

# Carpool Policy

## Definition & Purpose

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

## Policy

Faculty and staff with a valid UW Wiscard/UW Health ID who meet all eligibility and priority requirements for annual base lot assignments may apply for a carpool permit and/or register as a member of a carpool. Carpool permit offers will take priority over annual base lot assignments. A new carpool registration must be submitted online each year to Transportation Services for approval and a carpool permit must be applied for each year.

- 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 car pool permit including:
  1. Registering the carpool and (if applicable) applying for the carpool permit through the carpool form on the Transportation Services webpage.
  2. Purchasing and selecting a payment method for a permit. Options include payroll deduction, cash, check, or credit card.
  3. Returning the 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 three (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 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 permits will be issued on a first come basis to approved carpools and do not go through the priority assignment process.
- Carpool members are eligible to purchase an annual Flex, afternoon, moped, motorcycle, park and ride, night or temporary daily permit.
- Refer to the Annual Base Lot Permit Policy for display options.

## Eligibility Criteria

UW Transportation Services uses the following criteria in determining carpool eligibility:

- The permit holder must be employed by UW-Madison or an affiliated department. All carpool members need a valid UW Wiscard/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.
- The permit must be hung from the vehicle's rearview mirror or displayed in a plastic pouch on the inside lower left-hand corner of the windshield. Remove all items from the mirror or window that block view of the permit. The full permit must be visible when the vehicle is parked on campus.

## Restrictions

- 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. Carpool members may have a Flex parking permit.
- Carpool permits are valid in permit stalls only.
- UW Disabled (DIS) and business alternate permits will not be assigned to carpools.
- Permits are not valid in restricted areas such as: fire lanes, timed parking stalls, reserved stalls, disabled stalls without a state DOT permit, disabled stall access aisles, loading zones, construction areas, sidewalks, driveways or grass areas. Unless otherwise noted, those parking with permits in restricted areas may be subject to citation or tow at the owner's expense.
- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the lot entrance on a first come basis. Lots restricted for an event will be posted at the lot entrance and/or at [transportation.wisc.edu](http://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, whenever possible. Permit holders may be relocated at any time.
- Vehicles may not be stored (parked without moving) for more than 72 hours without permission from Transportation Services. Stored vehicles are subject to citation or tow at the owner's expense.
- The permit holder is responsible for returning their permit, along with the cancellation form, to notify Transportation Services when employment is terminated and/or the parking assignment is no longer needed. The permit holder will be charged for each day the permit is assigned to them. Refunds or payroll deduction cancellations will not be processed until the permit is returned to Transportation Services.
- If your assigned lot is full, park in a permit stall in the next closest non-gated lot. You must immediately report to UW Transportation Services which lot is full, your vehicle information and the reason for relocating.
- Report lost/stolen permits or passes to Transportation Services immediately. Customers may be assessed a fee for replacing lost or stolen permits.
- Vehicles using altered or counterfeit permits are subject to ticket and tow.
- Failure to follow UW Transportation Services policies may result in revoked parking privileges.

## Related References

- Alternative Transportation Options Policy
- Annual Base Lot Permit Policy
- Emergency Ride Home Policy

- Payment/Refund/Cancellation Policy
- Permit rates available on Transportation Services website

**Policy Information:**

Policy Number	TS-43 + 60
Date Approved	4/2002 + 5/2014
Revision Dates	<p><b>3/2003</b> – UW ID &amp; new permit design</p> <p><b>3/2004</b> – Permit Display options</p> <p><b>3/2005</b> – Number of permits issued to carpools</p> <p><b>3/2006</b> – NetID required for all carpool members</p> <p><b>3/2010</b> – Carpools limited to one permit only</p> <p><b>5/2011</b> – Carpool permit policy changed to registration policy</p> <p><b>3/2013</b>– Carpool members qualify for up to 6 free temporary daily permits per registered carpool member</p> <p><b>3/2018</b> – Merged carpool registration and carpool permit policies into a single carpool policy; updated restrictions section</p>