



Car Pool Member Information Verification

Each car pool member must sign this form in the presence of the agency parking coordinator.

Verification of car pool membership is required on a quarterly basis.

***Parking Coordinator Use Only**

Car Pool Member Name <small>Print Clearly</small>	Last 4 Digits of SS # <small>Subscriber Only</small>	*Parking Lot/Ramp	*Lot Code
Agency/Division	Badge # for MT and HF	*Permit Number	
Work Address	Work Phone #		
Car Pool Member Home Address	Car Pool Member Pick-up Address <small>if different from home address</small>		
Street	Street		
City	City		

Pickup address and home address must be at least 3 miles from work station

Are You a State Employee Yes No

Employment Status Permanent Contract Limited Term / Seasonal

*Valid Drivers License Confirmed By Coordinator Yes

Car Pool Member Work Schedule Indicate start and stop time for each work day

Monday		Tuesday		Wednesday		Thursday		Friday	
Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop

Supervisor's Name <small>Print Clearly</small>	Supervisor's Signature	Supervisor's Phone #
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Other Members in this Car Pool

Names	Pick up Location	Names	Pick up Location

Subscriber Name <small>Print Clearly</small>	
Subscriber Signature	Date <small>mm/dd/ccyy</small>
Car Pool Member Signature	Date <small>mm/dd/ccyy</small>
Agency Parking Coordinator Signature	Date <small>mm/dd/ccyy</small>

This form can be made available in alternate formats to individuals with disabilities upon request

Agency Parking Coordinator-distribute copies to:	<input type="checkbox"/> DOA Parking Administrator	<input type="checkbox"/> Agency Payroll	<input type="checkbox"/> Subscriber/Member
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CAR POOL PARKING STALL ELIGIBILITY REQUIREMENTS

A car pool must consist of three or more people including the driver, where the members share the same vehicle for transportation to and from their place of employment.

Two of the members must be employed by the State of Wisconsin as permanent full-time employees.

The original subscriber must be a full-time employee of the tenant agency and park in that lot only.

Three members must ride at least 50% of the time biweekly.

Three car pool members must work within one mile of the assigned stall.

Three car pool members must travel a total of three or more miles to the assigned stall, within the car pool vehicle.

All car pool members must complete a car pool member information form (DOA-8126)

Quarterly verification of the car pool is required in assigned lots. Verification is the responsibility of the parking coordinator. Each member of the pool must sign the quarterly report.

Exceptions may be made for car pool members who travel over 60 miles round trip to and from place of employment. The decision will be made by the Capitol Police.

An employee who is a member of a car pool and takes his/her own personal vehicle instead of the car pool in lots where daily parking is available MUST purchase a daily permit from the parking coordinator.

Only one car pool vehicle is allowed in the lot at a time.

Car pool vehicle may only be parked at its subscriber's location.

Car pools are allowed 5 stickers per pool at no cost. Additional stickers may be purchased for \$2.

THE PERMIT SYSTEM

The original permit holder is responsible for parking violations by any alternates.

Permit numbers must be fully visible from outside the vehicle to be legal.

Sticker and daily permits must be located in the lower corner of the driver side of the front windshield.

Hanging tag permits must be hung from the rear view mirror. Expired permits whether original, alternate or daily must be removed before displaying a new valid permit. All vehicles **must display** a valid permit number or may be subject to enforcement action.

Only one vehicle per permit number may park at any one time in a lot. Additional vehicles with that permit number may park only if they display a valid daily parking permit. If an original and an alternate park at the same time, **the illegally parked vehicle will be cited.**

Permit Cancellations

Upon cancellation of your parking permit, payroll deductions will continue until all original, duplicate and alternate permits have been returned to the parking coordinator. This money is non-refundable.

Parking Regulations

Operators are encouraged not to back into stalls.

All vehicles must park within designated stall lines. Owners of vehicles that infringe on a second parking stall will subject themselves to a citation.

Permit holders are required to obey the regulations posted in lots, in addition to these permit rules.

Speed limits within parking lots will be enforced. The limits are 5 miles per hour in "assigned" lots (such as the GEF Complex) and 10 miles per hour in "open" lots (such as Hygiene or Agriculture).

Public Disabled Stalls are for physically disabled visitors only. No state employee assigned to the building is permitted to use these stalls.

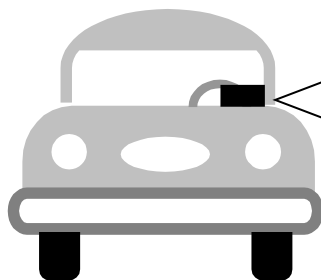
Use of a cancelled permit is prohibited.

Subleasing of vehicle permit is strictly prohibited per Admin. Code 1.07. Violation may result in revocation of parking privileges.

Penalties

Violation of the above regulations will result in a citation being issued and may result in a vehicle being towed at the owner's expense.

Falsification of any information on this application will result in cancellation of all parking privileges.



Proper placement for permits

Emergency Information
CAPPD 608-266-8797

Tax Exempt #12345

Send to:
State Capitol Police
17 W Main St. #301
Madison, WI 53703

ABC123ABCD12345

Badge # (5 or 6 digits)

123456

12345678912-0