



June 2009

Re: Parking for 2009-2010 Academic Year (PAN D Permit)

Dear Faculty, Staff and Students:

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 Student parking permit fees will not increase in the 2009-2010 academic year. Please refer to the attached application for parking permit fees.
- In order to apply for a parking permit, faculty, staff and students must record their **CWID number/USF Identification number** on their parking application. Your **CWID/USF ID** is located on your USF Connect page or USF Pay check. 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

- Faculty and staff must register any temporary or permanent disability with Human Resources at (415) 422-6707 before applying for a parking permit.
- Students must register any temporary or permanent disability with the Office of Student Disability Services at (415) 422-2613 before applying for a parking permit.
- 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.
- All faculty, staff, and students who wish to park on University property must purchase parking permits.
- A copy of your vehicle(s) registration must be submitted with the parking permit application. Parking permits will not be issued without this documentation.
- A PAN D permit (disabled permit) allows the permit holder to park in any on campus parking lot. In order to park in a CA disabled parking zone a DMV issued placard or license plate must be affixed to vehicle or rear view mirror.
- Valet service will continue to be offered in the Hayes-Healy Parking Lot and in Loyola Lot (PAN 3) at Lone Mountain, Monday through Thursday, 8:30 am to 3:30 pm, 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.



Faculty, Staff and Student applications are now available for the 2009-2010 academic year in the main office of the Department of Public Safety 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

University of San Francisco
2009-2010 Faculty/ Staff/Student Disabled Parking Permit Application

Please be aware of the following with regards to The Department of Public Safety's Parking Permit Application and Parking Permit Policy:

- DPS reserves the right to change permit fees or parking application requirements without notice.
- Please print. Your application will not be processed if there is missing information.
- Please read and sign the Parking Rules and Regulations page of the application, which includes refund information.
- Vehicle information is required when submitting your application. Permits will not be distributed with missing vehicle information.
- Faculty and Staff have the option to pay for their permits via payroll deduction.
- Cash transactions must be handled in person at the Department of Public Safety's main office. **DO NOT MAIL CASH.**
- The Department of Public Safety does not mail permits. Please make arrangements to pick up your permit during our normal business hours Monday- Thursday 8:30 am – 5 pm and Friday 8:30am-4:30pm in UC 310.
- Parking permits do not guarantee your vehicle a parking space on campus.

<p>Last Name <input style="width: 100%;" type="text"/></p> <p>Home Address <input style="width: 100%;" type="text"/></p> <p>Zip Code <input style="width: 50%;" type="text"/></p> <p>Work Phone <input style="width: 100%;" type="text"/></p> <p>Department <input style="width: 100%;" type="text"/></p>	<p>First Name <input style="width: 100%;" type="text"/></p> <p>City, State <input style="width: 100%;" type="text"/></p> <p>CW ID/USF ID # <input style="width: 100%;" type="text"/></p> <p>Alternative Phone <input style="width: 100%;" type="text"/></p> <p>USF Status</p> <p><input type="checkbox"/> Faculty</p> <p><input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Student</p>
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Faculty/Staff: Vehicle Registration is required for each car.
Student: Must submit copies of vehicle registration, insurance, driver's license and USF student ID.

Vehicle #1 Information

License Plate Number: _____

Make: _____

Model: _____

Color: _____

State: _____

Vehicle #2 Information (add \$10.00)
Faculty/Staff ONLY

License Plate Number: _____

Make: _____

Model: _____

Color: _____

State: _____

Permit Types (Check One)

Permanent: DMV Paperwork **and** Human Resources or Student Disabilities Paperwork required.

FULL TIME:

- Fall (exp. 1/31/10) \$255.00
- Spring (exp. 5/31/10) \$ 255.00
- Summer (exp 8/31/10) \$127.50

PART TIME (3 days/week): M T W TH F Sa

- Fall (exp. 1/31/10) \$154.00
- Spring (exp. 5/31/10) \$ 154.00
- Summer (exp 8/31/10) \$74.00

PART TIME (2 days/week): M T W TH F Sa

- Fall (exp. 1/31/10) \$103.00
- Spring (exp. 5/31/10) \$ 103.00
- Summer (exp 8/31/10) \$62.00

Temporary: Human Resources or Student Disabilities paperwork required

- Prorated based on semester fees.

Total: \$ _____

Dates: _____ to _____

Check one:

- Pick up**
- Mail (Please read and sign mail release form.)**

For Faculty/Staff ONLY:

Please check box if you would like to pay your parking permit fees via **PAYROLL DEDUCTION.**

Circle one **SH/SM (bimonthly)** **MO (monthly)**

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 or 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 (1 st) # _____	License Plate # _____	Permit (2 nd) # _____	License Plate # _____
Exp _____		Exp _____	
Mailed: _____		Term: _____	

Permit (1 st) # _____	License Plate # _____	Permit (2 nd) # _____	License Plate # _____
Exp _____		Exp _____	
Mailed: _____		Term: _____	

Permit (1 st) # _____	License Plate # _____	Permit (2 nd) # _____	License Plate # _____
Exp _____		Exp _____	
Mailed: _____		Term: _____	



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

- _____ This permit is 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.
- _____ This permit DOES NOT guarantee my vehicle a parking space.
- _____ I am aware of the parking lots/garages where I am 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 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 all returns. NO RETURNS AFTER THE 3rd WEEK OF THE SEMESTER. The permit 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. If I want a copy of these rules and regulations it is my responsibility to get one.

Print Name

Signature

Date

For DPS Office use only

Permit # _____	License Plate # _____	Exp _____
	Mailed: _____	Term: _____

Permit # _____	License Plate # _____	Exp _____
	Mailed: _____	Term: _____

Permit # _____	License Plate # _____	Exp _____
	Mailed: _____	Term: _____