

# Annual Car Pool Parking Permit

## Definition and Purpose

Car pools are an important alternative to single occupancy vehicles on campus and reduce the demand for parking. A car pool is defined as: two or more employees (that qualify for parking on campus, including spouses) or students who drive to campus together in one vehicle on a daily basis. All faculty, staff and students who park vehicles on campus are required to pay for parking.

## Rules and Regulations

Faculty, staff and students with a valid GT Campus ID and who meet all eligibility and priority requirements for an annual individual parking permit may register as a member of a car pool. A new car pool registration must be submitted on-line each year to PTS for approval.

- One car pool member (captain) is assigned responsibility for the base lot permit including:
  1. Payment for permit either through payroll deduction, cash, check or credit card, or Bursar's account.
  2. Returning permit when the car pool is disbanded and/or parking is no longer needed.
  3. Notifying PTS when a car pool member leaves and/or a new car pool member joins.
- One (1) permit (hangtag) will be issued per car pool. Upon request each registered and approved member of the car pool may receive twelve (12) complimentary days of parking per permit year.
- The day passes can only be requested at the PTS office on the day in which parking is needed.
- Free day passes are non-transferrable and expire at the end of the day at midnight.
- Refer to the Annual Individual Parking Permit for display options.
- Annual carpool permit holders may park in non-residential and gated parking areas from 5:00 p.m. – 8:00 a.m. Monday – Thursday. (Carpool prox permits can be used to access gated areas after hours). Permits may also be used from 5:00 p.m. through 8:00 a.m. Monday for weekend access. **After-hours access for the E45 and E81 parking zones is granted from 5:00 p.m. – 6:00 a.m. weekdays. The E40 parking lot at Turner Place is unavailable to non-E40 permit customers after-hours.**
- Procedures for applying for a car pool permit on line can be found at <http://pts.gatech.edu>

## Eligibility Criteria

The following criteria are used by PTS in determining car pool eligibility:

- The permit holder must be employed by GT or an affiliated organization or a current student of Georgia Tech. All car pool members will need a valid GT Campus ID (BuzzCard) to register as a car pool member. Students who live on campus cannot purchase a car pool permit nor be participants for a carpool permit.
- New members who currently have an Annual Individual Parking Permit must return all current permits and cancel their annual parking assignment before registering as a car pool member.
- The permit holder is responsible for updating vehicle changes via The Driver's Seat at <https://driverseat.pts.gatech.edu>, or notifying PTS to make vehicle changes. Only faculty and staff qualify for payroll deduction and the designated permit holder (car pool captain) will be charged for the cost of his or her car pool permit.
- All participants applying for the car pool permit must live at least 0.5 miles away from Georgia Tech's main campus boundaries.

## Restrictions

- PTS has the right to reserve lots/decks for event parking on campus. Parking may be sold in advance or at the gate on a first come basis. Lots restricted for an event will be posted at the entrance to the lot and/or on our website: [www.pts.gatech.edu](http://www.pts.gatech.edu)
- PTS has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures.
- Car pool members may not list their vehicles under more than one assignment.
- Car pool members may not register as a carpooler and have an Annual Individual Parking Permit.
- Permits are not valid in restricted areas such as: fire lanes, meters, reserved stalls, disabled stalls, motorcycle stalls, loading zones, construction areas, sidewalks, access aisles, driveways, or grass areas or lots staffed during Special Events. Parking in restricted areas may result in a citation.
- If your assigned lot is full, park in a permit stall that is in the next closest non-gated, non-residential lot to your original assignment. Immediately report your lot as full on our website at <http://www.pts.gatech.edu> by completing an **out-of-area request**. **Note that permit holders may not park in the E44 parking location as an alternate out-of-area location.**
- Failure to follow PTS policies may result in your car pool parking privileges being revoked.

## References:

Annual Individual Parking Permit  
Alternative Transportation

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| Number                 | PTS-  |
| Effective Date         | Permit Year 2015-16                             |
| Date Created           | November 8, 2012                                |
| Date Approved          | March 14, 2013                                  |
| Date Reviewed by Legal | March 14, 2013, March 31, 2015, August 19, 2015 |
| Revision Dates         |   |
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