

ZSFG Carpool Parking Policy

ZSFG and the SFMTA are launching a carpool parking program in the 23rd Street Parking Garage. Carpool groups will have a lower fee for the monthly carpool parking permit, and access to park in designated carpool parking spaces. The goal of the program is to reduce the number of staff who drive alone during peak commute times, freeing up parking spaces for ZSFG patients.

To qualify for the carpool parking program, carpoolers **MUST**:

- Be on the UCSF/SFDPH payroll and physically work at ZSFG
- Work during the day shift (6 a.m. – 8 p.m.)
- The carpool must have three or more people
- Carpool to/from work together at least three days a week

Registration Procedures & Fees

- Carpool registration is done through the SFMTA and LAZ, the parking operator. The LAZ office is located in the 23rd Street Parking Garage at the corner of 24th and Utah streets.
- All members of the carpool must be present when the application is submitted
- Registration includes, but is not limited to: name, home address, campus phone number (206 prefix), @ucsf.edu or @sfdph.org email address, department, employee ID, and employee's manager name and contact information, and vehicle information.
- One carpool hangtag and one key card will be issued per carpool group to the primary driver
- Carpool parking participants can take advantage of the reduced carpool parking fee, currently \$70 (as of July 1, 2017). One credit card, the primary driver's, will be saved by the payment system to pay for the permit (no in-person payments will be accepted).

Carpool Parking

- The carpool group will park in the 23rd Street Parking Garage designated carpool parking area, on the 1st Floor near the 23rd Street staircase, Monday-Friday 6 a.m. - 8 p.m.
- The carpool group must enter/exit the carpool parking area with three or more carpool members in the vehicle. The carpool driver is not permitted to drop off passengers before parking in the carpool area.
- When parking in the carpool area, the carpool hangtag is to be placed on the rearview mirror with the carpool number facing out
- Carpool spaces are on a first-come, first-served basis. If the carpool area is full when a carpool arrives, the driver should leave the vehicle with the valet.
- If there are less than three people in the vehicle when parking in the carpool parking area, the group may be subject to questioning by parking management staff
- If a member of the carpool group chooses to drive alone, he/she must pay the daily parking rate and cannot park in the carpool parking area



Enforcement

SFDPH, UCSF, SFMTA and LAZ are working together to make sure that as many people as possible can participate in the carpool parking program. Questionable activity will be reviewed and permit holders

and employee managers will be contacted as needed throughout the registration, auditing, and enforcement process. In general, the first policy violation will receive one written warning to all members of the carpool group, the second violation will have the parking permit revoked, the key card deactivated, and those individuals will not be able to reapply for a carpool permit.

- The parking operator will enforce the following:
 - Review of carpool registration, contact employee manager for verification
 - Carpools are parking in the designated carpool parking area
 - Three or more people are in the vehicle
 - Hangtag is displayed
 - Entry/exit activity
 - Carpool spaces are utilized by carpools only during carpool hours
- SFDPH will perform monthly random audits to support the parking operator
- Carpool parking incentive participants will re-register every three months during the Pilot phase

Next Step

The carpool group must apply in person at the LAZ office located in the 23rd Street Parking Garage at the corner of 24th Street and Utah Street.

FAQs

I have my carpool group, how do I get a permit?

The carpool group must apply in person at the LAZ office located in the 23rd Street Parking Garage at the corner of 24th Street and Utah Street.

I currently have a campus/garage parking permit and we are a carpool group, how do I change the permit for a carpool permit?

The carpool group must apply at the LAZ office, the office can assist your group in converting the permit.

How do I find a carpool group?

SFDPH recommends going to <http://511.org/> to match with others commuting to the ZSFG campus.

What if my carpool group/schedule doesn't work out?

If you had a campus/garage parking permit, the permit will be returned to you. If you were on the permit waitlist, you will be returned to your original spot on the waitlist.

I'm in a carpool but need to drive alone today, what do I do?

If you chose to park in the garage, you must pay the daily parking rate and cannot park in the carpool parking area.

Questions?

Contact Georgina Arias, Transportation Demand Manager at ZSFG, 415-206-2897, georgina.arias@sfdph.org or transportation@sfdph.org