



SETU CARPOOLING REGULATIONS

(Applicable to SETU Waterford and Carlow Campuses)

1. Car Pooling – Overview

A key objective of South East Technological University (SETU) is to reduce demand for on campus parking by reducing the number of single occupancy vehicle journeys. This approach supports a reduction in SETU's carbon footprint and contributes to national climate objectives, including the Government Climate Action Plan and the SETU Climate Action Roadmap.

SETU carpooling plays an important role in achieving these objectives. While it is recognised that carpooling may not be feasible for all staff and students, it offers a practical and attractive option for many under appropriate circumstances.

2. Benefits of Carpooling

Benefits of participation in the SETU Carpooling Scheme include:

- Guaranteed access to a designated all day carpool parking space, subject to compliance with scheme regulations
- Potential annual cost savings of several hundred euro for drivers.
- Reduced vehicle mileage and associated wear and tear
- Lower CO₂ emissions and environmental impact.

3. SETU Carpooling Scheme

SETU will operate a carpooling scheme across its Cork Road and Kilkenny Road campuses on a trial/pilot basis. Participants must independently form carpool groups and apply for registration to avail of designated carpool parking spaces. A carpool group must have a minimum of four active members and may register up to seven (7) members.

1. All members must be registered students, staff or post doc of South East Technological University.
2. Members must commute together a minimum of three (3) days per week, excluding weekends.
3. Members must commit to participation in the scheme for a minimum of three (3) consecutive months.
4. No individual may be registered as a member of more than one carpool group at any time.
5. Each carpool group must nominate a carpool leader as the contact person for the car pooling group.
6. Priority allocation of carpool spaces will be given to groups with the highest number of qualifying members.
7. Vehicle registration details must be submitted as part of the application.

8. A carpool group/vehicle may only use their designated carpool space when the minimum number of four qualifying members are travelling together and the required permits are clearly displayed. Failure to meet these conditions may result in enforcement action.
9. Members of a pool group must park in the car park space designated to that group.
10. Carpool groups may include members attending different SETU campuses, provided they are enrolled on a SETU course and commute on a regular (four/five day) basis.
11. You must display the valid carpool permit clearly on the windscreen. One carpool permit will be issued per registered carpool group member and must be displayed in the vehicle using the designated carpool space.
12. Designated carpool parking spaces will be clearly identified and marked with appropriate carpool signage and road markings once locations are confirmed.
13. Meet the minimum occupancy requirements set out in these regulations
14. All SETU car parking facilities are subject to monitoring and enforcement by third-party traffic management enforcement providers. Any infringement of these regulations may result in enforcement action, including clamping.

4. Scheme Administration and carpool eligibility

The carpool leader acts as the primary administrative contact between the group and SETU Estates.

1. Carpool registration forms must be completed by the carpool leader and submitted to SETU Estates in accordance with published procedures.
2. Upon receipt of a completed registration application, SETU Estates will assess eligibility and contact the carpool leader within 10–15 working days.
3. Only carpool groups registered with SETU Estates are eligible to use designated carpool spaces.
4. Membership changes (additions, removals, or substitutions) are permitted, provided eligibility criteria continue to be met. The carpool leader must notify SETU Estates within one week of any change.
5. Failure to notify SETU Estates of changes affecting eligibility may result in removal from the scheme or permanent exclusion.

5. Registering and using a Carpool Permit

1. Carpool permits are issued to registered carpool groups at no charge.
2. Multiple vehicles may be registered to a carpool group; however, only one vehicle may occupy a designated carpool space on any given day.
3. All required permits must be clearly displayed when a vehicle is parked in a carpool space. Failure to do so may result in a parking infraction.
4. Lost or stolen permits must be reported immediately to SETU Estates. Replacement permits may be subject to an administrative fee.
5. A carpool space may not be used unless the minimum occupancy requirement is met.
6. Part-time carpool groups (2–3 days per week) must notify SETU Estates of their required days to facilitate shared allocation of spaces.

6. Carpool Permits

All carpool permits remain the property of SETU or its appointed parking service providers.

1. Carpool spaces are reserved for registered carpool groups between 08:00 and 18:00 on weekdays.
2. Carpool permits are valid for one academic year only.
3. Any member may withdraw from a carpool group at any time.
4. If membership falls below four qualifying members, the group must either recruit a replacement or notify SETU Estates that the group is no longer eligible.
5. Dissolved carpool groups must return all permits immediately.
6. Fraudulent alteration or misuse of permits may result in enforcement action and permanent loss of parking privileges.

7. Termination or modification of a Carpool Group

SETU Estates must be notified immediately of any termination or modification to a registered carpool group. SETU reserve the right to cancel the carpool permit if the designated car space is not being utilised.

8. Enforcement

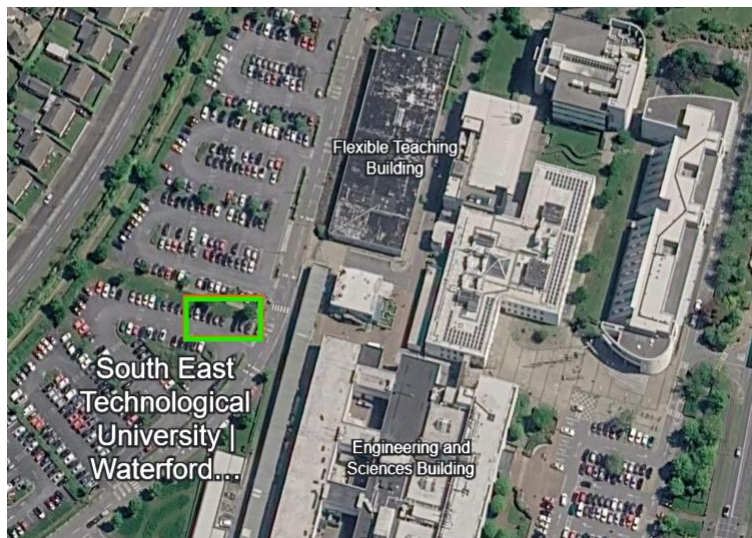
Monitoring and enforcement of these regulations is carried out by third-party traffic management enforcement providers on behalf of SETU Estates.

1. Any individual found to have knowingly made a false claim under the scheme will be subject to enforcement action and removal from the scheme.
2. Parking infraction notices are the responsibility of the vehicle owner.
3. Vehicles parked in carpool spaces without valid permits will be subject to enforcement.
4. Suspected misuse of the carpooling scheme may be reported to SETU Estates and will be investigated accordingly.

9. Car Pooling Locations



Kilkenny Road Campus, Carlow



Cork Road campus, Waterford (area in green)