

MBTA Pass Form/ On-Site Parking

Please complete and submit this form to the Human Resources department if you wish to utilize on-site parking or apply for an MBTA pass.

On-site parking is available to all full-time and part-time staff. Employer sponsored MBTA passes are available to full-time staff and benefits eligible part-time staff who work 20 or more hours per week. Employees may select only one option.

Please provide the following information:					
Classification:	☐ Non-Union	MLA Union	Staff Union		
	Full-time	Part-time (20+ hours)	Part-time (less than 20 hours)		
BENEFIT SELECTION: choose one option only					
МВТА	PASS (Full-time / Par	t-time benefits eligible emp	loyees who work 20+ hours per week)		
On-Site	PARKING (Full-time	and part-time staff)			
Name: Last			First		
Address:					
	Street	City/Town	State ZIP		
College Dept.:_		College Dept.: Office Extension: Cell Number:			
MBTA PASS					
by the 1st of the		ent, or change the type of p	ass you receive, you must notify Human Resources tion, or change. (i.e. to make a change beginning		
by the 1 st of the July 1 st , HR must If your pass is lo	month prior to the t be notified on or b est, notify HR immed	ent, or change the type of possive desired enrollment, cancellate fore June 1st.) iately to cancel the pass. You	ass you receive, you must notify Human Resources		
by the 1 st of the July 1 st , HR mus If your pass is lo remainder of th Many auto insu	month prior to the t be notified on or b est, notify HR immed e month, and receiv rance companies off	ent, or change the type of p desired enrollment, cancella efore June 1 st .) iately to cancel the pass. Yo e a new pass on or before the er discounts to customers w	ass you receive, you must notify Human Resources tion, or change. (i.e. to make a change beginning u will be issued a paper Charlie Ticket for the		
by the 1 st of the July 1 st , HR must lf your pass is lo remainder of the Many auto insureceive the doce.	month prior to the t be notified on or bust, notify HR immed e month, and receiverance companies offumentation to subm	ent, or change the type of possive desired enrollment, cancellate fore June 1st.) iately to cancel the pass. You a new pass on or before the er discounts to customers with to your insurance compared the pass.	ass you receive, you must notify Human Resources tion, or change. (i.e. to make a change beginning u will be issued a paper Charlie Ticket for the set of the following month.		
by the 1 st of the July 1 st , HR must lf your pass is lo remainder of the Many auto insureceive the doce.	month prior to the t be notified on or bust, notify HR immed e month, and receiverance companies offumentation to submed to MBTA Pass you wombta.com/fares_ar	ent, or change the type of possive desired enrollment, cancellate fore June 1st.) iately to cancel the pass. You a new pass on or before the er discounts to customers with to your insurance compared the pass.	ass you receive, you must notify Human Resources tion, or change. (i.e. to make a change beginning u will be issued a paper Charlie Ticket for the ne 1 st of the following month. The regularly utilize public transportation. To y, please contact Human Resources.		



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Vehicle Information:

Upon registration for on-site parking, you will receive a decal that authorizes the vehicle registered below to park on-site at Hood Park. Please note that unauthorized vehicles may be towed by the property owner.

Year	Make	Model	Color	License Plate/State	Vehicle Owner (Y/N)

If you are not the registered owner of a vehicle, list the owner name and address below:

Name	Address	City	State	Zip

I agree to abide by all parking and traffic laws, regulations, and policies of Cambridge College and the Commonwealth of Massachusetts when operating a motor vehicle on campus. I will adhere to all posted signs, permanent and temporary, and cooperate fully with directions issued by the College and the property owner. I understand that unauthorized vehicles may be towed by the property owner. I understand my failure to abide by parking and traffic laws, regulations, and policies may result in internal sanctions, including disciplinary action and/or loss of parking privileges, as determined by the College.

I understand that neither Cambridge College nor the property owner bears any responsibility for vehicles or their contents.

By signing and submitting this form to the Human Resources Department, you certify that all information entered above is true. You also authorize Cambridge College to make the appropriate deduction from your paycheck.

Employee Signature	Date
	HR USE ONLY
	Permit Number: