



STANDARD OPERATING PROCEDURE

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| DEPARTMENT: | Business Administrative Services | TITLE: | Parking Control |
| PURPOSE: | <p>For Administrators, Faculty and Staff to gain access to assigned parking areas or the Faculty/Staff Parking Lots.</p> | | |
| PROCEDURE: | <p>Parking Permits for permanent/contract employees are valid from Jan. - Dec. of the calendar year. This permit is issued as needed during the year. The old green, octagon shaped, sticker permits previously used for permanent Faculty/Staff are no longer valid. The use of this permit will result in a citation.</p> <p>Parking Permits for temporary faculty/staff are valid semester by semester only. This permit is issued one week prior to the beginning of each semester and not before. This permit can also be obtained through out the current semester.</p> <p>Only active employees shall receive parking permits; the Parking Request Form must be completed and then signed by the respective Dean or assistant of the department before parking can be obtained. Department Chairs can initial as proof that they are aware of the request but only the Dean or their respective assistant'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. Applicants will receive one permit only; transferrable from car to car as long as each car is listed on the request form. (Applicant's cars only)</p> <p>THE PARKING REQUESTOR:</p> <ul style="list-style-type: none"> Picks up a Parking Request Form from the Business Office (<i>check with department first for form</i>) completes all information on the form, including all vehicle license plate numbers, make & models, year and color; submit completed form to appropriate manager for approval; submit the approved form to the Business Office, pick up permit. Everyone is responsible for his or her own permit, no loaning or transferring to cars not listed on your request form. The fees associated with lost parking permits is \$25.00. <p>RESERVED ON-CAMPUS PARKING: (Arrangements made by the College President only)</p> <ul style="list-style-type: none"> Formal request for assigned parking are to be made in the President's office; Contact the President's Assistant. | | |



TEMPORARY SPECIAL GUEST PARKING:

- **OFFICIAL GUEST:** The President's Office is responsible for issuing on-campus guest parking for official guest; see the Assistant to the President.
- **1-2 DAY GUEST:** This permit is designed for guest speakers and special events with limited guests. A parking request form must be completed and submitted to the Business Office. This permit is valid in the Faculty/Staff lot only.
- **TEMPORARY PERMITS:** This permit is designed for 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:** 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** – Responsible for parking permit issued
2. **Dean, Vice President** – Initial approval of parking request
3. **College President** – Responsible for on-campus **RESERVED** parking
4. **Business Office** – Maintains parking permits and logs for record purposes
5. **Police Services**- Enforces parking regulations



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| PURPOSE: | | | |
| KEY WORDS | | | |
| Parking | | | |
| DEFINITIONS AND ABBREVIATIONS | | | |
| <p>Parking Request Form: A green half-sheet form that requires the employee’s vehicle information and administrator’s approval for parking permit.</p> <p>Parking Permit: Temporary Faculty/Staff: A small plastic placard (varies in color from semester to semester) that hangs from the employees rear view mirror that allows the employee to park in the designator parking lot.</p> <p>Permanent Faculty/Staff: A small green plastic placard that hangs from the employee’s rear view mirror that allows the employee to park in the designated lot or reserved stalls on-campus.</p> | | | |
| RESOURCES | | | |
| Peralta College Board Policy B.P./A.P. 6.43 | | | |
| Last Edits: | | | |
| Responsible: | | Approved by: | |
| Date for Review: | | File Ref: | |
| Previous Titles: | | | |