

Annual Carpool Parking Permit

Definition and Purpose

Carpools are an important alternative to single occupancy vehicles on campus and reduce the demand for parking. A carpool is defined as: two or more employees (including spouses) or students who drive to campus together in one vehicle on a daily basis, who qualify for parking on campus. 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 who meet all eligibility requirements for an annual individual parking permit may register as a member of a carpool. A new carpool registration must be submitted on-line each year to PTS for approval.

- One carpool member (captain) is assigned responsibility for the permit including:
 1. Payment for the permit through either payroll deduction, cash, check or credit card, or Bursar's account (students only).
 2. Returning the permit when the carpool is disbanded and/or parking is no longer needed.
 3. Notifying PTS when a carpool member leaves and/or a new carpool member joins.
- One (1) permit (hangtag) will be issued per carpool.
- Upon request each registered and approved member of the carpool 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.
- The complimentary day passes are non-transferrable and expire at the end of the day at midnight.
- Refer to the Annual Individual Parking Permit for display guidelines.
- All Carpool Permits are issued with a proximity (prox) chip affixed to the back of the permit. The prox chip is used to gain access entry into access controlled (gated) locations. It is also required to exit the E81 and W23 parking decks.
- Carpool permit holders must tap their permit on the entry prox reader at gated locations to enter, and the exit reader at the E81 and W23 parking locations to exit the deck.
- Annual Carpool Permit holders may park in non-residential ungated and gated parking areas from 5:00 p.m. – 8:00 a.m. Monday – Thursday. (The Carpool Permit must 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 carpool permit on line can be found at <http://pts.gatech.edu>

Eligibility Criteria

The following criteria are used by PTS in determining carpool eligibility:

- The permit holder must be employed by GT or an affiliated organization or a current student of Georgia Tech. All carpool members will need a valid GT Campus ID (BuzzCard) to register as a carpool member.
- Students who live on campus, and persons living in non-GT student-oriented housing adjacent to campus may not purchase a Carpool 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 carpool member.

- The permit holder must register their vehicle, and is responsible for updating vehicle changes via The Driver's Seat at <https://driverseat.pts.gatech.edu>. Only faculty and staff qualify for payroll deduction and the designated permit holder (carpool captain) will be charged for the cost of his or her Carpool Permit.
- All participants applying for the Carpool 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
- PTS has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures.
- Carpool members may not list their vehicles under more than one permit assignment.
- Carpool members may not register as a carpooler and have an Annual Individual Parking Permit.
- Carpool captains cannot be changed. The original carpool captain must remain the captain throughout the duration of the active permit. If the captain is no longer a member of the carpool, the carpool must be canceled and a new carpool formed.
- Permits are not valid in restricted areas such as fire lanes, metered spaces, reserved stalls, disabled stalls, motorcycle stalls, loading zones, construction areas, sidewalks, access aisles, bike lanes, 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 or the E40 Turner Place lot 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

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	August 19, 2015, December 7, 2017
File Location	

