

Temporary Passes

Temporary stickers are issued for two reasons.

1. As a temporary way to enlarge the fleet for a day or two. Examples are as follows:
 - a. A registered vehicle has to be put in the shop.
 - b. There are more trips scheduled on a particular day than there are PPA registered vehicles to cover them.

**Getting a car from a rental agency or another carrier will cure these problems, but the replacement vehicle is required to display a day pass (temporary sticker).

2. Requests for day passes to be used on vehicles NOT registered to the company requesting the day pass, must be accompanied by a lease agreement.

Requirements to get a Temporary Pass

In order to receive new temporary stickers, the following must be completed prior to your picking up the stickers. Be advised that all STICKER pick-ups are **by appointment only**.

Temporary Pass Issuance:

- 1.) Fax or email the amount of day passes required to the attention of Debra McManus by facsimile to (215) 683-9437 or by e-mail at dmcmanus@philapark.org.
 - a. Requests must be made at least 3 days in advance of intended use for processing in order to reach you in time. You must submit the following vehicle information: VIN, license plate, make, model, and year.
 - b. It would be best to purchase several stickers in advance to have on hand when needed since temporary stickers do not expire until the day they are used. We will not issue temporary passes for use on the same day as requested, absent extreme circumstances.
 1. For stickers purchased in advance, an email must be sent to dmcmanus@philapark.org, wschmid@philapark.org, rblack@philapark.org and ckirlin@philapark.org, identifying the vehicle by license plate, make, model, year and last 5 digits of the VIN. Once the e-mail is received, a confirmation email will be sent back to you, which should be placed in the vehicle prior to the use of the sticker. ***Please note, if a vehicle is randomly stopped and this receipt is not available or the vehicle information provided does not match, the vehicle will be subject to impoundment.***
- 2.) The temporary vehicles are subject to the same standards as are required for an annual sticker including the need to pay all outstanding parking tickets and PPA citations, *with the exception that temporary vehicles are not required to have less than 51,000 miles at time of registering with PPA for single day use.* *****Vehicles must be in compliance with the type of vehicles that would be approved for the rights you have been granted. Example - you cannot use a temporary sticker on an Econoline Van if you have only Luxury Limousine rights.**
- 3.) Temporary passes cost \$25.00 each and are only good for the day, you designate. More than one day of use will require \$25 per day the sticker is used. Only Certified Checks, Money Orders and Credit Cards are accepted for temporary pass payment, unless your company has been approved for checks by PPA.

Temporary Passes should be applied on the passenger side of the windshield, opposite from the state inspection stickers.