option 2: Keep Your Parking Permits (the carpool group does NOT receive a free carpool pass)

- You and your carpool partner(s) keep your current parking permits and continue paying the regular parking fee.
- With this option, your group does NOT receive a carpool pass, but you still have access to Emergency Ride Home on the days that you carpool.
- Please note that your carpool group can still cancel your parking permits at a later date by contacting Parking Services. The 3-month grace period for saving current lot assignments would start on the date that your group contacts Parking Services to cancel your permits.

Carpool groups are encouraged to consider choosing option 1 (canceling your parking permits), but it may not be the most desirable option for your group's situation from a financial perspective. Generally speaking, if your group plans to regularly carpool more days per week than drive alone (e.g. 3 out of 5 days/week), it is financially advantageous to cancel your parking permits and obtain a free carpool pass (and pay for daily-rate flexible parking on the days you drive separately to campus). However, if your group plans to drive separately more days per week than carpool, it makes more financial sense to keep your parking permits and still carpool when you can. You will still have access to Emergency Ride Home on the days you carpool to campus.

If you are still uncertain about which option is best for your group, please call us at 402.559.8580 (ext. 3) and we can enter your information into an online tool that will help identify the option that makes the most sense financially.