

Carpool Permit 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) driving to campus together in one vehicle on a daily basis with one designated carpool permit owner. All faculty, staff and students are required to pay for parking on campus.

Policy

Carpool Permits may be assigned to faculty and staff (all carpool members will need a NetID to apply) who meet all eligibility and priority requirements for Annual Baselot assignments. A new carpool application must be submitted online each year to the Unit Transportation Coordinator for approval.

- The Carpool Permit will allow access to one baselot assignment.
- One member of the carpool is assigned the status as Carpool Permit Owner and is responsible for permits and payments including:
 1. Distribute permits to carpool members.
 2. Payment for permits either through payroll deduction, cash, check or credit card.
 3. Returning ALL permits 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.
- Carpool permitholder may submit a request for one Business Alternate lot assignment online for Unit Transportation Coordinator approval.
- Refer to the Annual Baselot Permit Policy for display options.
- One Carpool Permit is provided for each approved member of the carpool with a unique vehicle license plate listed on the carpool application.

Eligibility Criteria

The following criteria are used by UW Transportation Services in determining eligibility for Carpool Permits:

- The Carpool Permit Owner must be employed by UW Madison or an affiliated department. All carpool members will need a valid NetID to apply for a carpool permit. Students cannot be registered as carpool members.
 - New members who currently have a baselot assignment must return all current permits and cancel their annual parking assignment before receiving a Carpool Permit.
 - The designated Carpool Permit Owner is responsible for notifying UW Transportation Services of vehicle plate changes as carpool members cancel their assignment.
 - Only the designated Carpool Permit Owner qualifies for a payroll deduction.
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Restrictions

- Carpool members may not list their vehicles under more than one assignment.
- Carpool members may not hold a Carpool Permit and an individual baselot parking assignment.
- Annual Baselot, Flex, and Park & Ride assignments qualify for carpools.
- UW Disabled Permits will not be assigned to carpools.
- Flex Carpool Assignments will be issued one hangtag (permit).
- Only one vehicle (registered to your Carpool Permit) may be parked on campus at a time; two or more vehicles parked on campus may result in a citation. Additional vehicles must purchase a Temporary Permit.
- Carpool Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, disabled stalls, loading zones, construction areas, sidewalks, access aisles, driveways, or grass areas or lots being used by Special Events. Parking with Carpool Permits in restricted areas may result in a citation.
- There may be times when Carpool permitholders will be notified in writing and required to park in other areas of campus (such as DCI and WIAA, and for lot maintenance or construction). This is a condition of your acceptance of the annual carpool parking assignment.
- If your assigned lot is full, park in a permit stall that is in the next closest non-gated lot to your original assignment. You must immediately report this on the Lot Full Page 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
- Emergency Ride Home Policy
- Annual Baselot Permit Policy
- Payment/Refund/Cancellation Policy
- Lot Full Alternate Parking Policy

Policy Revisions:

Policy Number	TS-43
Effective Date	Permit Year 2009-10
Date Approved	4/2002
Revision Dates	3/2003 – UW ID & New permit design 3/2004 – Permit Display options 3/2005 – Number of permits issued to carpools 3/2006 – NetID required for all carpool members
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10
