

Carpool Permit Guidelines

Carpooling is a great way to get to and from campus and is an important alternative to single-occupancy vehicles. It helps minimize impact on the environment, reduces the demand for parking spaces, and decreases traffic congestion.

Eligibility

Faculty, staff, and students who are eligible for an individual parking permit may register as a member of a carpool. Students must submit a new carpool registration form each year to the Transportation and Parking Department.

Important Notes

- Each carpool participant must:
 - register a separate vehicle;
 - work similar hours; and
 - work in a University location where parking permits are required.
- When registering for a carpool permit, all participants must be present at the Parking office.
- The carpool group is deactivated if a member leaves the group and the account is not updated.
- At least one member must act as the carpool coordinator and has the following responsibilities:
 - Call Transportation and Logistics at (585) 275-4524 when a carpool member leaves the University or leaves the carpool group; and
 - Return the hangtag and AVI tags if the carpool is disbanded. A carpool is considered disbanded when:
 - A carpool member leaves the group and the account is not updated; and/or
 - The payroll deduction has been cancelled from one of the members and the carpool was not updated.
- One shared carpool tag will be issued per carpool and must be transferred back and forth to the registered car of any member of the carpool group.
- Each carpool member will be issued occasional parking passes to use on days when circumstances require members to drive separately.
- If more than one vehicle in the carpool group is on campus, a citation will be issued. Members who need to drive separately from the carpool on any day must use an occasional parking pass to avoid a citation.

Guaranteed Ride Home Program

In the case of emergency, the Transportation and Logistics Department offers a free transportation service to quickly get you where you need to go. Call (585) 275-4524 to arrange your ride.