



## FLEET PROGRAM APPLICATION

### Fleet Program:

The City of Philadelphia offers companies owning multiple vehicles a way of paying and appealing vehicle violations on a month-by-month basis.

### Enrollment Eligibility:

**Applicant must fall into one of the following classifications:**

1. Contractor
2. Rental/ Leasing company
3. City Government
4. Taxi/Limousine
5. Non-contractor (delivery service)
6. Government Agency

**Applicant must satisfy the following requirements:**

1. Commercial Fleet requires a minimum of five (5) vehicles. \*
2. Sedan Fleet must have a minimum of five (5) vehicles. \*
3. Companies must resolve all outstanding parking tickets before registration into the program can begin.
4. All vehicles enrolled must be registered to the company and not to an individual.

*\*Excluding Taxicab & Limousines (no minimum).*

Revised: *September 9, 2020*  
*December 12, 2021*  
*May 10, 2022*  
*October 24, 2022*

## **How the Fleet Program works:**

Companies meeting all criteria, may submit an application which should include the company's name, address, state and license plate information for each vehicle to be enrolled. Companies wishing to enroll must also provide current vehicle registrations for each vehicle they wish to enroll. The completed application and accompanying information can be emailed to [PPAFleetProgram@philapark.org](mailto:PPAFleetProgram@philapark.org) or mailed to:

Philadelphia Parking Authority  
Fleet Processing Department  
PO Box 936  
Philadelphia, PA 19105-0936

Once your account is established, you will receive instructions via email for enrollment of your vehicles.

Invoices are sent out monthly via e-mail or USPS to each registered fleet company. The invoice lists all unpaid violations. The invoice needs to be resolved within 30 days of the generated date. Payment can be sent prior to the due date to:

Philadelphia Parking Authority  
Fleet Processing Department  
PO Box 936  
Philadelphia, PA 19105-0936

Mailed payments should include a copy of the invoice. On-line payments can be made on [www.philapark.org](http://www.philapark.org).

## **Contesting Violations:**

If a registered fleet company wishes to contest a violation, they must send a separate request containing relevant information such as the ticket number, license plate information and the reason why they are contesting to [PPAFleetProgram@philapark.org](mailto:PPAFleetProgram@philapark.org) or mailed to:

Philadelphia Parking Authority  
Fleet Processing Department  
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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 but not limited to the impoundment of vehicles by booting or towing and suspension of the company from the fleet program for six months.

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### **Rental and Taxicab/Limousine Change of Responsibility:**

To be compliant with Section 12-2804(8) of the Philadelphia Traffic Code, the registered fleet company must either:

(a.) supply the correct and complete renter's information (see Guidelines for Fleet Change of Responsibility) as required and return the report to Philadelphia Parking Authority, Fleet Processing Department, PO Box 936, Philadelphia, PA 19105-0936, prior to the due date listed on the invoice; or

(b.) pay all violations prior to the due date for which complete renter(s) information is not supplied. Payment should be sent prior to the due date to Philadelphia Parking Authority, Fleet Processing Department, PO Box 936, Philadelphia, PA 19105-0936. Please be advised, an enclosed copy of this report should be included with the payment to ensure proper accounting.

### **Guidelines for Fleet Change of Responsibility:**

Registered fleet companies are required to supply the name and address of the responsible party within 30 days of the generated date of the invoice. If the information is not supplied within 30 days, the registered fleet company will be held responsible for the ticket(s). Please refer to Philadelphia Traffic Code Section 12-2804(8).

The change of responsibility can only be done one time. The registered fleet company is responsible for providing accurate names and addresses for the renter(s) or responsible party.

If the name and address provided is returned to the Parking Violations Branch (PVB) as "undeliverable" by USPS, the responsibility will remain with the registered fleet company permanently.

Foreign addresses are not accepted for change of responsibility.

### **Registration:**

Please note, if a vehicle not registered under the program received a violation, the above regulations **do not apply**. Each vehicle must be properly registered in order to participate in the fleet program. It is the registered fleet company's responsibility to maintain the integrity of their account.

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By signing this enrollment form, you agree on behalf of:

\_\_\_\_\_, to the terms and conditions of the Philadelphia Parking Authority's Fleet Program:

Fleet Number: \_\_\_\_\_  
(Will be filled in by the Authority)

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Philadelphia Parking Authority</b>	
Name: _____	Title: _____
Signature: _____	Date: _____

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# REGISTRATON FORM FLEET PROGRAM

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PHILADELPHIA PARKING AUTHORITY USE ONLY:**

Company ID code: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Initial: \_\_\_\_\_