

Hybrid Vehicle Program Policies



TOWSON UNIVERSITY PARKING & TRANSPORTATION SERVICES GOES GREEN

As part of the environmental initiatives associated with Towson University, Parking & Transportation Services is offering a hybrid vehicle permit program. Eligible faculty, staff and students can obtain an annual parking permit at half of the applicable rate.

Hybrid Program Requirements are detailed below:

- The hybrid vehicle must be the primary vehicle driven to campus. Permits are not transferrable to other vehicles.
- If the participant no longer has the hybrid vehicle, they must return the hybrid permit and purchase a regular permit. A pro-rated refund will be applied toward the purchase of the regular permit.
- The hybrid vehicle must be registered to the applicant or, in the case of a student, a family member living at the same address.
- The following documents must be submitted to Parking & Transportation Services:
 - Completed and signed Hybrid Program Application
 - Copy of your current TU ID
 - Copy of the current Vehicle Registration showing the license plate information, vehicle make and model and registered owner's name and address
- Applicants must allow a minimum of 5 business days to process the application.
- If approved, the applicant's parking record will be updated to reflect the appropriate rate.
- Hybrid applications may be mailed, faxed or brought into the Parking office located in the Union garage.
- Approved applicants will:
 - Be issued a window sticker for the hybrid vehicle.
 - Be restricted to using the sticker on a hybrid vehicle.
 - Not be permitted to obtain a hangtag.
 - Be required to park in areas designated for their permit type: F/S, Commuter or Resident.
- Participants are eligible for the following:
 - Receive a 50% reduction on their permit rate
 - Receive visitor codes (2 for semester permits or 4 for an annual permit) that will allow the applicant to park in a Visitor area at no charge in the event they must utilize another vehicle. Note: if the applicant has used all of their visitor codes, they must park in a Visitor space and pay the applicable rate. Applications approved after January will receive 2 visitor codes.

Hybrid Vehicle Program Application



Name (Last, First, M.I.)		TU ID #	
Permanent Address			
City, State, Zip			
Home Phone #		Cell or Work #	
Email			
License Plate	State	Vehicle Make	Vehicle Model
Permit Type – Check One <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Commuter <input type="checkbox"/> Resident			
<p>As a condition of receiving this permit, I hereby agree to abide by the University parking regulations found on the parking website. I understand the hybrid permit may only be used on a hybrid vehicle. If I no longer utilize a hybrid vehicle as my primary vehicle, the hybrid permit must be returned for the purchase of a regular permit (prorated refunds and rates will apply).</p> <p>Signature _____ Date _____</p>			
Office Use Only – TDM Coordinator			
Date Received:			
Documentation Included:			
_____ Copy of TU ID		_____ Copy of Vehicle Registration	
Approved:			
<input type="checkbox"/> Yes <input type="checkbox"/> No – Explain <input type="checkbox"/> Not Hybrid Vehicle <input type="checkbox"/> Not F/S or Student <input type="checkbox"/> Valid Documentation Not Provided <input type="checkbox"/> Withdrew Application <input type="checkbox"/> Unable to connect vehicle to applicant <input type="checkbox"/> Other Explain: _____			
Reviewed By:			Review Date:
Office Use Only – Office Clerk			
Notes:			
_____ Sub Class updated		_____ Handheld Notification Entered	
_____ Sub Class Locked		_____ EMS Code Entered	
_____ Vehicle Record Updated		_____ Scanned to Account	
Completed By:		Date:	Notification Date: