



June 2009

Re: Parking for 2009-2010 Academic Year

Dear Faculty and Staff:

Your consistent feedback concerning parking and transportation services has helped us maximize our limited parking and transportation resources. Please find below the parking information for the 2009-2010 academic year.

- Faculty, staff and disabled parking permit fees will not increase in the 2009-2010 academic year. Please refer to the attached application for parking permit fees. Faculty and staff requiring a PAN D permit must contact Human Resources at (415) 422-6707 before submitting a parking permit application.
- In order to apply for a parking permit faculty and staff must record their ***CW ID#/Employee Identification number and university department*** on their parking application. Your CW ID # is located on your USF pay stub or on your USF Connect Employee page. Applications without this identification number will not be processed.
- Permits will be processed and distributed based on the date and time of receipt. Please refer to the following schedule:
 - ✓ Permits will be ready for pick up at 9:00 am on Monday, August 17, 2009 for completed applications turned in by Monday, August 10, 2009 by 12:00 pm.
 - ✓ Permits will be ready for pick up on 9:00 am on Monday, August 24, 2009 for applications turned in by Monday, August 17, 2009 by 12:00 pm.
 - ✓ Faculty and staff applications turned in after Monday August 24, 2009 will be contacted by the Department of Public Safety when their parking permit is available for pick up.

Reminders

- All faculty and staff who wish to park on University property must purchase a parking permit.
- Summer Permits are valid until August 31, 2009.
- Faculty and Staff may purchase one additional permit for a secondary vehicle. Only one registered vehicle may be parked on campus at a time. The cost for an additional permit is \$10. The second permit is not intended for family members, students, co-workers, or to get as a replacement for a lost/stolen primary permit.
- A copy of your ***current vehicle registration*** must be submitted with the parking permit application. Applications without a current vehicle registration will not be processed.
- Valet service will continue to be offered in Hayes-Healy underground garage and in Loyola Lot (PAN 3) at Lone Mountain, Monday through Thursday, 8:30 am to 3:30pm, during the academic year. This service is available to USF parking permit holders only. Valet services will resume on Monday, August 31st at 8:30 am for the fall 2009 semester.
- Due to limited parking on campus and ongoing construction projects, all current Parking Access Numbers (PAN) upgrade requests remain on hold.



- Faculty and staff receiving the commuter check benefit are not eligible to purchase a university parking permit.
- Part time permits: Faculty and staff are responsible for purchasing a daily parking permit from the visitor gates if parking is required on days the part time permit does not cover. Complimentary permits are issued only to official university guests.

Faculty and staff applications are now available for the 2009-2010 academic year in the Department of Public Safety Administrative Office in UC 310 and may be downloaded from www.usfca.edu/public_safety. (Adobe Acrobat is needed in order to download applications.)

Please contact the Department of Public Safety at 422-4222 if you have any questions regarding the new parking information or parking permits applications.

Sincerely,

USF Department of Public Safety
Parking and Transportation

Attached:
Application
Mail Release Form
FAQs

University of San Francisco General Parking Rules and Regulations

All drivers on campus are subject to University of San Francisco parking regulations. Each driver is responsible for knowing and abiding by these regulations. The rules and regulations apply 24 hours a day, 7 days a week.

- A valid University of San Francisco issued parking permit is required to park on University of San Francisco property. Permits are only valid through the expiration date and/or time displayed on them.
- Permits are for the sole use of the person named in the parking permit application. **Any attempt to transfer, loan, or resell the permit will result in confiscation of the permit and denies the right to obtain future permits with the University.**
- PARKING PERMITS DO NOT GUARANTEE YOUR VEHICLE A PARKING SPACE. Please be aware of your parking PAN number and the parking lots/garages you are allowed to park in.
- ***You are responsible for this permit; do not lose it. A \$150 replacement fee will be in effect for lost, misplaced or stolen permits.*** If any of the following occur: you purchase a new vehicle, your windshield becomes damaged or your permit becomes damaged, please bring in the permit to the Department of Public Safety and it will be replaced at no additional cost. Without the original permit a \$150.00 replacement fee will be assessed.
- ***A copy of vehicle(s) registration is required in order to process your parking permit application.*** It is the vehicle owner's responsibility that permits are placed on the correct vehicle listed on the permit. Altered permits or permits not matching the vehicle's license plate may be subjected to a \$150.00 fee or confiscation of the permit.
- ***Permits may be returned for a full refund minus 30% administration fee during the first 3 weeks of the semester.*** No refunds are available after the end of the third week of the semester. All requests must be made to the Operations and parking Manager. The permit and original receipt must be provided. Processing of any refund may take a minimum of ten business days. Any refunds will be processed according to the original method of payment.
- Faculty and staff are eligible to add a second vehicle for an additional fee of \$10.00. **Vehicle information must be provided for the second permit. This policy is intended for the sole purpose of providing extra convenience for faculty and staff who frequently use a secondary vehicle. The second permit is not intended for family members, students, co-workers or to get as a replacement for a lost/stolen primary permit. Vehicles cannot be on campus at the same time. Faculty and staff who are in violation of this policy will be denied future parking permits and subjected to a \$500 fine.**
- Parking is permitted only in areas identified as legal parking spaces by white stall lines on both sides and in front of vehicle. Parking in an unidentified, illegal parking space is prohibited.
- Disabled spaces marked with blue and white disabled signs are intended only for the use of persons displaying proper DMV and University disabled permits. Parking, obstructing, or preventing access to a disabled stall is unlawful.
- The campus speed limit is 10 miles per hour.
- Pedestrians must always be given the right of way on campus.
- No parking or stopping in fire lanes, no parking areas, and restricted zones.
- Areas not specifically designed for parking shall be considered "No Parking" zones.
- University officials may place barriers, traffic control devices or fences at any time for official business. Unauthorized movement or removal is prohibited. This may result in a parking citation or removal from University property.
- The Department of Public Safety is authorized to cite, boot, and/or tow, at the owner's expense, any vehicles on University property that violates the University's Parking Rules and Regulations.
- USF Parking Permits obtained from sources other than the USF Department of Public Safety are not valid. Fraudulent and illegally obtained parking permits may be confiscated by the Department of Public Safety.
- Based on your PAN number, permit number, and permit expiration date, your USF ONE CARD will give you access to security gates located at designated parking lots on campus. **You will not be allowed access through the security gates without your USF ONE CARD.**
- **All terms and conditions apply for USF ONE CARD usage. ONLY THE CARDHOLDER MAY USE THEIR ONE CARD FOR THEIR VEHICLE TO GAIN ENTRANCE THROUGH ANY SECURITY GATE LOCATED ON CAMPUS.**

I agree to abide by all University of San Francisco parking rules and regulations. I understand and agree that any delinquent fines may result in a delay in processing my parking permit application.

Signature: _____

Date: _____

Email: _____



I hereby understand the following permit guidelines:
Initial upon reading each one.

- ___ Permit(s) is/are for the sole use of the person named in the parking permit application
- ___ Any attempt on my part to transfer, loan, or resell this parking permit will result in confiscation of the permit and denies me the right to obtain future permits with the University.
- ___ Permit(s) DO NOT/DOES NOT guarantee my vehicle a parking space.
- ___ I am aware of parking lots/garages I am allowed to park in.
- ___ Faculty and staff are eligible to add a **SECOND VEHICLE FOR AN ADDITIONAL FEE OF \$10.00**. This policy is intended for the sole purpose of providing extra convenience for faculty and staff who frequently use a secondary vehicle. **The second permit is not intended for family members, students, co-workers, or to get as a replacement for a lost/stolen primary permit.** Vehicles cannot be on campus at the same time. Faculty and staff who are in violation of this policy will be denied future parking permits.
- ___ You are responsible for this permit; **do not lose it.** A \$150 replacement fee will be in effect for lost, misplaced or stolen permits. If any of the following occur: you purchase a new vehicle, your windshield becomes damaged or your permit becomes damaged, please bring in the permit to the Department of Public Safety and it will be replaced at no additional cost. Without the original permit a \$150 replacement fee will be assessed.
- ___ There is a 30% administration fee for returns (cash, check, and/or credit cards). The permit(s) and original receipt must be provided along with a completed cancellation form. Any refunds will be processed according to the original method of payment.
- ___ I have read and understood all the parking rules and regulations. I am fully aware that Public Safety is not responsible if my permit(s) is lost in the U.S. mail. I have reviewed and understand the lost/stolen permit policy on the application. My permit will be mailed to the address I provide on this application. I understand it is my responsibility to obtain a copy if desired.

Print Name

Signature

Date

FOR DPS OFFICE USE ONLY

Permit (1st) # _____ License Plate # _____ Permit (2nd) # _____ License Plate # _____

Exp _____ Exp _____

Mailed: _____ Term: _____

Permit (1st) # _____ License Plate # _____ Permit (2nd) # _____ License Plate # _____

Exp _____ Exp _____

Mailed: _____ Term: _____

Permit (1st) # _____ License Plate # _____ Permit (2nd) # _____ License Plate # _____

Exp _____ Exp _____

Mailed: _____ Term: _____



Faculty/ Staff - Frequently Asked Parking Permit Application Questions

1. Why does Public Safety need my home address and telephone number(s)?

We use this information if we need to contact you regarding your vehicle and/or parking permit application. This information is kept confidential and secure at all times.

2. I don't know what my CWID/USF ID number. What is a CWID number and how do I locate it?

Faculty, staff and students are issued a CWID/USF ID number. CWID/USF ID number can be located on your USF Connect account or your USF pay check. We use this number to verify that you are faculty, staff or student of the university. Only faculty, staff members and students are authorized to purchase semester permits via Public Safety. If faculty or staff members decide to use payroll deduction as a method of payment, we use this number to process your parking fees.

3. There is no box on the application to indicate my previous PAN number. How does Public Safety know what PAN number to issue me?

If you have applied for a permit in previous years, we have your PAN number in our database. We will issue you your parking permit based on your previous assignment. Due to construction on campus parking PAN upgrades are not available. New employees will receive a PAN 3 which allows that employee to park in the following campus lots: Hayes –Healy underground garage, Koret Center (lower and upper levels) lots, Kendrick (upper and lower levels) Lots and Loyola Lot (located next to Lone Mountain Underhill).

4. I just updated my registration or just purchased a vehicle and my registration is currently being processed by the DMV; will my application be delayed if I don't have my current registration?

A copy of current registration is required in order to process your application. Registration is required to prove your vehicle is legally registered. If you just updated your registration with the DMV, please provide us evidence of this process. If you just purchased a vehicle, please submit the bill of sale or temporary registration provided by the dealership. The vehicle identification number (VIN) will be used in lieu of the vehicle's license plate number.

5. I own a second vehicle and may choose to drive it to work on occasion. Can I purchase more than one permit for my vehicles?

Faculty and staff are limited to the purchase of two permits of the same category. A second vehicle permit is an additional \$10 and vehicle registration is also required. This policy is intended for the sole purpose of providing convenience for faculty and staff who on occasion use secondary vehicles. The second permit is not intended for family members, students, co-workers or to get as a replacement for a lost/stolen primary permit. Vehicles can not be on campus at the same time. Faculty and staff who are in violation of this policy will be denied future parking permits and are subject to a \$500 fine.

6. I currently receive a commuter check from USF. Can I purchase a semester or annual parking permit?

Faculty and staff are not eligible to purchase a semester or annual parking permit if currently receiving the \$50 commuter check benefit contribution from the university. With the limited parking throughout campus, the commuter check benefit provides employees with redeemable vouchers for mass transit fares.

7. May I receive my parking permit early if I turn in my parking permit application before August 10, 2009 deadline?

Permits will be processed and distributed based on the date and time of receipt. Please refer to the following schedule:

- ⌚ Permits will be ready for pick up at 9:00 am on Monday, August 17, 2009 for completed applications turned in by Monday, August 10, 2009 by 12:00 pm.
- ⌚ Permits will be ready for pick up on 9:00 am on Monday, August 24, 2009 for applications turned in by Monday, August 17, 2009 by 12:00 pm.
- ⌚ Faculty and staff applications turned in after Monday August 24, 2009 will be contacted by the Department of Public Safety when their parking permit is available for pick up.

8. May I have my permit mailed to me; when will it be sent?

Faculty and staff permits may be mailed by checking the box “Mail,” at the bottom of the application form. Please complete and submit the mail release form if you would like the permit mailed to the address provided on the application. By signing the mail release form, you are fully aware that Public Safety is not responsible if your permit(s) is lost in the mail. Please make sure you review the release form. Please file a claim via the US Postal Service for permits considered lost or stolen. Lost or stolen permits that require replacement will be subjected to a **\$150 replacement fee**.

Permits will be mailed out based on the date received:

- ⌚ Permits will be mailed on Monday, August 17, 2009 for completed applications turned in by Monday, August 10, 2009.
- ⌚ Permits will be mailed on Monday, August 24, 2009 for applications turned in by Monday, August 17, 2009.
- ⌚ Faculty and staff applications turned in after Monday August 24, 2009 may be received in the mail after September 1, 2009.

9. How much will payroll deduct from my paycheck for my parking permit?

The amount deducted from your paycheck is determined by:

- The type of permit selected
- Your paycheck frequency (bimonthly or monthly)
- Submission date of parking permit application

Parking fees are deducted before taxes are applied to your gross income.

10. I would prefer not to enroll in payroll deductions; what other payment methods does Public Safety accept?

Cash payments for parking permits must be made in person in our administrative office located at the University Center Building, Room 310, on main campus. Credit Card payments (Visa, MasterCard and Discover) can be made in person or via our credit card authorization form. The credit card authorization form can be downloaded from our website at www.usfca.edu/public_safety.

11. I only need a fall semester 2009 permit at this time. If I need spring 2010 at a later date, may I purchase one?

Of course! Faculty and staff may purchase permits by semester or annually. Remember if you purchase a fall permit and decide later you also need a spring permit, please bring back the original permit to our administrative office and we can issue you a new permit that includes both semesters.