



Contractor Transportation and Parking Plan

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Introduction

Sutter Health California Pacific Medical Center (CPMC) plans to construct a new 274-bed Hospital and Medical Office Building (MOB) at the Van Ness & Geary Campus site located between Van Ness Avenue, Geary Boulevard, Post, and Franklin Streets. An underground tunnel will connect the Van Ness & Geary Campus Hospital and MOB. A replacement hospital will also be constructed at the St. Luke's Campus, and is located between Cesar Chavez, Guerrero, 27th, and Valencia Streets. Sutter Health CPMC is constructing the new facilities in response to Senate Bill 1953, requiring hospitals to remain operational after a major earthquake.

All three projects will take about five years to complete construction, and will open in 2019. The Environmental Impact Report's (EIR) Mitigation Measure TR-55, requires the creation and implementation of a Transportation Management Plan (TMP) for the Van Ness & Geary Campus to minimize parking impact. A TMP is not required for the Replacement Hospital at the St. Luke's Campus, however this program will be implemented for both campuses. This document illustrates those measures the Construction Manager/General Contractor (CM/GC) will enact to minimize disruption and limit congestion for motorists, pedestrians, bicyclists, and transit near the project sites. A highlight from Mitigation Measure TR-55, in regards to the aforementioned, is below for reference:

Mitigation Measure TR-55

CPMC shall develop and implement a Construction Transportation Management Plan (TMP) to anticipate and minimize impacts of various construction activities associated with the Proposed Project.

The Plan would disseminate appropriate information to contractors and affected agencies with respect to coordinating construction activities to minimize overall disruptions and ensure that overall circulation is maintained to the extent possible, with particular focus on ensuring pedestrian, transit, and bicycle connectivity. The program would supplement and expand, rather than modify or supersede, any manual, regulations, or provisions set forth by CALTRANS, SFMTA, DPW, or other City departments and agencies. Specifically, the plan should:

Identify construction traffic management best practices in San Francisco, as well as others that, although not being implemented in the City, could provide valuable information for the project. Management practices include, but are not limited to:

- a. Identifying ways to reduce construction worker vehicle trips through transportation demand management programs and methods to manage construction work parking demands.*

IDPT Goal

In April 2014, a transportation survey was disseminated to project office and field personnel. A total of 100 individuals were surveyed with 89% being office personnel, and 11% being field personnel. The data set for field workers is currently too small to accurately understand any trends; therefore, the survey will continue to be disseminated to office and field personnel as they arrive on the project site. By the end of the first quarter in 2015, it is expected that a good baseline will have been established. Based on the data currently collected, it has been estimated that approximately 47% of all project personnel already use an alternate means of transportation to and from the project site. Maintaining and increasing this percentage is the purpose of this program. The ideal end state of the Contractor Transportation and Parking Plan (CTPP) is:

By identifying and managing the use of existing parking capacity around the jobsite, the goal of the IPDT is to increase the current alternate transportation usage by project personnel from 47% to 65%. The plan will be implemented by creating a work environment that highly encourages the use of an alternate means of transportation and recognizing those that do. The desired outcome is to reduce congestion of city streets and minimize the impact on parking availability for local merchants, residents, and visitors.

Parking Information

General Guidelines for Parking

All project personnel will be briefed on the General Guidelines for Parking by the Parking Manger on their first day before starting work on the project site. An attempt will be made to keep the brief as short as possible, as to not impact productivity for the day, while maximizing the output of need-to-know information. The brief will include the following:

1. Parking Expenses
 - a. Parking will be provided and paid for by the CM/GC, provided all rules in the Parking Pass Acknowledgement are followed. See Appendix D for Parking Pass Acknowledgement & Sign-out Form. No reimbursement of any form for parking payments *outside of designated areas* and/or tickets will be provided by the CM/GC.
2. Restrictions on Parking
 - a. Project personnel will not be allowed to park on the street near the project site for any period longer than fifteen minutes. The fifteen minute grace period is to be used for pick-up/drop-off purposes only. This includes any company vehicles that have been issued a Contractor Parking Permit. This directive will be enforced, and a fine will be charged to the employer, should the rule be broken. This fine is due to the project's commitment, to the City of San Francisco, to not park on the street for the duration of the project. Any funds collected through fines are nonprofit, and will be recycled for use elsewhere in the project.
 - b. Parking on the project site, while it is under construction, will be at the discretion of the project's General Superintendent, but will otherwise not be allowed.
 - c. Stopping in travel lanes, for any duration, to pick up or drop off passengers and/or equipment is not allowed. Violators will be cited.
3. Parking Pass Acknowledgement
 - a. A parking pass will not be issued until the sign out form is completely filled out.
 - b. Parking placards will be displayed and easily visible through the front windshield while the vehicle is in the parking garage/lot. Project personnel will have the option of displaying the placard on the dashboard or rear-view mirror.
 - c. Any vehicle parked in a designated space, and not displaying a parking pass will be towed immediately at the owner's expense. It is highly encouraged that project personnel report vehicles not displaying a pass to the Parking Manager. Every effort will be made by the CM/GC to ensure that non-project personnel will not park in the designated spaces.
 - d. There will be a fee associated with losing or breaking a parking pass. This fee is to cover the cost to replace electronic key cards and placards, and will be charged to the employer. Stolen passes will be addressed on a case by case basis.
 - e. Passes must be returned to the Parking Manager, or other designated person, within one week of the employees' last day on the job site; any passes not turned in will be considered lost or broken and a fee will be charged to the employer.
 - f. A copy of the Parking Pass Acknowledgement Form will be provided to each individual signing for a parking pass or group of passes.
 - g. Project personnel who will be carpooling will only be issued one parking pass for the group. It is their responsibility to remember the pass if switching vehicles.
 - h. Should the occasion occur that a parking pass is forgotten at home, left in another vehicle, or the regular driver of a carpool calls in sick for the day, etc., a temporary day pass will be issued by the Parking Manager. The Parking Manager may also, alternatively, redirect the vehicle to park at a different location. It will be highly recommended that project personnel DO NOT take the chance of their vehicle being towed for not displaying a placard.
 - i. Any fees/fines associated with losing, or breaking parking passes, or using street parking for longer than 15 minutes, cannot be reissued to or reimbursed by the CM/GC.
4. Alternate Transportation and Incentive Program
 - a. See below for details.

Total vs. Available Parking

Reference all of the information below with Appendix A for Parking Garages/Lots Map.

The most recent parking surveys were conducted in April 2014, for both the Van Ness & Geary Campus, and the Replacement Hospital at the St. Luke's Campus. Listed below are the results found for both campuses:

Van Ness & Geary Campus Hospital and MOB

Over 25 separate parking garages/lots have been identified near the Van Ness & Geary Campus and MOB.¹ Of all the garages/lots, a few stand out above the rest:

GARAGE/LOT NAME	ADDRESS	TOTAL SPACES	AVAILABLE SPACES	DIS. FROM PROJ. SITE
AMC Theater Parking	1000 Van Ness Avenue	380	275	528 ft.
Public Parking	855 Geary Street	96	96	1056 ft.
LAZ Parking	1166 Post Street	165	60	260 ft.
Public Parking (CPMC)	1360 Franklin Street	150	50	450 ft.
	TOTAL	791	481	

The Replacement Hospital at the St. Luke's Campus

13 separate parking garages/lots have been identified near the St. Luke's Campus.² Of all the garages/lots, a few stand out above the rest:

GARAGE/LOT NAME	ADDRESS	TOTAL SPACES	AVAILABLE SPACES	DIS. FROM PROJ. SITE
Central American RC	3101 Mission Street	98	30	528 ft.
Public Parking	3477 Caesar Chavez St.	87	25	150 ft.
First Church of God	3728 Cesar Chavez St	20	20	375 ft.
Private Garage	199 Tiffany Ave	76	41	700 ft.
	TOTAL	281	116	

Project personnel will be updated frequently as to current, and changing parking situations as new information becomes available.

Manpower Projections

Reference all of the information below with Appendix B for Manpower Projection Graphs.

Total Projected Numbers

This section accounts for the "Daily Average Head Count" of every individual working on the project site.

Van Ness & Geary Campus Hospital and Medical Office Building

The peak number of project personnel anticipated for the Van Ness & Geary Hospital/MOB is 690/175, respectively, during the five year construction period. Combined, at the peak of construction, there will be about 865 personnel between the two sites.

The Replacement Hospital at the St. Luke's Campus

The peak number of project personnel anticipated for the Replacement Hospital at the St. Luke's Campus is 240, respectively, during the five and a half year construction period.

¹ About half of these garages/lots are not available for various reasons, with a few being restrictions on sub-leasing from local businesses and residential parking areas, or Individual Parking Owners/Managers outright refusing to lease spaces.

² Parking is extremely limited near the St. Luke's Campus. All of the parking garages/lots identified within the one-half square mile are either very small or already at full capacity.

Actual Projected Numbers

This section accounts for the "Daily Average Parking Demand 75%".

Multiple commuting and transportation censuses/surveys have been conducted throughout the years.³ Through collecting and analyzing the data, it has been established that about 25% of all project personnel will already take an alternate means of transportation without providing any incentives or subsidies. Therefore, the daily average parking demand has been set at 75% of the total projected numbers.

Most Recent Baseline Numbers

This section accounts for the "Daily Average Parking Demand 50%".

As of April 2014, project personnel have done an outstanding job of utilizing alternate transportation to and from the project site. As stated before, about 47% of all project personnel already utilize an alternate means of transportation. The *current* daily parking demand is set at 50%. Having seen the numbers above (total head count vs. available parking), it becomes obvious that there is not enough parking for everyone near the project site, unless these percentages are maintained.

Alternate Transportation and Incentive Program

An incentive program will be implemented in order to encourage project personnel to use an alternate means of transportation other than driving alone. The program will start during the first or second quarter of 2015. The following incentives are part of the Incentive Program, and were based on survey feedback from project personnel.

Public Transportation

Public Transportation continues to be highly desirable, and the number one recommended method for project personnel to commute to work. Any type of public transportation that accepts Clipper Cards is highly recommended, as anyone who uses this resource may potentially be issued a Clipper Card, with a set value on it that will recharge every month they are working for the project. See *Monthly Award/Recognition for Alternative Transportation Participants* below for details.

The options for public transportation, that accept Clipper Cards, are BART, Muni, AC Transit, Golden Gate Transit, CalTrain, samTrans, Valley Transportation Authority, and the San Francisco Bay Ferry.

Carpool Matching and Preferred Parking

Carpooling is another option that will be extremely beneficial to the project. To encourage project personnel to carpool, a demographic study will be used internally, and continuously updated, to assist with carpool matching. Most individual employees may not realize that they live very close to another employee working on the same project. The carpool matching will not be mandatory, but it will be highly encouraged.

In addition to the benefit of having a carpool matched for the employees, if they participate, they will receive priority parking, provided space is available. For example, a carpool may be issued a parking spot on the first floor of a parking garage, vs a single driver being issued a parking spot on the third floor. Or, the carpool may be able to park in a closer garage altogether.

Carpool matching will be offered during the first day of orientation for those who are interested in the program. Should anyone miss the orientation, or wishes to add their name to the list later, they can let the Parking Manager know simply by telephone or email. A sign up form will be passed around during orientation in order to efficiently speed up the process. Project personnel interested in the program will need to provide their name, which program they are interested in, which city they live in, and a good telephone number. The Parking Manager will call individuals who live in the same city to coordinate their first meeting. Once the two or more have made an agreement, they will need to see the Parking Manager in order to be eligible for the Monthly Award/Recognition

³ The Commuting Survey, published in 2011, can be found at <http://www.census.gov/prod/2011pubs/acs-15.pdf>; Environmental Impact Report: Parking Demand; Bay Area Census: San Francisco City and County <http://www.bayareacensus.ca.gov/counties/SanFranciscoCounty.htm>; Project Survey Internal Distribution

Program. See Appendix F for the Bus and Carpool Matching Form. Carpoolers will need to arrive and depart from the garage/lot that they are assigned. Carpoolers will be reminded that stopping in travel lanes, for any duration, to pick up or drop off passengers and/or equipment is not allowed. Violators will be cited.

Charter Bus Pilot Program

Van Ness & Geary Campus Only

One to two busses will be provided (depending on the year, and turnout of project personnel willing to use this service) to transport project personnel from major cities in the bay area, to the project site, and back every working day starting in July of 2015, and ending in December of 2017. If the resource is not utilized to at least 75% capacity on average, during the year, the program will be reassessed. The busses will meet at a designated time and location every week. Approximately 56 people will be able to fit onto each bus.

The previously mentioned demographic study will also be used to help find the best locations for project personnel to meet with the bus. The meeting point for the bus is still TBD. More information will be provided to project personnel interested in this program during the second quarter of 2015. The address of the pick-up location and directions will be provided when it becomes available.

The bus will be reserved for project personnel ahead of time; anyone who signs up to be on a bus must come to the understanding that the bus will leave at the same time every day. Should there be a waiting list, and an individual misses the bus two or more days in a row, without good reason, their spot will be forfeited to the first person on the waiting list.

Project personnel will be updated frequently as to any changes in the busses' schedule or pick up/drop off points.

Note: Busses shall not stop in any travel lanes for pick-ups/drop-offs. Busses will only load and unload at the curb, and legally allowed locations. Violators will be cited.

Emergency Transportation

Reference all of the information below with Appendix E for Emergency Transportation Acknowledgement & Request Forms.

The City of San Francisco has a program in place, called San Francisco Emergency Ride Home (SFERH)⁴, to take project personnel who utilize an alternate means of transportation home, or to their choice location (within reason) free of charge. This resource is to be used for emergency purposes only. Specifics on what constitutes an emergency will not be dictated by the CM/GC; however, the SFERH policy does. In addition to this, if general management feels that this resource is being taken advantage of by an individual or group of individuals, they may be banned from utilizing the program. All emergency events will be thoroughly documented, followed up, and kept on file to track and extinguish any trends that may form.

The SFERH constitutes the following as an emergency:

1. Illness or crisis of employee or immediate family member.
2. Carpool or vanpool ride is unavailable due to unexpected changes in the driver's schedule or vehicle breakdown.
3. Unexpected bicycle problem, including flat tire, mechanical failure, vandalism, or theft.
4. Required unexpected overtime in which the employee was not aware of the situation before the start of his or her workday. Supervisor authorization is required, and the trip must take place after 10 p.m.

The individual will pay for the transportation up front, but will be reimbursed by the City of San Francisco in a timely manner. It is absolutely imperative that anyone using this service keeps any receipts received during their trip. It is impossible to be reimbursed without them. On the next day the employee comes to work, they must bring their receipts to the Parking Manager in order for the reimbursement form to be filled out.

The steps below must be completed in order and/or before an individual is allowed to use the SFERH transportation service:

⁴ SFERH Home Page - <http://www.sfenvironment.org/transportation/sustainable-commuting-programs/emergency-ride-home>

1. Inform the Parking Manager of intent to use the service.
2. Parking Manager informs SFERH.
3. While the individual waits for the vehicle, they must fill out the Emergency Transportation Request Form.
4. Parking Manager acquires the driver's contact information.

It will be understood between the driver and the Parking Manager that a phone call will be made sometime after the individual has been dropped off. This is to ensure that the individual has arrived safely, and at their originally intended destination.

Monthly Award/Recognition for Alternative Transportation Participants

Those employees who actively participate in the Monthly Award/ Recognition Program will be eligible to receive a Clipper Card, Gas Card, or VISA pre-paid card, depending upon the method of alternate transportation used.

Public Transportation & Carpooling

Project personnel, who take public transportation or carpool, will receive a Clipper Card/Gas Card that will reload with a set amount, every month they are working for the project. Clipper Cards will be issued to an individual, whereas a single Gas Card will be issued to a carpool.

The Clipper and Gas Cards will be managed by the individuals they are issued to. The CM/GC *will* replace any lost or stolen cards, but funds will not be available until the next reload date.

Charter Bus

There will be a raffle held for those that choose to use the charter bus as their method of alternate transportation. There will be 10 prizes per bus, per month. The prize will be a VISA pre-paid card, with a set value, that the individuals may do with as they please.

A maximum cap of eight wins per year will be in effect.

Qualification Criteria

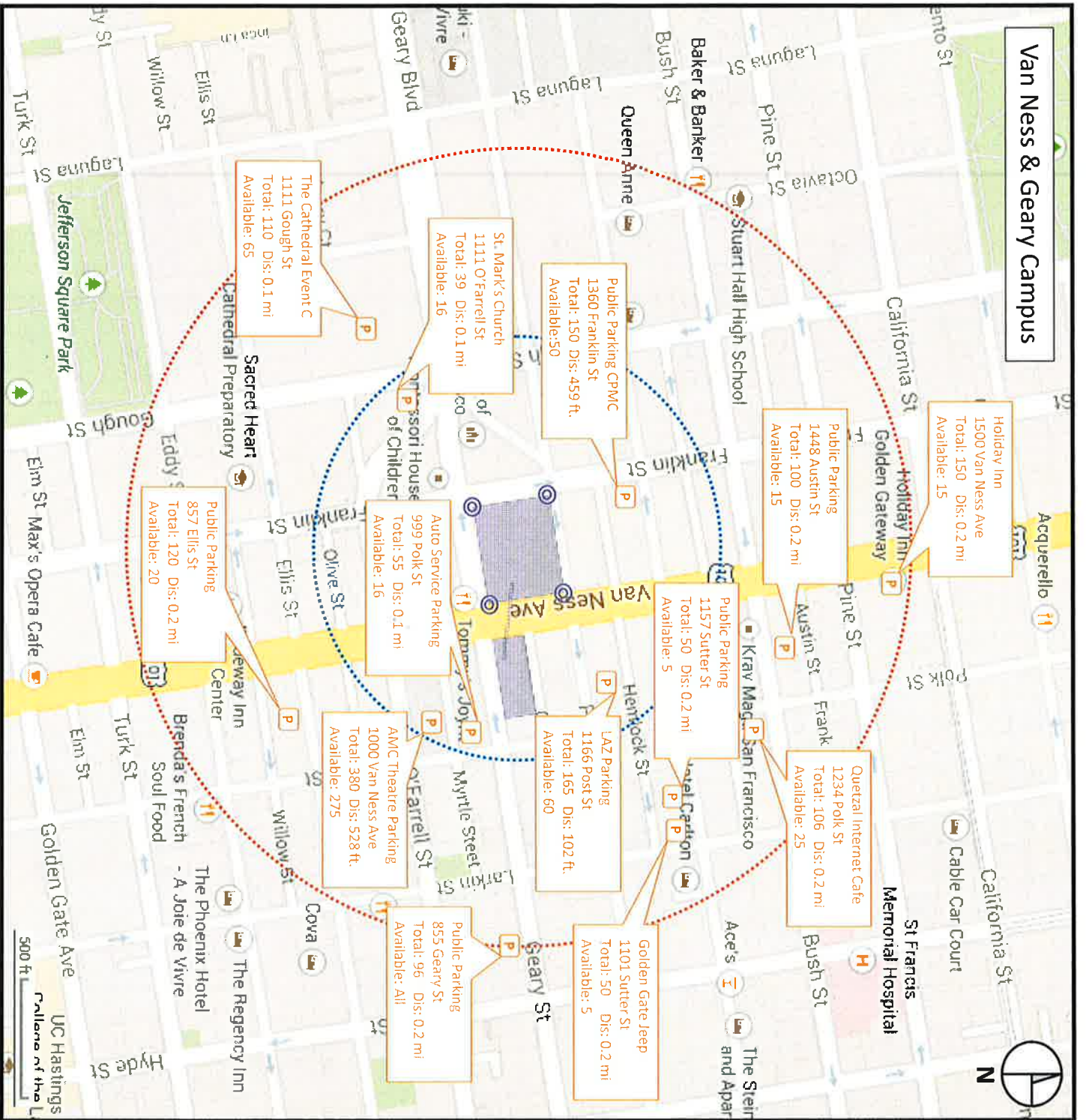
In order for project personnel to qualify for the Monthly Award/Recognition Program, they must use some form of alternate transportation at least 90% of work days out of every month.

Integrity violation: Should the occasion arise where an individual or group of individuals are found intentionally making false claims as to the method in which they commute to work, they will be disqualified from the program indefinitely. No exceptions will be made.

APPENDIX A

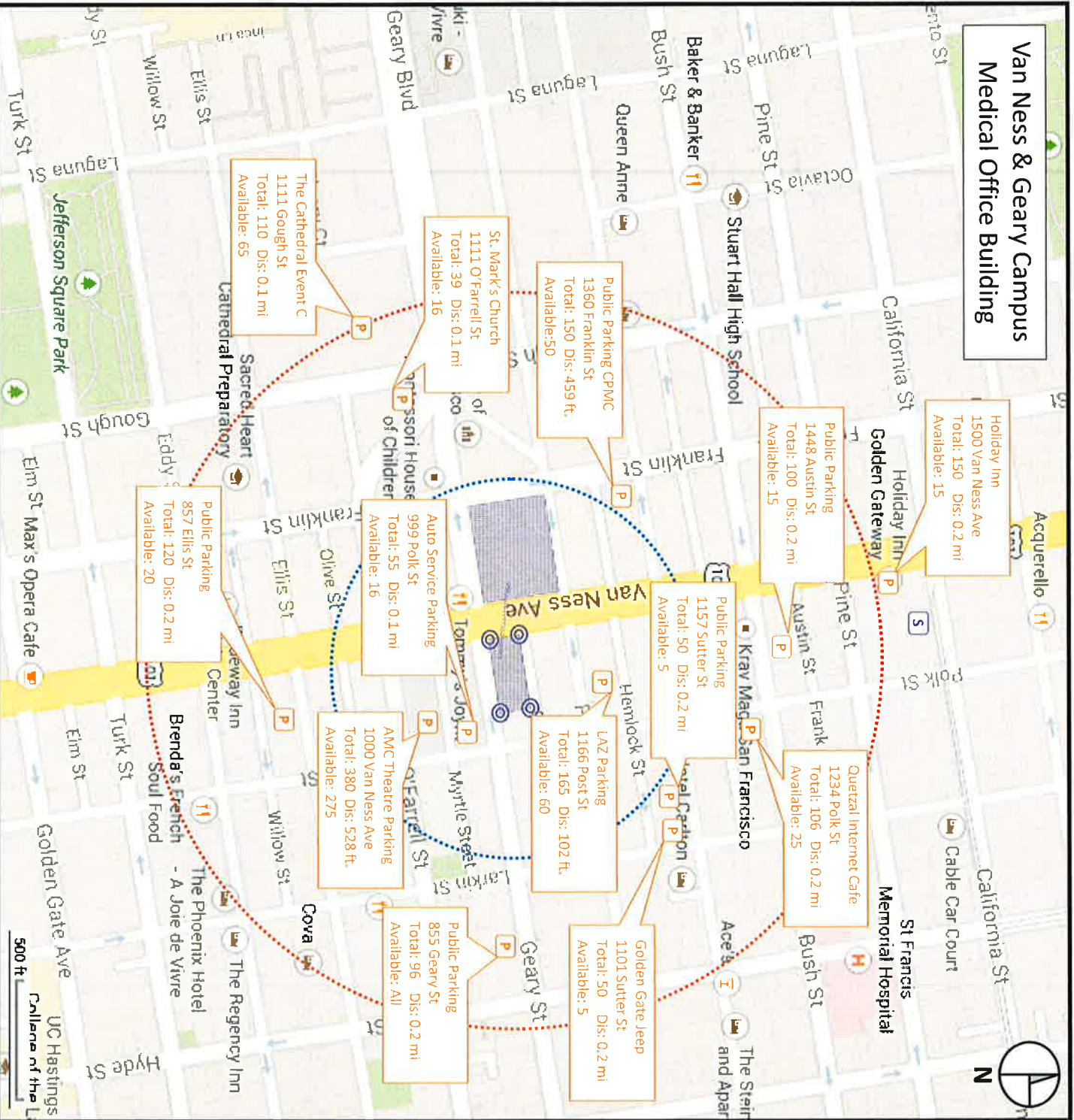
Parking Garages/Lots Map





SCALE	Not to Scale
CAMPUS	VN & Geary
BUILDING	All
VERSION	3.1
DATE	April 7, 2014
NUMBER	PL1

Van Ness & Geary Campus Medical Office Building



LEGEND	
	Project Site
	Requires a Shuttle
	Parking
	Measurement POO
	.125 Mile = 660 Ft
	.25 Mile = 1320 Ft

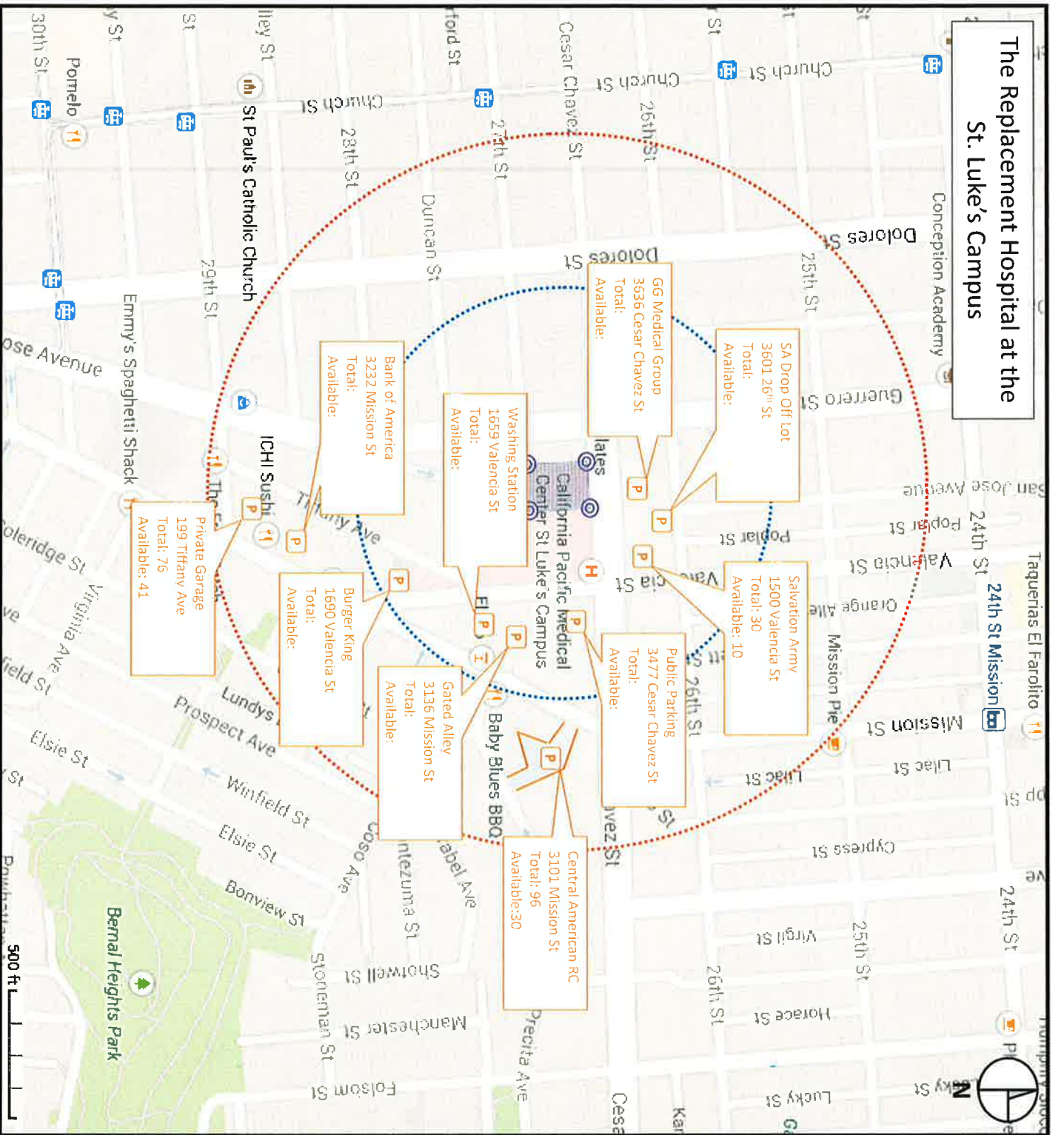
GENERAL NOTES	
Total available parking spaces identified: 664	
Spaces located within .125 Miles: 312	
Spaces located within .25 Miles: 356	

SCALE	VERSION
Not to Scale	3.1

CAMPUS	DATE
VN & G MOB	April 7, 2014

BUILDING	NUMBER
All	PL1

The Replacement Hospital at the St. Luke's Campus



LEGEND	
	Project Site
	Requires a Shuttle Parking
	Measurement POO
	.125 Mile
	.25 Mile

GENERAL NOTES	
Total available parking spaces identified to date	
Spaces located within .125 Miles:	
Spaces located within .25 Miles:	

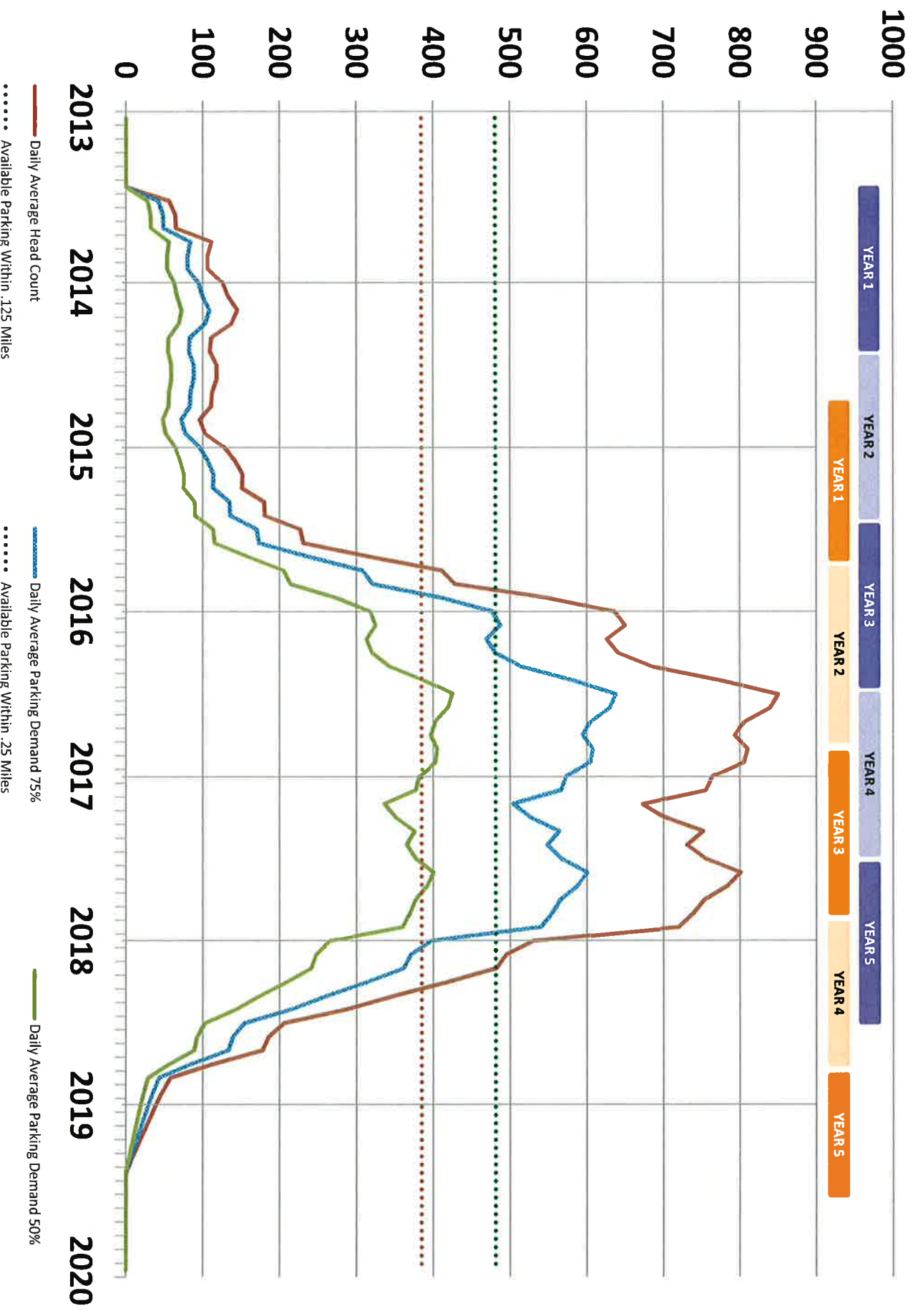
SCALE	Not to Scale
CAMPUS	St. Luke's
BUILDING	All
VERSION	3.1
DATE	April 7, 2014
NUMBER	PL1

APPENDIX B

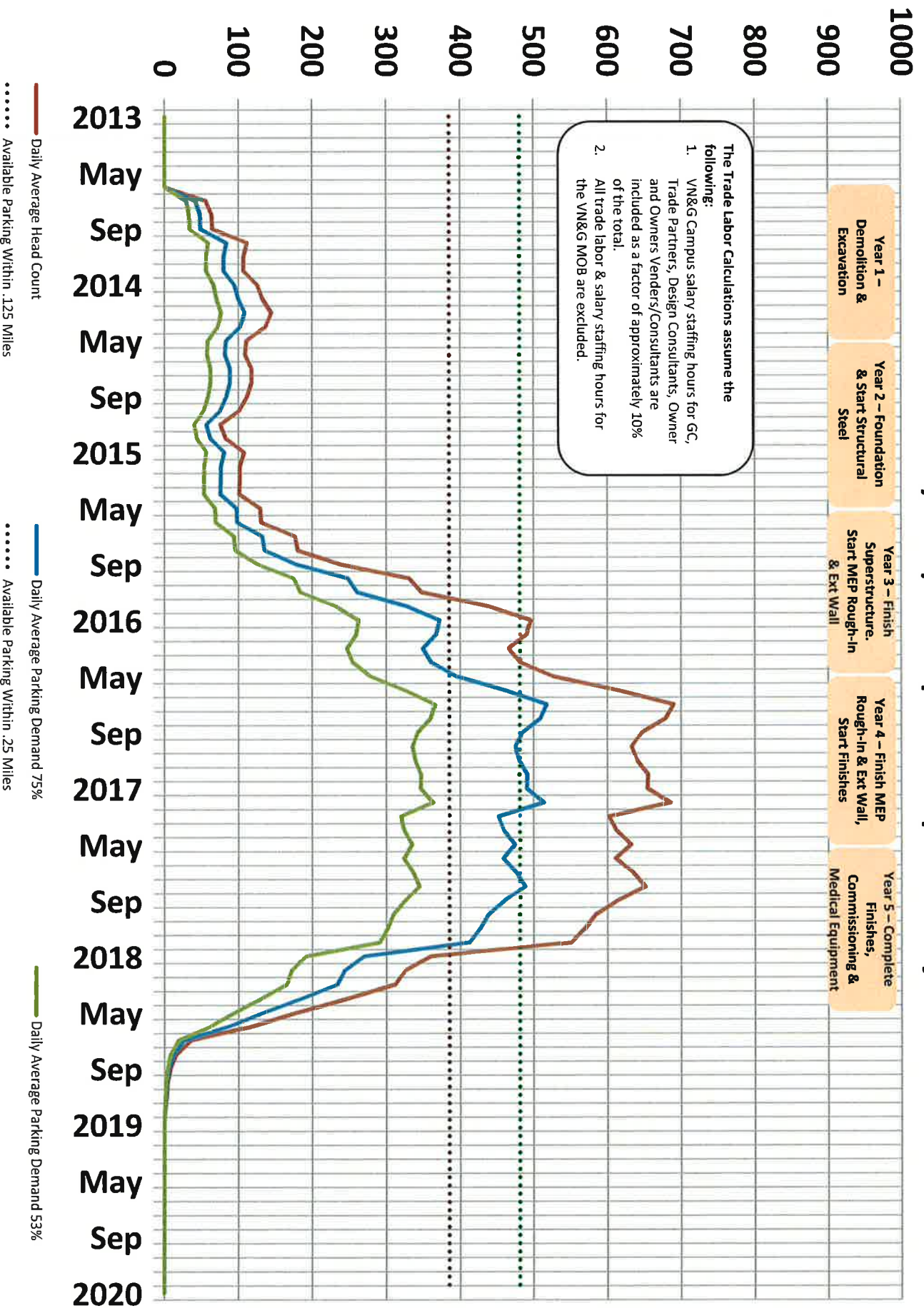
Manpower Projection Graphs



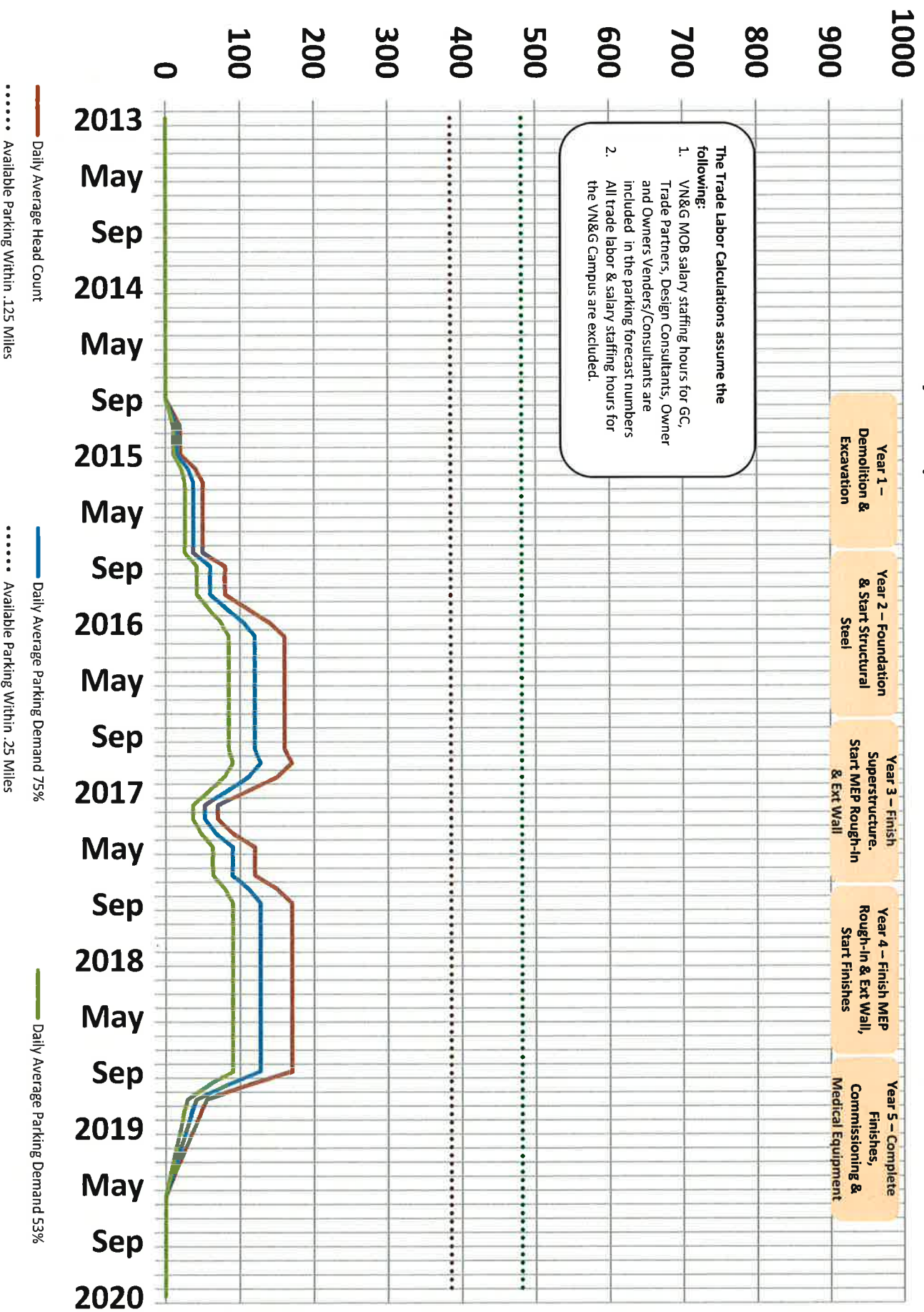
Van Ness & Geary Campus (Hospital and MOB) Manpower Projection



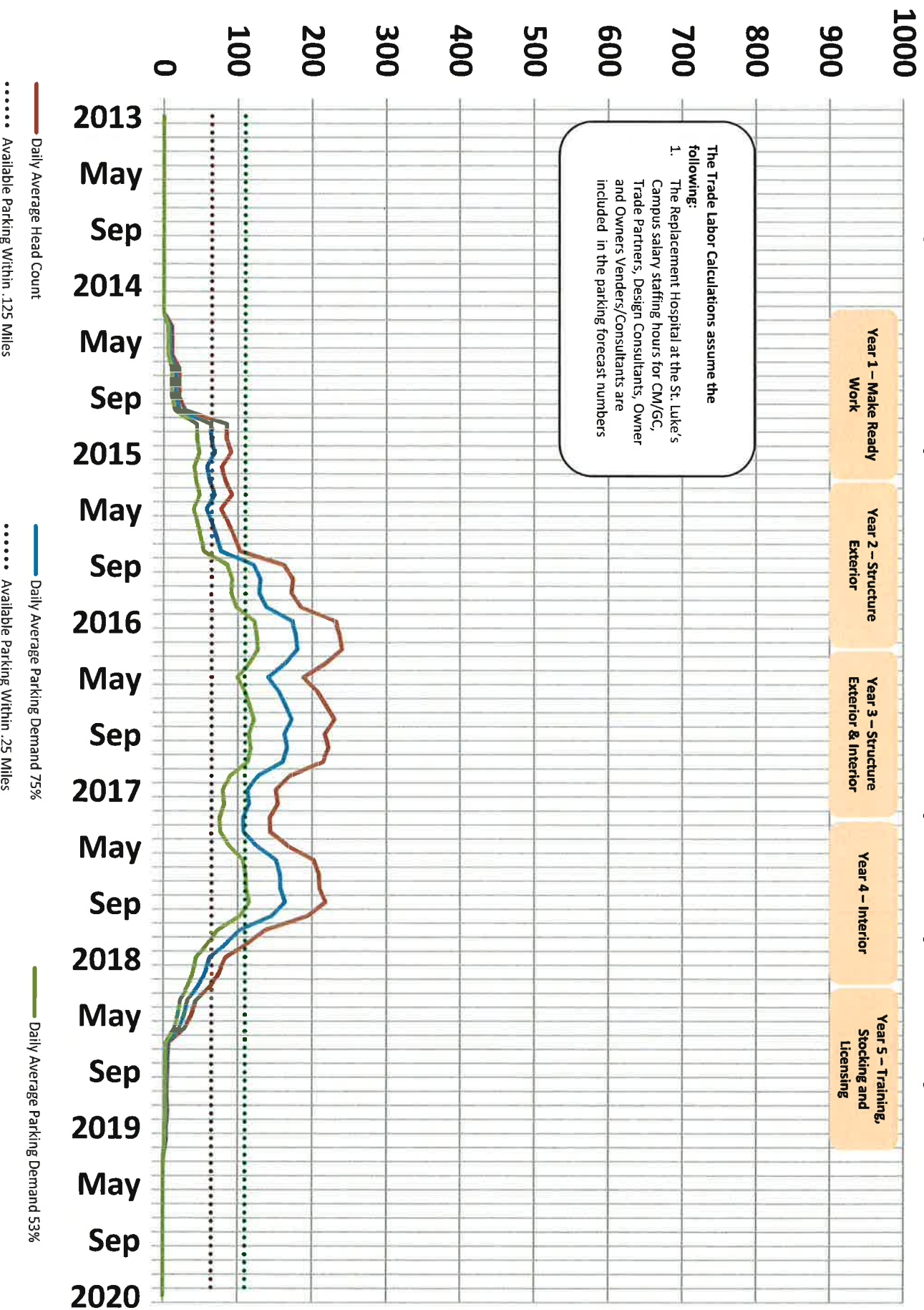
Van Ness & Geary Campus Hospital Manpower Projection



Van Ness & Geary Campus Medical Office Building Manpower Projection



The Replacement Hospital at the St. Luke's Campus Manpower Projection

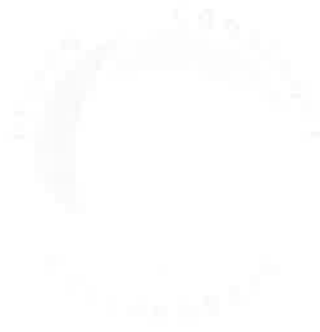


The Trade Labor Calculations assume the following:
 1. The Replacement Hospital at the St. Luke's Campus salary staffing hours for CM/GC, Trade Partners, Design Consultants, Owner and Owners Venders/Consultants are included in the parking forecast numbers

- Year 1 – Make Ready Work
- Year 2 – Structure Exterior
- Year 3 – Structure Exterior & Interior
- Year 4 – Interior
- Year 5 – Training, Stocking and Licensing

APPENDIX C

Parking Pass Acknowledgement & Sign-out Forms



Parking Pass Acknowledgement

By signing for (a) parking pass(es) distributed by the Construction Manager/General Contractor (CM/GC), you are agreeing to follow all guidelines set in place, and to take full responsibility for the condition of the parking pass(es). All of the following rules will apply:

1. DO NOT utilize street parking near the project site for more than 15 minutes, or a fine will be charged to your employer.
2. DO NOT park on the project site without prior approval from the General Superintendent.
3. The sign out sheet must be completely filled out before any pass(es) will be issued.
4. Parking placards will be displayed, and visible through the front windshield at all times when inside a designated parking garage.
5. Any vehicle parked in a designated space, and not displaying a parking pass will be towed immediately at the owner's expense. It is highly encouraged that you report vehicles not displaying a pass to the Parking Manager.
6. If a pass is lost/stolen/broken, it must be reported to the Parking Manager immediately.
7. A fee will be charged to your employer for lost or broken passes.
8. Passes must be returned to the Parking Manager, or other designated person, within one week of your last day on the job site; any passes not turned in will be considered lost or broken and the fee mentioned above will be charged.
9. If you are carpooling, your group will only be issued one parking pass. It is your responsibility to remember the pass if switching vehicles.
10. Should the occasion occur that your parking pass is forgotten at home, left in another vehicle, etc., a temporary day pass may be issued by the Parking Manager. DO NOT take the chance of your vehicle being towed for not displaying a placard.
11. Any fees/fines associated with losing or breaking parking passes/using street parking for longer than 15 minutes, cannot be reissued to, or reimbursed by the CM/GC.
12. Stopping in any travel lanes for any duration to pick up or drop off passengers or equipment is prohibited. Violators will be cited.

Individual/Group Parking Pass Issue Form

First Name: _____	Vehicle Make: _____
Last Name: _____	Vehicle Model: _____
Company Name: _____	Licence Plate: _____
Project Name: _____	Car Pool: Y N
Contact Number: _____	Names of Passengers: 1) _____
Supervisor: _____	2) _____
Supervisor Number: _____	3) _____
Start Date: _____	4) _____
Projected End Date: _____	Parking Pass Type: _____
Garage Address: _____	Car Pool Control Number: _____

**I have read, understood, and agree to all of the terms listed in the Parking Pass Acknowledgement.
A copy of the Parking Pass Acknowledgement has been provided to me for my reference.**

Signature

Date

Individual/Group Parking Pass Issue Form

First Name: _____	Vehicle Make: _____
Last Name: _____	Vehicle Model: _____
Company Name: _____	Licence Plate: _____
Project Name: _____	Car Pool: Y N
Contact Number: _____	Names of Passengers: 1) _____
Supervisor: _____	2) _____
Supervisor Number: _____	3) _____
Start Date: _____	4) _____
Projected End Date: _____	Parking Pass Type: _____
Garage Address: _____	Car Pool Control Number: _____

**I have read, understood, and agree to all of the terms listed in the Parking Pass Acknowledgement.
A copy of the Parking Pass Acknowledgement has been provided to me for my reference.**

Signature

Date

Individual/Group Parking Pass Issue Form

First Name: _____	Vehicle Make: _____
Last Name: _____	Vehicle Model: _____
Company Name: _____	Licence Plate: _____
Project Name: _____	Car Pool: Y N
Contact Number: _____	Names of Passengers: 1) _____
Supervisor: _____	2) _____
Supervisor Number: _____	3) _____
Start Date: _____	4) _____
Projected End Date: _____	Parking Pass Type: _____
Garage Address: _____	Car Pool Control Number: _____

**I have read, understood, and agree to all of the terms listed in the Parking Pass Acknowledgement.
A copy of the Parking Pass Acknowledgement has been provided to me for my reference.**

Signature

Date

Company Parking Pass Issue Form

First Name: _____
Last Name: _____
Job Title: _____
Project Name: _____
Contact Number: _____
Supervisor: _____
Supervisor Number: _____
Start Date: _____
Projected End Date: _____

Company Name: _____
Parking Pass Type: _____
Number of Passes: _____

Notes:	
Garage Address:	

**I have read, understood, and agree to all of the terms listed in the Parking Pass Acknowledgement.
A copy of the Parking Pass Acknowledgement has been provided to me for my reference.**

Signature

Date

Company Parking Pass Issue Form

First Name: _____
Last Name: _____
Company Name: _____
Project Name: _____
Contact Number: _____
Supervisor: _____
Supervisor Number: _____
Start Date: _____
Projected End Date: _____

Company Name: _____
Parking Pass Type: _____
Number of Passes: _____

Notes:	
Garage Address:	

**I have read, understood, and agree to all of the terms listed in the Parking Pass Acknowledgement.
A copy of the Parking Pass Acknowledgement has been provided to me for my reference.**

Signature

Date

Company Parking Pass Issue Form

First Name: _____
Last Name: _____
Company Name: _____
Project Name: _____
Contact Number: _____
Supervisor: _____
Supervisor Number: _____
Start Date: _____
Projected End Date: _____

Company Name: _____
Parking Pass Type: _____
Number of Passes: _____

Notes:	
Garage Address:	

**I have read, understood, and agree to all of the terms listed in the Parking Pass Acknowledgement.
A copy of the Parking Pass Acknowledgement has been provided to me for my reference.**

Signature

Date

APPENDIX D

Emergency Transportation Acknowledgement & Request Forms

Emergency Transportation Acknowledgement

By signing the Emergency Transportation Acknowledgement Form, you are agreeing to follow all the guidelines set in place. This service is paid for and provided by the City of San Francisco's Emergency Ride Home Program (SFERH). It will provide emergency transportation for project personnel who actively utilize alternative transportation, and will transport the individual to their choice destination, at no charge. The following rules will apply:

1. This service is for **EMERGENCY** purposes only. It is not meant to be used as a free ride to doctor's appointments or to get home early. Do not take advantage of the program.
2. Any and all transportation utilized with this service will be thoroughly documented.
3. The following steps must be taken, in order, before you leave the project site:
 - a. Inform the Parking Manager of intent to use the service.
 - b. The Parking Manager will inform SFERH.
 - c. While you wait for the vehicle, fill out the Emergency Transportation Request Form.
 - d. Parking Manager acquires the driver's contact information.
4. The driver will call the Parking Manager once you are dropped off to ensure you arrived safely, and at your intended destination.

Emergency Transportation Request Form

Name: _____
Phone Number: _____
Date: _____
Time: _____

Reason for Emergency Transportation Request (Circle one):

Medical Family Personal Other

Where are you requesting to be dropped off?

What is your final destination?

Same as Above

DO NOT WRITE BELOW THIS LINE

Driver's Name: _____
Driver's Phone Number: _____
Time Called: _____
Time Received: _____
Time Dropped Off: _____

Was the employee dropped off at the requested location? Y N

Notes: _____

APPENDIX E

Bus and Carpool Matching Form



