

# Hybrid Vehicle Permit Program Policies and Application Process



## PARKING & TRANSPORTATION SERVICES GOES GREEN

As part of the environmental initiatives associated with Towson University, Parking & Transportation Services will be offering a Hybrid Vehicle Permit Program. Eligible faculty, staff and students will be able to 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.
- Mis-use of a Hybrid permit may result in a \$300 citation and other applicable University sanctions.
- The hybrid vehicle must be registered to the applicant or 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 and supporting documentation may be mailed, faxed or brought into the Parking office located in the Union garage.
- If approved, applicant must purchase their permit in person from the Auxiliary Services Business Office.
- 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.
  - Receive a 50% reduction on the applicable annual permit rate.
  - Receive 4 visitor codes 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.

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Towson University Hybrid Vehicle Parking Application			
Name (Last, First, M.I.)		TU ID #	
Permanent Address			
City, State, Zip			
Home Phone #		Cell or Work #	
License Plate		State	Vehicle Make
		Vehicle Model	
Permit Type – Check One    ___ Faculty/Staff    ___ Commuter    ___ Resident			
As a condition of receiving this permit, I hereby agree to abide by the University parking regulations and Hybrid Permit Program policies. 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, I must return the hybrid permit and purchase a regular permit (prorated refunds and rates will apply).			
Signature _____ Date _____			
Office Use Only – TDM Coordinator			
<b>Documentation Included:</b> ___ Copy of TU ID    ___ Copy of Vehicle Registration			
<b>Approved:</b> ___ Yes ___ No – Explain ___ Not Hybrid Vehicle    ___ Not F/S or Student    ___ Valid Documentation Not Provided ___ Withdrew Application    ___ Unable to connect vehicle to applicant  ___ Other Explain: _____			
<b>Reviewed By:</b>		Review Date:	
Office Use Only – Office Clerk			
Notes:  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">                         ___ EMS Code Entered                          ___ Sub Class Updated                          ___ Sub Class Locked                     </div> <div style="width: 45%;">                         ___ Vehicle Record Updated                          ___ Handheld Notification Entered                          ___ Scanned to Account                     </div> </div>			
Completed By:		Date:	Notification Date: