Each person in the carpool will have to sign and date this application. Additionally, each person in the carpool group will need to provide the information below:

○ Copy of TU OneCard   ○ Proof of Current Address   ○ Proof of Vehicle Registration   ○ Class/Work Schedule

Please review the checklist before submitting your application. Upon approval, participants will be notified via email within 10 business days. Carpool participants will automatically be eligible for Guaranteed Ride Home and four free parking codes per semester through the Sustainable Transportation Program.

Primary Contact - Permit Holder

Name: _____   TU ID#: _____

Local address: _____   City, State, Zip: _____

Main phone #: _____   Alternate phone #: _____   TU email address: _____

License Plate	State	Vehicle Make	Vehicle Model
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____

Rider 2- Permit Purchase Restricted

Name: _____   TU ID#: _____

Local address: _____   City, State, Zip: _____

Main phone#: _____   Alternate phone #: _____   TU email address: _____

License Plate	State	Vehicle Make	Vehicle Model
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____

Rider 3- Permit Purchase Restricted

Name: _____   TU ID#: _____

Local address:		City, State, Zip:	
Main phone#:	Alternate phone#:	TU email address:	

License Plate	State	Vehicle Make	Vehicle Model
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____

Rider 4- Permit Purchase Restricted

Name:	TU ID#:
Local address:	City, State, Zip:
Main phone#:	Alternate phone#:	TU email address:

License Plate	State	Vehicle Make	Vehicle Model
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____

As a participant in the carpool program, I agree to adhere to the carpool program's rules and regulations, local parking and traffic laws, and the university parking regulations found on the Parking & Transportation Services' website. I understand the carpool program is designed to allow multiple individuals to drive to and from campus together in a single vehicle. It is not intended for individuals to "share a permit" and drive vehicles separately to campus. Individuals found sharing a parking permit are subject to a $300 fine each and other university sanctions. I also recognize that my individual visitor codes may only be used by me (codes non-transferable). I understand that Parking & Transportation Services must be notified If I am no longer participating In a carpool group.

Signature/Date: _____   Signature/Date: _____

Signature/Date: _____   Signature/Date: _____

Office Use Only - Customer Service Associate

Required Documentation included needed for each participant:

◯ Copy of TU OneCard   ◯ Proof of local address (driver's license, lease, other)   ◯ Vehicle registration   ◯ Class or work schedule

    Date received: _____   Received by: _____

Office Use Only Customer Service Specialist

Approved: ___ Yes ____No   Reason for denial: _____

Notes: ____ Updated customer record   ____ Updated vehicle record   ____ Scanned   ____ Permit number

Reviewed and completed by: _____   Date: _____

Parking & Transportation Services - Towson University - 8000 York Rd, Towson MD 21252 - 410-704-PARK - towson.edu/parking

TU TOWSON UNIVERSITY.

Towson University Carpool Program Rules and Regulations

Purpose

Parking and Transportation Services is committed to providing alternative transportation options to the campus community. We encourage faculty, staff and students to take advantage of the Carpool Program. The program is designed to allow two to four individuals, who are driving to campus together at the same time, to associate a single permit with multiple vehicles (maximum of three eligible vehicles to be registered per person). Individuals who carpool are given up to four free daily parking codes per semester and are offered a guaranteed ride home when an emergency or last minute schedule change leaves them without transportation.

Eligibility

All members of the carpool must be employed or registered at Towson University. All carpool participants are required to have compatible schedules on the main campus and live in a reasonable commutable path. If the Individuals are routinely driving their vehicles separately, even at different times or on different days, they may not participate in the Carpool Program. Participants who are not riding together and drive multiple vehicles to campus are subject to a fine of $300 each as well as other sanctions for sharing a permit. Resident students are not eligible to participate in the Carpool Program.

Benefits

Carpoolers can take advantage of many benefits including:

- ❖ Financial savings: Share the cost of a parking permit and savings, the cost of gas, and the wear and tear on your vehicle.
- ❖ More convenience: Less stressful commute
- ❖ Contribute to a cleaner environment: One less car on the road equals fewer gas emissions
- ❖ Automatic enrollment In the Sustainable Transportation Program: The program offers four free parking codes per term. Parking codes will be valid in overflow areas and any visitor space on campus for students, faculty and staff. ***Please note: 1) Parking in overflow areas would be preferable in order to reserve space for general visitors coming to campus. 2) Parking codes are nontransferable and are only for use by approved applicants. University sanctions may apply for those in violation***.

Understanding the Carpool Program

- ❖ All the members of the carpool must sign the application and agreement and return the form to: Parking & Transportation Services, Attn: Customer Service Specialist, 8000 York Road, Towson, MD 21252. You may also email it to upark@towson.edu or fax 410-704-3370.
- ❖ The carpool group must determine who will purchase and buy the permit prior to submitting the application. The permit must be an annual or term (semester) permit only. Current permits belonging to other individuals in the carpool, besides the primary contact, must be canceled with the Auxiliary Services Business Office (ASBO). Applicable refunds will apply. All members of the carpool group, except the primary contact, will be restricted from purchasing a permit once the application is approved.
- ❖ Only one of the registered carpool groups' registered vehicles may be parked on campus at a time. If a carpool participant needs to drive separately from the carpool group, that participant must use one of their four issued parking codes.
- ❖ Each carpool vehicle must be registered with the carpool group. All members of the carpool will need to submit proof of current address (driver's license, registration, etc.) a copy of registration certificate for each vehicle, a copy of their TU OneCard, and a class/work schedule that shows compatibility between all participants.
- ❖ All carpool participants are responsible for knowing and complying with the parking regulations on campus. Visit www.towson.edu/parking to review the rules and regulations.
- ❖ The carpool application will be approved at the discretion of Parking & Transportation Services upon review of all documentation.
- ❖ If the carpool dissolves, applicable refunds may be issued based on a refund request and applicable rules and regulations.
- ❖ Applications are to be renewed once the permit expires (I.e. each academic year for annual permits and each term (semester) for term permits).
- ❖ If there are extenuating circumstances, exception request can be submitted. Decisions will be made at the discretion of Parking & Transportation Services.

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