

Fleet Application

Fleet Program:

The City of Philadelphia offers companies owning multiple vehicles a way of handling vehicle violations on a month by month basis.

Companies must fall into one the following classifications in order to be eligible for enrollment:

1. Contractor parking eligible fleet
2. Rental/Leasing company
3. City government vehicle
4. Taxi
5. Non-contractor parking eligible fleet
6. Government agency

Companies must satisfy the following requirements in order to be eligible for enrollment:

1. Commercial Fleet requires a minimum of three (3) vehicles;
2. Sedan Fleet must have a minimum of five (5) vehicles; and
3. Companies must resolve all outstanding parking tickets before registration into the program can begin.

How the Fleet Program Works

Companies meeting the above criteria submit the owner's name and address, plate # and ID# for each vehicle to be registered into the Fleet Program.

On a monthly basis, an "Open Ticket Report" is sent to each registered Fleet Company listing all open violations on their vehicles. To be in compliance with the provision of Section 12-2804(8) of the Philadelphia Traffic Code, the Fleet Company must either: (A) supply the correct and complete renter's information (see Fleet Change of Responsibility below) as required and return the report to "Fleet Processing, P.O. Box 38562, Philadelphia., PA 19104-8562" prior to the due date listed on the

report; or (B) pay every violation for which complete renter information is not supplied prior to the due date on the report and send a check to "Fleet Processing, P.O. Box 38562, Philadelphia., PA 19104-8562". Fleet Companies are advised to enclose a copy of this report with the payment to ensure proper credit.

A "Delinquent Ticket Report" will be sent to the Fleet Company whenever complete renter information is not sent and when fines are not paid in full by the due date. Applicable monetary penalties will be assessed and the Fleet Company is now responsible for prompt payment in full of ALL tickets appearing on this report. Fleet Companies are required to send payment to "Parking Violations Branch, Fleet Processing Dept., P.O. Box 38562, Philadelphia, PA 19104-8562". Fleet Companies are advised to enclose a copy of this report with the payment to ensure proper credit. Failure to pay in full within 20 days of the "Delinquency Ticket Report" will result in possible suspension of the Fleet Company from the fleet program.

If the Fleet Company contests a parking violation, they must send a separate written request containing relevant information such as ticket number, plate number and the reason why they are contesting it to: Parking Violations Branch, P.O. Box 38562, Philadelphia, PA 19104-8562, Attention Fleet Processing Dept.

Failure to respond in a timely manner to any of the above regulations will subject the Fleet Company to penalties, monetary and/or otherwise, as prescribed by law, including the impounding of vehicles by booting or towing.

Guidelines for Fleet Change of Responsibility:

1. Fleet Companies are required to supply the name and address of the renter or responsible party within 30 days from the date of the "Open Ticket Report". If information is not supplied within 30 days, the Fleet Company will be held responsible for the ticket. Please refer to Philadelphia Traffic Code Section 12-2084(8).
2. The change of responsibility can only be done ONE time. The Fleet Company is responsible for providing accurate names and addresses of the renters or responsible party.
3. If the name and address provided is returned to the Parking Violations Branch as "undeliverable" by the Post Office, the responsibility will be reverted back to the Fleet Company permanently.
4. If the Fleet Company provides a wrong name and address, the responsibility will also be reverted back to the Fleet Company permanently.
5. No foreign addresses are accepted for change of responsibility. The Fleet Company will be responsible for the parking violation in this case.

NOTE: If a vehicle not registered under the program receives a violation, the above regulations DO NOT APPLY. Each vehicle must be registered in order to take advantage of this program.

By signing this enrollment form you agree to the above conditions:

Fleet Number: _____

Company Name: _____

Company Address: _____

Telephone Number: _____

Authorized Signature: _____

Print Name: _____

PPA Signature: _____

