

Supplemental Parking Permits

University Operations – Facilities and Support

EWU Policy 204-06

Authority: EWU Board of Trustees

Effective: June 26, 2015

Proponent: Vice President for Business & Finance

Purpose: This policy prescribes university standards and regulations for the issuance and use of Supplemental Parking Permits.

History: This policy revises and supersedes the previous version dated July 12, 2012. It was adopted by the Board of Trustees on June 26, 2015.

1. “S” Permits

a. Purpose. The S permit may be issued to university employees for parking in any campus parking lot when their duties require visits or delivery to other campus locations and they select the convenience of their privately owned vehicle for transportation.

b. Issue and Control. The Parking and Transportation Service office will provide the S (special) permit to individuals who have been authorized and identified by name, title, department and purpose by the executive administrator or designee, or by the vice president of their respective areas. Once Parking and Transportation Service office has received written authorization by either email or letter, persons authorized for S permits can purchase the permit from the parking office.

c. Lost Permit. The S permits are serially numbered and if a permit is lost it must be reported to parking services. This report shall include the serial number of the S permit, the individual losing the permit, and the date, time and location of the loss. A replacement of an S permit will be provided to the individual at no cost the first time. If a permit is lost more than once, there is a fee required to replace the permit.

d. Expiration of Permit. The S permits are valid from September 1 of the year of issue and are valid through August 31 of the following year.

e. Conditions of Use.

- (1) S permits are authorized for official university business and to assist faculty or staff members to perform their duties. They are not authorized for personal use or convenience.
- (2) S permits are used for limited or space-available parking at other campus lots. Parking at other campus lots is to be limited to time needed to accomplish university business.
- (3) S permits may be used in service drives or loading zones for transporting large items or equipment to or from campus facilities. Parking in these areas is limited to 45 minutes.
- (4) Individuals utilizing the convenience of their privately owned vehicle for official university business should have evidence of personal liability insurance in their vehicle (insurance identification card) as required by RCW 46.29.450, and RCW 46.29.460.

f. Restrictions. S permits are not valid at meters, reserved spaces, spaces for the disabled, fire lanes, safety zones, yellow curbs or zones, designated “no parking” areas, within 16 feet of a building, or other areas not designated for parking.

g. Display. The S permits are designed to adhere to the vehicle window. They must be displayed in the front window on the driver’s side and must face forward and up so that the parking checkers may read the information on the permit.

h. Alternatives. The University Motor Pool has various means of transportation available for use. The trucking services section of central services also can assist in transporting equipment.

2. Departmental Permits

Departmental permits are designed to hang from the rear-view mirror of the vehicle. They are designated for use throughout the campus, but restricted to use for official university business. Possession of a regular permit is not required for departmental permits.

a. Issue and Control. The vice president responsible for parking services or designee provides departmental permits to the president’s office and all other authorized offices. They are issued to the departments on an annual basis for temporary, short-term use, and should be returned to the department after such use. These permits must be monitored and controlled by a designated person, e.g., secretary or office assistant. Permit requests are limited to a maximum of two per department. Requests exceeding this number require justification and will be given special consideration.

b. Restrictions. Departmental permits are not valid at meters, reserved spaces, spaces for the disabled, fire lanes, safety zones, yellow curbs or zones, designated “no parking” areas, parking within 16 feet of a building or other areas not designated for parking.

c. Loss. If a departmental permit is lost, the office of its control must file a report to parking services with an accompanying interdepartmental purchase order. This should include the name of the individual who lost the permit, the serial number of the permit, and the location, date and time of the loss. The vice president or designee responsible for parking services will determine if a fee is assessed for the lost permit.