

## **Wake Forest University Carpool Program Procedures and Policy**

Wake Forest University encourages faculty and staff to share the ride to and from campus in an effort to reduce reliance on single occupancy vehicular travel. Ridesharing saves money and gas, and reduces air pollution.

### **How it Works:**

Two or more employees who live near one another, or along the same commuting route, and who work similar hours, can register with the Parking and Transportation office as a carpool. Members of a carpool agree to forfeit their individual parking permits and are issued one carpool hangtag, at no cost, to be exchanged between drivers. Each individual vehicle that will use the carpool hangtag must be registered with the Parking and Transportation office. Members of the carpool can choose one location on campus to which they would like to park closest and the Parking and Transportation office will designate a carpool space as near to that location as possible. At the time of registration, each member of the carpool will be issued four (4) daily parking passes to use for an individual vehicle that can be used throughout the year to accommodate special commuting circumstances.

### **Getting Started:**

- If you haven't already identified a rideshare partner, visit <http://www.zimride.com/wfu/> to join the secure WFU online ridesharing network to find potential carpool partners. Using your home and work addresses, you will be matched to nearby commuters with similar schedules. Your home address will never appear on match lists.
- When you receive your list of matches, you may choose whom to contact. There are no obligations or requirements.
- Once a carpool is formed, the group will designate a point of contact (POC). The designated POC will visit the Parking and Transportation office to complete an application listing all carpool members and their vehicles.
- Each individual carpool member must also visit the Parking and Transportation office and provide the following:
  - WFU ID
  - Proof of ownership for the vehicle he/she will drive to campus

### **Eligibility and Rules:**

- The carpool program is open to all Wake Forest faculty and staff currently employed by the University.
- Carpool groups must consist of two (2) or more participants.
- Participants should live along a reasonable commuting path and work similar hours.
- Each carpool member must return any individual WFU parking permit(s).
- One carpool hangtag is issued and shared between the members of the carpool group.
- Carpool hangtags are not interchangeable between carpool groups.
- One member of each carpool is designated as the Point of Contact (POC).
- All vehicles used by carpool members must be registered with the Parking and Transportation office.

- Members of the carpool can choose a location on campus to which they would like to park nearest and Parking and Transportation will designate a carpool space as near to that location as possible.
- At the time of registration, each member of the carpool will be issued eight (8) daily-use hangtag parking permits for the year, or four (4) per semester if registering for one semester only. Users will clearly mark the daily-use hangtag permits with the date of use. Vehicles displaying daily-use hangtags that are not appropriately marked will be cited.
- Carpool groups can register at any point during the year and will need to renew registration during the annual parking permit registration period in order to receive new daily-use hangtags for the new academic year.
- In the event a carpool disbands, the Parking and Transportation office must be notified. If a carpool is made up of just two (2) employees, the remaining member will have 30 days to fill the vacancy. If the vacancy remains unfilled after 30 days, the carpool will be considered void and the remaining member must return the carpool hangtag to the Parking and Transportation office and apply for an individual permit.
- Any participant providing fraudulent information in order to obtain a carpool permit will be removed from the carpool eligibility list. The vehicle displaying the fraudulently obtained permit may also be cited and booted or towed at the owner's expense.

**Emergency Ride Needs:**

- In the case of a personal or family emergency, the Parking and Transportation office will reimburse a carpool member for cab fare upon submission of a valid receipt.
- In the case of scheduled appointments or other driving needs during the workday, carpool members are encouraged to maintain a membership in Zipcar. Any of the four vehicles in the WFU shared fleet can be reserved and used as needed at a low hourly rate.
- Additional daily-use hangtags are available for \$5.00 each at the Parking and Transportation office.