



AN HONORS UNIVERSITY IN MARYLAND

UMBC POLICY ON CARPOOLING
UMBC Policy # VI 9.00.01

I. POLICY STATEMENT

This policy on carpooling is intended to define the conditions under which carpooling will be handled on UMBC’s campus.

II. PURPOSE FOR POLICY

UMBC is committed to reducing our carbon footprint and improving air quality. The carpooling program is one strategy for UMBC to achieve these goals as well as save wear and tear on individual’s vehicle and reduce traffic congestion.

III. APPLICABILITY AND IMPACT STATEMENT

This policy is applicable to students, faculty and staff at UMBC who are interested in carpooling. The impact of this policy is to encourage our campus community to consider carpooling and contribute to UMBC’s climate commitment to reduce our carbon footprint.

IV. CONTACTS

Direct any general questions about this University Policy first to your department’s administrative office. If you have specific questions, call the following office:

Subject	Contact	Telephone	Email
Policy Clarification	Parking Services Manager	410-455-2551	parking@umbc.edu

V. UNIVERSITY POLICY

A. Use: UMBC Parking Services is responsible for the administration of all parking on campus. The specific parameters for carpooling on campus are as follows:

- All members of the carpool must have a current affiliation with UMBC (employee or student) and live off campus.
- A carpool consists of two or more individuals sharing one permit per carpool. Carpool members may have more than one vehicle. Each participant must register at least one vehicle to the carpool.
- The carpool permit holder and all riders will be connected to the carpool permit and not eligible for another permit with the exception of temporary permits as noted below.

- Responsibility for citations issued to any vehicle belonging to the carpool will rest with the applicable carpool member based on the license plate/tag identified on the citation.
- Separate carpool zones will be designated for students and employees by Parking Services.
- On days that carpool members must drive their own vehicle individually, temporary permits will be available at Parking Services. The number of temporary permits available to carpool members will be designated by Parking Services.
- Carpool spaces will be added or removed from parking lots as warranted by need and regular use as determined by Parking Services.
- Parking Services must be notified if a member is no longer affiliated with UMBC or wishes to leave the carpool. If the carpool dissolves, members will be eligible to purchase and/or receive the appropriate zone permit.

B. Documentation:

- Individuals wishing to become part of the carpool program can register by completing the application and returning the form to Parking Services.
- A carpool permit will be issued after the verification process is complete.
- Once the carpool is approved, all potential carpool members must collectively make an appointment with Parking Services at 410 455-2551 in order to return their active permits and receive the carpool permit.

VI. DEFINITIONS

Carpool	Consists of two or more individuals sharing one permit per carpool in which these individuals are traveling together in the same vehicle. Carpool members may have more than one vehicle. Each participant must register at least one vehicle to the carpool.
Carpool spaces	Those parking spaces designated by Parking Services for those with a carpool permit.
Carpool permit	Permit issued by Parking Services to designate a carpool.
Primary Carpool Member	Person in the carpool who is responsible for the carpool permit, all vehicles associated to the permit, and all citations issued under the carpool permit. Person responsible for notifying Parking Services if a carpool member is no longer affiliated with UMBC or wishes to leave the carpool.
Responsible Administrator	The Chief of Police or senior administrator charged with the responsibility for creating, implementing, updating and enforcing University Policies as required in his/her area of administrative authority.
Responsible Department or Office	Office of Parking Services

VII. APPROVAL AND PROCEDURES

- A. Pre-approval is not applicable.
- B. Approval is required from the Manager of Parking Services prior to the issuance of the carpool permit.
- C. Procedures: The procedures and forms associated with this carpool policy are available on the Parking Services website at parking@umbc.edu.

VIII. DOCUMENTATION: The required documentation is identified in the associated procedures which are available on the Parking Services website at parking@umbc.edu.

IX. RESTRICTIONS AND EXCLUSIONS:

- Motorcycles, scooters and mopeds are excluded from the carpool program.
- The carpool permit holder and all riders will be connected to the carpool permit and not eligible for another permit with the exception of temporary permits as noted above.
- Individuals falsely participating in the carpool program will result in cancellation of carpool privileges and subject to parking fines.
- Carpool permits are not valid in ADA spaces, reserved spaces, or any visitor space.
- Carpool permits are not transferrable.
- Employee carpools will be valid for the academic year. Student carpools will be valid for a semester. Carpool permits can be renewed as provided in the associated procedures which are available on the Parking Services website at parking@umbc.edu

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES: None

Policy Number: VI 9.00.01

Policy Section: Fiscal and Business Affairs

Responsible Administrator: Chief of Police or senior administrator as noted in IV above

Responsible Office: Office of Parking Services

Approved by President: 5/10/11

Originally Issued: 5/10/11

Revision Date(s): _____ (date)