

CARPOOL INFORMATION SHEET

RIDERSHIP REQUIREMENTS

A carpool must include at least three persons riding together in one vehicle to and from the UAMS Campus from an off campus residential location. Employees approved for Carpool parking should register their vehicles with UAMS Parking Operations. One carpool hangtag will be issued to each carpool free of charge. Lost hangtags will be charged a replacement fee of \$10.00. Each member of the carpool should purchase a carpool decal to be placed on the back window or bumper on the driver's side of the vehicle. Cost is \$2 per decal.

UAMS Parking Office must be contacted if established carpool fails to meet the ridership requirements. If a member drops out of a registered carpool, for any reason, the remaining members must recruit a replacement in order to meet the minimum ridership requirements. The replacement must register with Parking Operations within 1 week or the carpool will forfeit their carpool privileges.

Participants of the Carpool program must be UAMS Employees. All parking fees will be payroll deducted.

ANNUAL REGISTRATION

To maintain carpool status all participants must register annually. This will enable the Parking Office to assure information on file is correct and to distribute the new hangtags and daily use passes.

DAILY USE PASSES

Each registered member of the carpool will receive 6 daily use passes per year. The passes are for carpool members to use if for any reason they are unable to carpool. The passes can be used to park in the visitors area of the perspective deck. The vehicle must have a daily use pass displayed from the rear view mirror and a carpool decal. The pass should reflect the carpool decal number attached to the vehicle. The daily use pass should be turned in to the booth operator upon exiting the deck along with the spitter ticket that was pulled upon entry. Additional passes can be purchased from Parking Operations for \$7 each with a maximum of six per year. ***Parking Operations is not responsible for lost Daily Use Passes.***

CARPOOL RESERVED AREA

Only one vehicle from the registered carpool may be parked in the reserved carpool area at any given time. Both the Carpool hangtag and the UAMS carpool parking decal should be properly displayed to avoid receiving a parking citation. The Carpool hangtag should hang from the rearview mirror. The decal should be placed on the back window or bumper on the driver's side of the vehicle.

If it is necessary, for a day, to drive a vehicle registered as part of a carpool to campus without a Carpool hangtag, please contact UAMS Parking Operations to be placed on the "no citation list". *For example*; if the primary driver will be out for any reason and the remaining carpool members do not have access to the official carpool hangtag, the remaining members of the carpool can park 1 vehicle in the designated carpool area. However, they will need to be placed on the "no citation" list.

As always, you will need to contact UAMS Parking in the event you have driven a vehicle that has not been registered with UAMS Parking Operations.

PARKING OFFICE CONTACT INFORMATION

1. The Parking Department is located on the 2nd floor of the Distribution Center at 7th & Cottage.
2. The office hours are 7:30 am – 4:00 pm. Monday through Friday.
3. You can reach us at 526-PARK (7275) or at <http://www.uams.edu/campusop/depts/po>

PARKING DECK ACCESS

Each member of the Carpool will have access to the Deck by using either their ID Badge or a Key Card depending on the technology of the equipment installed on the deck.

1. Parking 1 (South Deck)

- a. The employee entrance/exit gates are located on Shuffield Drive.
- b. Your UAMS ID badge will be programmed for 24 hour access and will be utilized to enter and exit the gates.
- c. The carpool area of Parking 1 (South Deck) is on Level 2.

2. Parking 2 (North Deck)

- a. The employee entrance gates are D level on the west side and E level on the east. The exits are on B, D and F level.
- b. Your North Deck key card will be programmed for 24 hour access and will be utilized to enter the gate. A \$5.00 deposit is required for each key card.
- c. The carpool area of Parking 2 is on Level C South.

3. Parking 3 (East Deck)

- a. The employee entrance/exit gates are located at 4th & Cedar.
- b. Your UAMS ID badge will be programmed for 24 hour access and will be utilized to enter and exit the gates.
- c. The carpool area of Parking 3 is on Level 4A

PARKING ENFORCEMENT

Carpool members must abide by all the UAMS Parking regulations and policies. Parking is enforced 24 hours a day, 7 days a week. Citations will be issued in the following instances as specifically related to the carpool program:

- Employee vehicles parked in a visitor area without the Daily Use Pass and carpool decal displayed
- Vehicles without carpool decal and carpool hangtag in the carpool area
- Vehicles with carpool decal in general employee or visitor area

Misuse of the carpool permit will subject carpool applicants to cancellation of the carpool permit, parking citations or fines, and booting or towing at the operators expense.

SMOKING POLICY

UAMS is a smoke free campus. Please do not smoke in the decks or in your personal vehicle while in the deck. Violators will be reported to their supervisor and could lose parking privileges. We ask for your help in keeping our parking areas clean.