

# Carpool Registration Policy

## Definition & Purpose

Carpools are an important alternative to single occupancy vehicles on campus and reduce the demand for parking. A carpool is defined as: two or more employees (that qualify for parking on campus, including spouses) who drive to campus together in one vehicle on a daily basis. All faculty, staff and students are required to pay for parking on campus.

## Policy

Faculty and staff with a valid UW Campus/UW Health ID and who meet all eligibility and priority requirements for annual base lot assignments may register as a member of a carpool. A new carpool registration must be submitted online each year to Transportation Services for approval.

- One carpool member is assigned responsibility for the base lot permit including:
  1. Payment for permit either through payroll deduction, cash, check or credit card.
  2. Returning permit when the carpool is disbanded and/or parking is no longer needed.
  3. Notifying UW Transportation Services when a carpool member leaves and/or a new carpool member joins.
- The permit holder may submit a request for one business alternate lot assignment online for Unit Transportation Coordinator approval.
- One (1) permit (hangtag) will be issued per carpool. Each registered and approved member of the carpool may receive six (6) free temporary one day permits for their assigned base lot each parking year for use on campus when the annual base lot permit is not available.
- Carpool members are eligible to purchase an annual flex, afternoon, moped, motorcycle, night or temporary daily permit.
- Refer to the Annual Base Lot Permit Policy for display options.

## Eligibility Criteria

The following criteria are used by UW Transportation Services in determining carpool eligibility:

- The permit holder must be employed by UW Madison or an affiliated department. All carpool members will need a valid UW Campus/UW Health ID to register as a carpool member. Students cannot be registered as carpool members.
- New members who currently have a base lot assignment must return all current permits and cancel their annual parking assignment before registering as a carpool member.
- The permit holder is responsible for notifying UW Transportation Services of vehicle plate changes as carpool members cancel their assignment.
- Only the designated permit holder qualifies for a payroll deduction.

## Restrictions

- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the gate on a first come basis. Lots restricted for an event will be posted at the entrance to the lot and/or on our webpage at [www.transportation.wisc.edu](http://www.transportation.wisc.edu).
- Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures.
- Carpool members may not register under more than one carpool.
- Carpool members may not register as a carpooler and have an annual Base Lot parking assignment.
- UW Accessible Permits will not be assigned to carpools.
- Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, disabled stalls, motorcycle stalls, loading zones, construction areas, sidewalks, access aisles, driveways, or grass areas or lots staffed during Special Events. Parking in restricted areas may result in a citation.
- If your assigned lot is full, park in a permit stall that is in the next closest non-gated lot to your original assignment. Immediately report your lot as full on our website at <https://fpm-www3.fpm.wisc.edu/Trans/OnlineServices/>.
- Failure to follow UW Transportation Services policies may result in your carpool parking privileges being revoked.

## Related References

- Alternative Transportation Options Policy
- Permit Rate Policy available on Transportation Services webpage
- Emergency Ride Home Policy
- Annual Base Lot Permit Policy
- Payment/Refund/Cancellation Policy
- Lot Full Alternate Parking Policy

## Policy Revisions:

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|----------------|--|
| Policy Number  | TS-43  |
| Effective Date | Permit Year 2013-14  |
| Date Approved  | 4/2002   |
| Revision Dates | <b>3/2003</b> – UW ID & New permit design<br><b>3/2004</b> – Permit Display options<br><b>3/2005</b> – Number of permits issued to carpools<br><b>3/2006</b> – NetID required for all carpool members<br><b>3/2010</b> – Carpools limited to one permit only<br><b>5/2011</b> – Carpool permit policy changed to registration policy<br><b>3/2013</b> – Carpool members qualify for up to 6 free temporary daily permits per registered carpool member |
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