

Fleet Application

Fleet Program:

The City of Philadelphia offers companies owning multiple vehicles a way of payment and appeal 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
2. Rental/ Leasing company
3. City Government
4. Taxi/Limousine
5. Non-contractor (delivery service)
6. Government Agency

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

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

How the Fleet Program works

Companies meeting the above criteria, submit an application which shall include the company's name, address, state and plate for each vehicle to be enrolled.

On a monthly basis, an invoice is sent via e-mail or USPO to each registered fleet company listing all open violations. The invoice needs to be resolved within 30 days from the generation date. Payment for the invoice can be sent to "Fleet Processing, P.O. Box 38562, Philadelphia, PA 19104-8562 prior to the due date or be paid on-line @ www.philapark.org

If a fleet company contests a violation, they must send a separate request containing relevant information such as the ticket number ,license plate and the reason why they are contesting to: Fleet Processing Department, P.O. Box 38562, Philadelphia PA 19104-8562 or e-mailed to the fleet coordinator at the Philadelphia Parking Authority.

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 limit to the impound of vehicles by booting or towing and suspension of the company from the fleet program for six months.

Rental and Taxicab/Limousine changes of responsibility

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 invoice; 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 accounting.

Guidelines for Fleet Change of Responsibility:

Fleet Companies are required to supply the name and address of the renter or responsible party within 30 days from the date of the "Fleet Invoice". 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 12-2804(8).

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.

If the name and address provided is returned to the Parking Violations Branch as "undeliverable" by the Post Office, the responsibility will remain with the Fleet Company permanently.

If the Fleet Company provides an incorrect name and address, the responsibility will remain with Fleet Company permanently.

No foreign addresses are accepted for change of responsibility.

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 participate in the fleet program. It is the company's responsibility to maintain the integrity of their account.

(revised 09/01/2020)

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: _____

