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| **LANEY COLLEGE SOP Number:**  900 Fallon Street, T-850 BUS.6.43.00  Oakland, California 94607 **Previous SOP:** N/A  Page 1 of 3  STANDARD OPERATING PROCEDURE | | | |
| **DEPARTMENT:** | Business Administrative Services | TITLE: | **PARKING CONTROL** |
| **PURPOSE** |  | | |
| For Administrators, Faculty and Staff to gain access to assigned parking areas or the Faculty/Staff  Parking lots. | | | |
| **PROCEDURE** |  | | |
| Parking Permits for permanent/contract employees are valid from January - December of the  calendar year and these permits are issued as needed during the year. Parking Permits for temporary faculty/staff are valid semester by semester only and these permits are issued one week prior to the beginning of each semester and not before this date. Also, parking permits for temporary faculty/staff can only be obtained through out the current semester.  Only active employees receive parking permits. In order to receive a permit, the Parking Request Form must be completed by active employees and then signed by the respective Dean or Vice President before parking can be obtained. Department Chairs can initial proof they are the request but only the Dean’s or Vice President’s signature will be accepted. Blank forms solely signed by the approving manager will not be accepted; the forms must be completely filled out before the Business Office will issue parking permit.  Permanent/contract employees can receive a parking permit in the form of a sticker permit placed in windshield of a motor vehicle. Each permanent/contract employee can receive up to two stickers for two different vehicles and both vehicles must be listed on the Parking Request Form.  Temporary faculty/staff can receive a parking permit in the form of a placard card to be hung on the rear view mirror. This placard card is transferrable between only two cars and both must be listed on the Parking Request Form.  **THE PARKING REQUESTOR:**   At the beginning of each semester, Dean’s or Vice President’s Staff Assistants shall review the faculty and staff assignments and turn in Parking Request Forms to the Business Office for all faculty/staff at least 10 (ten) business days prior to professional development day for Fall and Spring Semester and the commencement of classes for Summer semester. The Dean’s or the Vice President’s Staff Assistant shall ensure requestor completes all information on the Parking Request Form, including all vehicle license plate numbers, make & models, year and color. Parking permit orders will be filled by the Business Office staff and returned to the | | | |

Dean’s or Vice President’s Staff assistant for distribution to faculty and employees.

 After the semester begins, all requests for parking permits should be submitted to the Dean’s or the Vice President’s Staff Assistant. The Dean’s or the Vice President’s Staff Assistant shall ensure requestor completes all information on the Parking Request Form, including all vehicle license plate numbers, make & models, year and color. Parking permit orders will be filled by the Business Office staff and returned to the Dean’s or Vice President’s Staff assistant for distribution to faculty and employees.

 Everyone is responsible for his or her own permit, no loaning or transferring to cars not listed on the Parking Request Form submitted for approval. The fees associated with lost parking permits is $25.00.

**RESERVED ON-CAMPUS PARKING:** (Arrangements made by the College President only)

 Formal request for assigned parking on the campus grounds are to be made in the President’s office; Contact the President’s Staff Assistant.

**TEMPORARY SPECIAL GUEST PARKING:**

 TEMPORARY PERMITS: This permit is designed for one-time visitors, guest speakers and special events with limited guests and Faculty/Staff that may be driving a rental or replacement car for a short period of time. This permit is valid in the Faculty/Staff lot only unless otherwise specified.

 LOADING/UNLOADING (VENDORS): This permit is designed for temporary parking

on-campus for loading and unloading purposes only. The allotted time is usually 30 minutes unless otherwise specified.

**RESPONSIBILITIES:**

1. **Requestor –** Submit Parking Request Form to Dean/VP and maintain possession of issued parking permit

2. **Dean, Vice President –** Initial approval of parking request

3. **Staff Assistant** – Verify active employees, delivers and picks ups Parking Request Form to/from Business Office and distributes parking permits to active employees

to approved permits to staff and faculty

3. **College President –** Responsible for on-campus ***RESERVED*** parking

4. **Business Office –** Maintains inventory of campus authorized parking permits, distributes requested permits to Staff Assistant, oversight of campus master list of assigned parking permits and notifies Peralta Police of all assigned permits

5. **Police Services-** Enforces parking regulations

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| **Last Edits:** | 8/17/2015 | | |
| **Responsible:** |  | **Approved by:** |  |
| **Date for Review:** |  | **File Ref:** |  |
| **Previous Titles:** |  | | |