



COAST Carpool Faculty/Staff Application

Form must be completed and submitted by the designated Team Leader.

Leader's First Name

Leader's Last Name

Leader's MyUH/PeopleSoft Number

Leader's UH Email Address

Parking location assigned based on the designated leader's office location. Where is your office?

Vehicle Information

License Plate

State

Make

Model

Color

License Plate	State	Make	Model	Color

List all member names & myUH numbers below:

First Name Last Name

myUH/PeopleSoft Number

Member #2: _____

Member #3: _____

Member #4: _____

COAST Carpool Leader Agreement

Leader Responsibility

- Educate all members on eligibility, guidelines & permit rules below
- Communicate member turnover with the COAST program immediately

Eligibility

- **Staff** members must work a minimum of 40 hours per week on campus at the University of Houston – Main Campus. **Faculty** must teach 3/4 of their classes in person at the University of Houston - Main Campus.
- Participants may not have an outstanding balance with Parking and Transportation Services at the time of enrollment.

Guidelines

- COAST will audit all participants throughout the semester to ensure compliance with eligibility.
- Participants are prohibited from purchasing another UH parking permit while enrolled in COAST. (bicycle registration excluded)
- Members should never enter/exit their assigned garage/zone with less than 3 participants in the vehicle.
- If you need to come to campus outside of your group's schedule, you may park in the Elgin Street Garage visitor section. PULL A TICKET upon entry, and visit the PTS Customer Service office on your way out to receive a validation. Each member is allowed two (2) validations per semester.
- Any member(s) found to be in non-compliance with program policies will be charged the full price of the permit type issued and removed from the program

Carpool Permit Rules

- Only one (1) vehicle is allowed on campus unless parked in the Elgin Street Garage visitor section. Multiple vehicles found on campus simultaneously will result in citations, a referral to the Dean of Students, and revocation of parking privileges for **all** members.
- The COAST Carpool Permit is **not** valid during relaxed parking.
- The COAST Carpool Permit is **not** valid at UHSL or UH Katy.

I understand the discounted permit charge will deducted monthly from my paycheck.

I acknowledge that I have received, read, understand and agree to the eligibility requirements, guidelines, and carpool permit rules for participating in the COAST program.

I understand I am responsible for educating all of my carpool members on the above.

Signature (please type full name)

Date (automatically populated)

Save the completed form and upload it via your [myParking account](#) in the **Request Special Permit** section.

Questions: email COAST@uh.edu