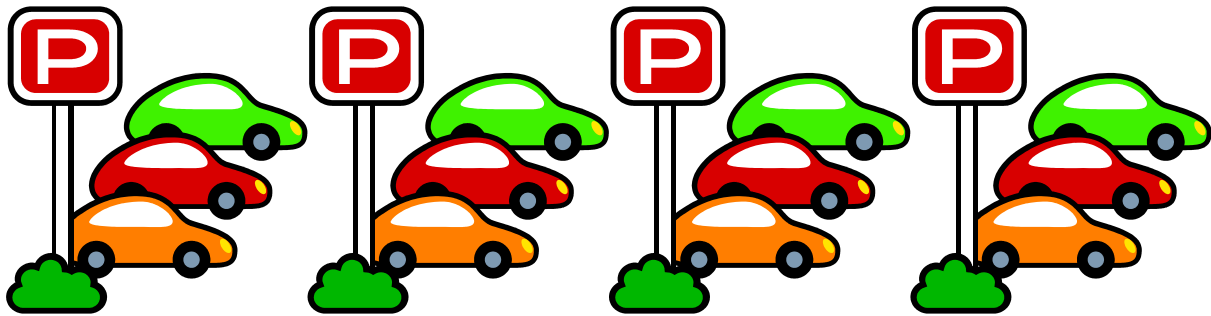
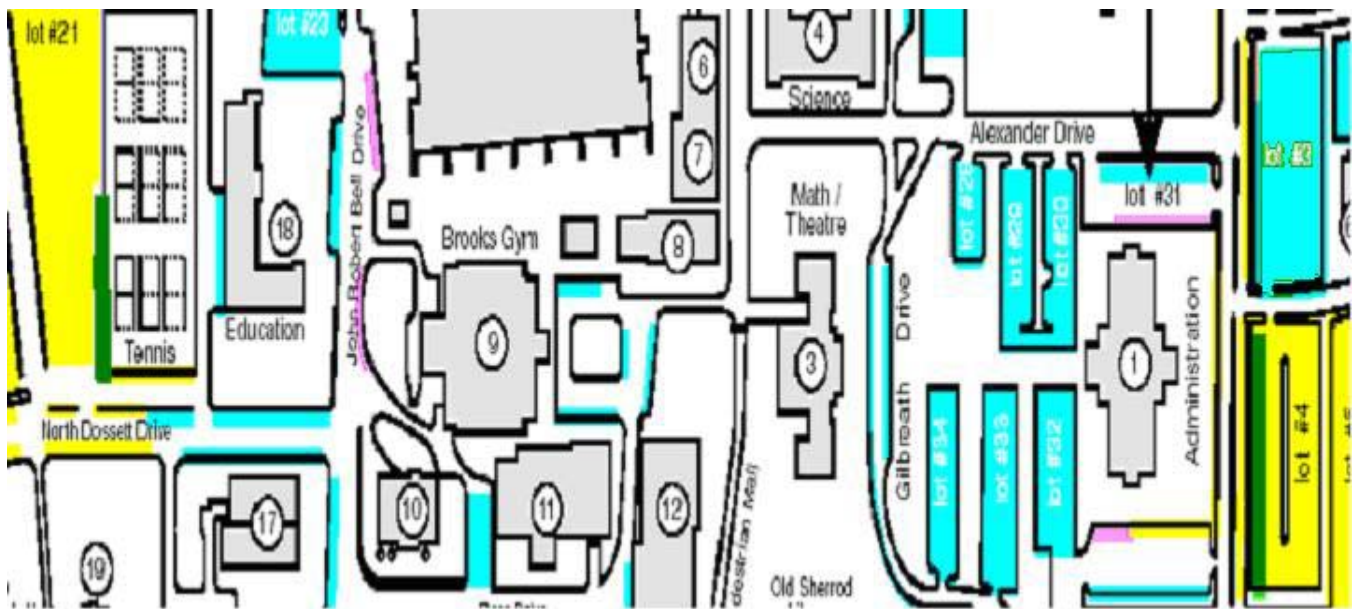


Where am I going to park?



For hassle-free parking, there are Carpool areas marked in green.

(see the map below for the areas marked in green)



For information, call Adult, Commuter and Transfer Services at 423/439-5641

Adult, Commuter and Transfer Services (A.C.T.S.)

Carpool Application and Rules

(Read this information sheet carefully)



Carpool permits cannot be issued to students who live on campus. However, students who are currently enrolled at ETSU or University High School students, who have valid ETSU parking permits, are eligible for carpool parking. Carpool permits are free of charge to eligible students. **All cars which you drive into the carpool lot must be registered with ETSU and have a hang-tag or a decal.** To get your carpool permit, follow these simple steps.

How to Get Your Carpool Permit

Pick up an application form at A.C.T.S.

Complete all information requested on the form & have all members sign.

Return completed form to A.C.T.S.

Check with A.C.T.S. in a week to see if your approval is ready to pick up.

If your application is rejected, make necessary corrections and resubmit. Most common reasons for rejection: all information not provided on form, all members did not sign, information on form does not match university records (i.e. official mailing address, etc.:)

Pick up approval at A.C.T.S.

Take approval to Public Safety and get carpool permit to display in car.

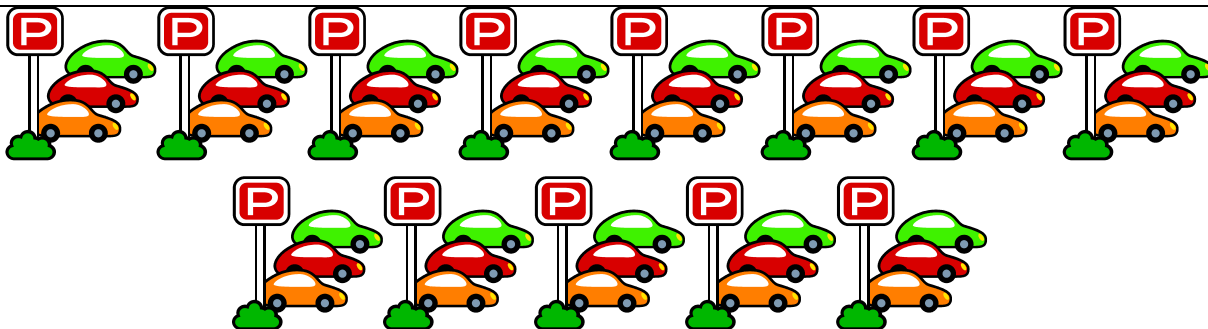
Notify A.C.T.S. of any changes in carpool (to add/drop a member or a car, new car or tags).

If your permit is lost or stolen, report to Public Safety to request a replacement.

Adult, Commuter and Transfer Services Carpool Application and Rules

Read Carefully

1. You may park in the carpool lot after A.C.T.S. has received your completed application and you have been issued a copy of the carpool rules with a stamped expiration date. **This copy must be displayed in your windshield (affix with tape if necessary) to avoid tickets prior to your approval.** It is your responsibility to pick up your application at the A.C.T.S. office. Generally, you can expect your application to be ready within ten days at the beginning of a semester, and within two days at other times.
2. After receiving a copy of your approved application, the Public Safety Office will issue your carpool permit. Public Safety is located in its own building at the main entrance to university grounds.
3. Two (or more) people must be in the car when it enters the carpool lot. If you enter the lot alone you are subject to a fine. On days your other carpoolers do not ride to school with you, you must use regular student parking instead of the carpool lot.
4. If you would like to add an additional driver/rider, or change vehicles, you must ask the staff in A.C.T.S. for a modification form.
5. Parking spaces are available in Lot #4, east of the administration building, and lot #21 in the area adjacent to the tennis courts behind Warf-Pickel.
6. The carpool lot is reserved from 7 AM until 1 PM. It is then open for regular student parking.



Display this sheet in your windshield to avoid getting a ticket.

**You will be responsible for tickets
received after the date stamped below.**

Date:

ETSU CARPOOL PERMIT APPLICATION
PLEASE PRINT AND USE BLACK INK ONLY

IF YOUR CARPOOL WILL HAVE MORE THAN 3 MEMBERS USE A SECOND COPY OF THIS FORM.

.....

LAST NAME FIRST M.I. STUDENT ID #

LOCAL ADDRESS CITY STATE ZIP

PERMANENT ADDRESS (IF DIFFERENT) CITY STATE ZIP

ETSU DECAL # STATE LICENSE PLATE # YEAR VEHICLE MAKE & COLOR

CAMPUS P.O. BOX # LOCAL PHONE #

IF NO VEHICLE INFORMATION FOR THIS MEMBER, WILL HE/SHE BE A RIDER ONLY? Y N

.....

LAST NAME FIRST M.I. STUDENT ID #

LOCAL ADDRESS CITY STATE ZIP

PERMANENT ADDRESS (IF DIFFERENT) CITY STATE ZIP

ETSU DECAL # STATE LICENSE PLATE # YEAR VEHICLE MAKE & COLOR

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ETSU DECAL # STATE LICENSE PLATE # YEAR VEHICLE MAKE & COLOR

CAMPUS P.O. BOX # LOCAL PHONE #

IF NO VEHICLE INFORMATION FOR THIS MEMBER, WILL HE/SHE BE A RIDER ONLY? Y N

This Section for Office Use Only

Date Received

Initial

Date Processed

Official Certification

RULES FOR CARPOOL PERMITS

1. **ALL** applicants must be **currently registered** at ETSU or University High students of driving age.
2. At least **two** members of the carpool **MUST** be in the car at the time the car enters the lot. Otherwise, you **must** park in the regular students lot.
3. ALL cars used in the carpool **MUST** be registered with the university (have a regular hang-tag, or decal **AND** have a carpool permit).
4. Any changes of information (i.e. drop or add a member or vehicle, license or decal/hang-tag change) **MUST** be reported to A.C.T.S. on a carpool modification form.
5. Carpool parking permits **MUST** be displayed on the driver's side of the dashboard and used only with cars listed on the permit.
6. Lost or stolen permits **MUST** be reported to the Public Safety Department.
7. **Falsification, forgery, or unauthorized modification** of any university records associated with the carpool permit will result in the immediate **revocation of the permit and possible judicial action**.
8. A **fine of \$50** will be imposed for any illegal parking in the designated spaces for carpools. Certain charges (i.e. driving into carpool lot alone) may also result in the revocation of the carpool permit.
9. Permits **MUST** be picked up at the Public Safety building within 3 days of the receipt of the approved application.

WE, THE UNDERSIGNED, HAVE THOROUGHLY READ AND FULLY UNDERSTAND THE ABOVE RULES AND AGREE TO FOLLOW EVERY ONE OF THEM.

PRINT NAME

SIGNATURE

DATE
