

## **CARPOOL GUIDELINES**

### **Objective**

- Support the University's commitment to embrace sustainability programs and policies that minimize negative effects on the environment
- Reduce the demand for parking spaces and minimize traffic congestion

### **Who can Car Pool**

- Faculty, Staff, and Students that are University Affiliated

### **What are Car Pool Qualifications**

- A Car Pool consists of 2 or more participants that meet the following criteria: Each Participant must
  - Register a separate vehicle
  - Work similar work hours
  - Work in a University location where parking permits are required

\*Permits will be issued upon payment or signatures for payroll deductions from all car pool members\*

### **Where are Car Pool Permits Valid**

- Car Pool permits are valid for the Lot that is written on the permits
- Car Pool Permit Holders can park in the Garage after 2:15 on levels 4, 5, and 6, Lot 3 after 5pm, and MRB after 6pm

### **How do Car Pools Work**

1. Each vehicle is assigned a Car Pool Permit
  - It must be displayed on the vehicle at all times
  - It can be adhered to the window or on a hangtag
  - It will state the lot that they can car pool in
2. Each Car Pool is assigned one Hang Tag Car Pool Permit to share
  - The vehicle that will be driven for the day must have 2 permits displayed - one will be the permit assigned to the vehicle and the other is the car pool hangtag
3. Each participant is assigned 24 Dashboard Permits for the year
  - These permits are used if a car pool participant is unable to drive with the car pool for that day and will drive an alternate vehicle
  - They must properly display their vehicle Carpool permit and 1 Dashboard permit marked appropriately for that day
  - Each Dashboard permit is only valid for 1 day and must be marked appropriately
  - When parking in a Visitor Lot, the dashboard permit must be handed to the attendant on the way out of the visitor lot
4. If a Car Pool participant cannot remain in the Car Pool or if the entire Car Pool is disbanded
  - The Medical Center Parking Office must be notified
  - The car pool participant(s) must return their permit(s) and Lockbox
  - A new permit will be issued for the parking lot that is currently available

\*In the Event of a verified emergency situation, Medical Center Parking will provide a "guaranteed ride home"\*