Carpool Permit Policy - Pilot

Definition & Purpose
A carpool with three or more members has a significant impact on lowering the demand for parking on campus and may qualify for a campus carpool permit. All faculty, staff and students if they park on campus are required to pay for parking.

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 apply for a carpool permit. Carpool permit offers will take priority over annual base lot assignments.

- Carpool permits are reserved for carpools with three or more members who meet the eligibility requirements for a campus carpool.
- One carpool member is assigned responsibility for the carpool permit including:
  1. Apply for the carpool permit through the carpool form on the Transportation Services webpage.
  2. Purchasing and selecting a payment method for permit on ebusiness; options include payroll deduction or credit card.
  3. Returning permit when the carpool is disbanded and/or parking is no longer needed.
  4. Notifying UW Transportation Services when a carpool member leaves and/or a new carpool member joins.
  5. Carpool permit owner is responsible for notifying UW Transportation Services when an existing carpool falls below the required 3 member minimum. The carpool will have 30 days to register a new member before their carpool permit is canceled.
- One (1) carpool permit (hangtag) will be issued per carpool. Each 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 permits will be issued on a first come basis to approved carpools.
- Carpool members are eligible to purchase an annual flex, afternoon, moped, motorcycle, park and ride, night or temporary daily permit.
- A carpool permit must be hung from the vehicle's rear view mirror, displayed in a plastic pouch or from a manufacturer’s permit clip on the inside lower left hand corner of the windshield. Remove all items from mirror or window that block the permit from view. Permit must be visible by Field Services staff when the vehicle is parked on campus.

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. Students are not eligible as members of a carpool.
- A new member must return all current base lot and business alternate permits before joining the carpool.
• 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.
• 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 permits do not qualify for a business alternate permit.
• Carpool members may not register as a carpooler and have an annual base lot parking assignment.
• Carpool permits are valid in permit stalls only.
• Carpool 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 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
• Carpool Registration Policy
• Payment/Refund/Cancellation Policy
• Lot Full Alternate Parking Policy

Policy Revisions:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>TS-60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Permit Year 2015-16</td>
</tr>
<tr>
<td>Date Approved</td>
<td>5/2014</td>
</tr>
<tr>
<td>Revision Dates</td>
<td></td>
</tr>
<tr>
<td>File Location</td>
<td>P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2014-15</td>
</tr>
</tbody>
</table>