

To 405  
Freeway

# UCLA Parking Services

Departmental Parking  
Coordinator Handbook  
Fiscal Year 2016-2017



To 405  
Freeway

Rev: 03/10  
Map is not to scale

**Campus Address: 555 Westwood Plaza, Level #2 Suite #100. Mail Code: 136008**

# TABLE OF CONTENTS

Introduction and Purpose .....	1
Departmental Parking Coordinator Roles & Responsibilities .....	2
Parking Information .....	3
Parking Regulations & University Discipline For Permit Abuse .....	4
UC Policy on Reciprocity .....	5
Permit Eligibility Requirements .....	6
Payment Information .....	7
Second Decal Requirements & Policies .....	8
Area Transfer & Relocation Information .....	9
Cancelling & Replacing Permits .....	10
Permit Types & Qualifications .....	11
Parking Permit Periods .....	16
Other Services .....	17
Bruin Go-Flash Pass .....	20
Metro Tap Pass Information .....	21
Pay Station Parking .....	22
Carpool Information .....	23
Processing Parking Forms .....	24
Payroll Deduction Guidelines .....	25
Union Bargaining Codes .....	26
Customer Type/Payroll Title Status Codes .....	27
Visitor/Special Event Parking .....	29
UCLA Commuter Services & Student Information .....	31
Terms & Definitions .....	33
Contacts & Phone Numbers .....	35

# INTRODUCTION

**UCLA Parking Services is responsible for administering parking and other transportation modes for Faculty, Staff, Students, Contractors, Patients and Visitors on campus.**

**As a part of this responsibility, Parking Services:**

- Manages more than 23,948 parking spaces in more than 24 structures and 29 lots on campus.
- Issues and manages over 34, 000 annual parking permits.
- Issues over 1.9 million daily parking permits to patients and visitors per year.
- Administers almost 1,124 carpools [2,682 participants].

## PURPOSE

**This handbook is designed for the purpose of assisting Department Parking Coordinators with the issuance of employee parking and other related services. You will find information regarding policies, rules and regulations that deal with the issuance and maintenance of parking permits.**

# DEPARTMENTAL PARKING COORDINATOR ROLES & RESPONSIBILITIES

Departmental Parking Coordinators are responsible for managing the parking needs of the department (e.g. contract employees, limited appointment employees, career staff, contractors, visitors and guests).

Please remember to complete a **Parking Coordinator Signature Authorization form** when adding or changing Parking Coordinators, Campus Address or Phone number, etc.

## **General Responsibilities:**

- Manage department's permit allocations.
- Submit written requests in advance for additional allocation request.
- Authorize parking for new employees, screen for eligibility, provide the appropriate forms and verify the accuracy of information.
- Communicate new parking information and changes to faculty and staff.
- Answer questions regarding parking and transportation alternatives.
- Refer employees with parking problems and/or concerns to Parking Services.
- Submit requests for "X" and Blue permits in advanced.
- Screen new employees for eligibility prior to Authorizing parking.
- Distribute new permits; decals and gate access cards to employees.
- Return all unclaimed decals and gate access cards to Parking Services.
- Ensure that employees who are no longer eligible for payroll deduction submit another form of payment to Parking Services.
- Ensure that employees who terminate employment at the University cancel their parking by returning the decal and gate access card and submitting a payroll deduction cancellation form (if applicable).
- Inform employees who sign up for payroll deduction that in order for deductions to stop a payroll cancellation form must be submitted to Parking Services along with their permit and gate access card.
- The Departmental Parking Coordinator is responsible for canceling all employees parking who terminate the University without returning their permit, e.g. lost & stolen report and payroll cancellation forms must be submitted (if applicable).
- Encourage employees who go on leave without pay and are on payroll deduction to cancel their permit otherwise they will continue to be charged and accrue suspended deductions.
- Confirm that all employees who have parking and transfer to another department on campus contact their new Departmental Parking Coordinator. Until this happens their parking allocation will continue to be tied to your department
- Ensure that carpool members are not participating in subsidized alternative transportation programs.

## PARKING INFORMATION

UCLA is authorized through the California Vehicle Code to establish independent parking regulations. Both UCLA Parking Regulations and the California Vehicle Code are applicable on the UCLA Campus. UCLA Parking Services is responsible for the operation of the UCLA campus parking system. The parking regulations are adopted pursuant to the authority vested in the University of California, Vehicle Code Section 21113(a) and a violation of these parking regulations constitutes a violation of the section. The provisions of the California Vehicle Code are applicable upon the driveways, paths, parking facilities or grounds of the University. Citations for violations of these regulations or the California Vehicle Code are issued by UCLA Parking Enforcement and are processed through campus administrative adjudication. All citations issued by UCLA Parking Enforcement are processed in compliance with the California Vehicle Code Section 40200.7 and the Los Angeles Municipal Court Regulations. (Parking Program violations are handled through the Permit Programs area of Parking Services.)

Under the authority delegated to Parking Services by the Chancellor, no individual or department other than Parking Services may grant parking privileges on campus unless specifically authorized in writing by Parking Services. All parking permits (decals and gate access cards) issued to users of the parking system remains the property of the University.

### **The University reserves the right to:**

- Refuse issuance of a parking permit.
- Limit the amount of daily alternate area permits.
- Terminate parking privileges of any individual or group.
- Change parking assignments temporarily or permanently as deemed necessary.
- Restrict the use of any parking space, structure or surface lot at any time and to temporarily or permanently relocate permit holders as necessary.
- Determine hours of control.
- Determine mode of operation for any area at any time (e.g. self-park, etc.).
- Tow or boot any vehicle that blocks any parking stall area, structure, lot, ramp and/or driveway.

### **Parking Allocations & Assignments:**

- Parking Services assigns each department's allocations based on their location.
- Parking Services must approve all Blue and "X" permits.
- **Parking Services reserves the right to change or relocate parking assignments either permanently or temporarily as deemed necessary.**
- All requests for allocations must be submitted in writing to Parking Services from either the Departmental Parking Coordinator or the Department Head.

## PARKING REGULATIONS & UNIVERSITY DISCIPLINE FOR PERMIT ABUSE

- **Anyone who parks on the UCLA campus must purchase a parking permit regardless of work shift or parking location.**
- DP Placard disabled visitors are charged a reduced rate.
- Parking regulations are enforced at all times including nights, weekends and University Holidays.
- Gate access cards and magnetic stripe tickets provide gate access only.
- Parking is permitted only in designated parking areas. Refer to the UCLA Parking Permit Privileges for additional information at [www.transportation.ucla.edu](http://www.transportation.ucla.edu).
- Parking permits are non-transferable. The possession and use of a lost, stolen, duplicated, altered or not returned parking permit is subject to a citation and other disciplinary actions.
- Parking without a valid UCLA Parking Permit will be subject to citation, booting and/or towing without notice at the owner's risk and expense.
- No faculty, staff, student, volunteer, donor or other UCLA affiliate can have more than one active permit in their name (excluding second decal). See second decal requirements.
- Daily sale permits are only valid for the date and the area indicated on the ticket.
- UCLA employees with a valid permit are eligible to receive a temporary permit from the Information & Parking Booth when they have forgotten their permit. **No more than three (3) temporary permits can be issued within a three (3) month rolling period.**
- **Note:** This courtesy is also provided to employees who are in a valid carpool however all members of the carpool must be in the vehicle at the time of request.
- UCLA Staff Permit Holders with medical appointments may crosspark for **three (3) hours maximum into structures Jules Stein and MP.**

### University Discipline for Permit Abuse

Violation of parking regulations subjects an individual to disciplinary and legal actions including but not limited to parking citations, repossession of parking permit, imposition of fines, restitution of parking fees, withholding of refunds and revocation of parking privileges.

Student disciplinary cases will be referred to the Dean of Students and employees to the appropriate departmental chairperson or administrative officer. The City Attorney through the court system may pursue serious offenses.

- Permits (decals and gate access cards) are not transferable.
- Resale is prohibited and will subject both buyer and seller to disciplinary actions.
- Falsification of information on parking applications may result in the recall or cancellation of a parking permit and subject the individual to disciplinary actions.
- The possession or use of a lost, stolen, duplicated, cancelled, altered or counterfeit decal or gate access card is cause for disciplinary and legal actions.
- An altered permit is defined as a permit issued by UCLA that is defaced or otherwise marked upon in an unauthorized manner. Permits are considered altered if any of the printed information on any type of permit is changed, including but not limited to, dates that have been erased or crossed out by any means or filled in and changed due to mistaken date entry.

## UC POLICY ON RECIPROCITY

The University of California Campus offers reciprocity parking for up to five consecutive days to faculty and staff with a valid parking permit from another UC Campus. This courtesy is strictly for university business. Individuals must present their home campus permit and valid UC ID at any Information & Parking Booth in order to be eligible for parking at no charge. **This does not apply to Students.**

# PERMIT ELIGIBILITY REQUIREMENTS

## Employee Permit

- Faculty and staff working 40% time or more who are not registered students.
- Contract employees hired at least 40% from outside companies to work for UCLA departments.
- Visiting faculty and scholars working more than 40% time.
- Graduate students employed 40% time or more as research assistants or teaching assistants.
- Resident physicians and interns working at least 40% time.
- Fellowship and trainee status holders working at least 40% time.
- Employees being paid by Stipend, Fellowship or Grant must submit a letter each time they request parking. The percentage must be equivalent to 40%.
- Exceptions are at the discretion of Parking Services.
- **NOTE:** Undergraduate students are not eligible to purchase employee parking.

## Visiting Faculty

Visiting Faculty who require parking for one or more months are eligible for parking through their hiring department's allocations.

## Employees/Consultants hired through outside agencies (not on UCLA payroll)

Employees from an outside agency receive parking from their hiring department.

These individuals are not eligible for the employee rate as they are not employed directly by the University and are therefore required to pay the Contractor rate.

## Contractor Permit

Official UCLA contractors and their subcontractors must contact Capital Programs or the Parking Services Permit Programs Manager at (310) 825-1805 for additional information.

## Clinical Faculty

Clinical Faculty who provide uncompensated services to UCLA and who are on campus no more than two times per week for no more than four hours each visit are eligible for parking.

## Vendor Permits

- Vendor permits are intended for approved campus vendors.
- Individuals and/or companies who have a service contract or agreement with UCLA and require access to the campus on a routine basis are eligible to purchase a vendor permit.
- Anyone doing business with the university is required to follow all applicable parking rules and regulations.
- Campus vendors: contact the UCLA Purchasing Department at (310) 794-6029.
- Hospital vendors: contact the Hospital Material Management & Purchasing Department at (310) 794-3620.
- ASUCLA vendors: contact the ASUCLA Human Resources Department at (310) 825-7055.



## PAYMENT INFORMATION

- Parking permit fees are calculated based on the effective dates.
- The Parking Coordinator or employee may process their permits online or in person at Parking Services.

### Payment Options

- Payroll Deduction (consecutive permits, annual permits and some quarterly permits only).
- Cash (please do not send cash through the mail).
- Check/Money Order/Cashier's Check (payable to "UC Regents").
- Credit Card (Visa/MasterCard/ Discover & American Express) to protect our customer's information, credit card payments must be processed in person by the credit card owner.
- Recharge in accordance with University/department policy. **Not available for the purchase of permits or daily parking for any UC employee.**
- Bruin Card (in person only).

Submit all forms and payments to Parking Services, 555 Westwood Plaza, Mail Code: 136008.

*Note: A temporary permit can be issued by Parking Service for up to five (5) days for Employees whose information has not been updated in the EDB System.*

### Departmental Recharge

- Employees who are paid by the university are not eligible.
- The Departmental Parking Coordinator is required to complete an online Recharge Request.

## SECOND DECAL REQUIREMENTS & POLICIES

### Second Decal Policy

- Employees who request a second decal must certify that only one decal will be used on the UCLA campus at any time. Otherwise the daily parking fee must be paid at an Information and Parking Booth.
- Full-time and limited appointment employees who purchase parking and have more than one vehicle may pay a (**non refundable**) additional fee for a second decal.
- Second Decals are non Transferable.
- All Permit Holders **only** receive one gate access card.

**Note:** Electronic field audits are conducted to determine second decal abuse. The use of two decals on campus simultaneously is a violation of Campus Parking Regulations. Doing so may subject the user to a citation, loss of parking privileges and/or fines and restitution.

### The following Groups do not qualify for second decals:

- Graduate students parked as staff.
- Courtesy.
- Vendor.
- Carpool.
- Student.

# AREA TRANSFER & RELOCATION INFORMATION

## Area Transfers

- Complete the Transaction & Update Form.
- Area Transfer section must be completed and signed by the Parking Coordinator.
- Current decal must be returned to Parking Services.
- Remember to stop at the Information & Parking Booth to obtain a temporary permit when bringing in your decal(s).
- **Note:** *Your gate access card does not need to be returned since your parking privileges automatically link to your new permit type.*

## Transfer Fees

- A transfer fee is required **except** when:
  - Changing to or from a carpool permit.
  - Transferring to another department and parking area at same time.
  - Changing to or from a AP permit.
  - Parking Services relocates you to another parking area.
  - Your department is moved to another area on campus.
- **Note:** *Transfer fees cannot be paid by payroll deduction*

## Permit Type Change of a lesser or higher value

- If employee paid by payroll deduction a Payroll Deduction Cancellation and new Payroll Deduction Authorization must be submitted.
- If employee paid by cash etc. and permit type is of a higher value, the additional fee must be paid.
- If employee paid by cash etc. and permit type is of a lesser value, a refund will be issued.

## Department-only Transfers (no change in lot assignment)

- New Department must have an available allocation.
- Complete Transaction & Update Form and sign.
- Dept. Transfer Only Section must be completed and signed by the New Parking Coordinator.
- No fee is required.
- Mail or Fax to Parking Services.

## Relocations

- A relocation is **mandatory** when:
  - Current parking area is overcrowded.
  - Construction impacts parking area.
  - Loss of a building or parking lot.
  - Opening of a new building or lot.

# CANCELLING & REPLACING PERMITS

## Cancelling/Termination of Parking Privileges

- Employees who paid for parking by Payroll Deduction must complete and submit a Payroll Deduction Cancellation Form to Parking Services when cancelling their permit.
- If an employee is terminated and did not return their parking permit to Parking Services, the Departmental Parking Coordinator will need to cancel the permit by completing a Lost and Stolen Report along with a Payroll Deduction Cancellation Form (if applicable) and submit forms to Parking Services.
- If applicable, a pro-rated refund will be issued once the permit, decal and gate access card are returned.
- Forms can be faxed or sent by campus mail.
- ***Note:** Employees on medical leave from the University may request to continue their parking privileges until they return to the University. These situations are evaluated on a case by case basis. If approved all appropriate parking fees must be paid to maintain parking privileges. Otherwise employees are encouraged to cancel their parking permits.*
- ***Note:** If permit holder has 2nd decal, they must return both decals to cancel.*
- Other Permits: Your permit must be cancelled upon terminating your affiliation with the University (donors, volunteers, contractors).

**Parking Services reserves the right to cancel any parking permit or change parking privileges as deemed appropriate to maintain the policies of the Department and the University.**

## Replacing Lost or Stolen Decals and Gate Access Cards

- A Transaction & Update Form and Lost /Stolen Permit Report can be completed and signed by either the Departmental Parking Coordinator or employee.
- Replacement fee is charged for all lost or stolen items.

## Returning Your Permit

You may return your decal and gate access card:

- By Mail
- Using the Drop Off Box
- In person at the Cashier Window

## Refunds

- Refunds, if applicable are based on the date the permit, decal(s) and gate access card are received by Parking Services.
- Employees who paid by Payroll Deduction will be refunded directly to their sure pay if applicable.
- All others will receive a refund check that will be mailed to the address provided by the employee.

## PERMIT TYPES & QUALIFICATIONS

### **X (Preferred) Permits Provides Highest Mobility**

- Counsel member of Academic Personnel (CAP) automatically qualify.
- Faculty or staff whose position requires them to move frequently from one area of the campus to another.
- Those who require access to lot A or lot E.
- Required to go off campus three (3) times a week or more for related meetings.
- Job related responsibilities require moving heavy equipment two (2) times per week.

### **XRR (Preferred) Permits Provides Mobility**

- Ronald Reagan UCLA Medical Center Executives.

### **Blue (Mobility) Permits Provides Mobility**

The following payroll titles will automatically be approved:

- Ladder Rank Faculty (Assistant, Associate or Full-time Professor).
- MSP (Management Senior Professional Program) level 3 or above Executive Program.

Mobility Requirements:

- Faculty and staff whose position requires them to move frequently from one area of campus to another.
- Required to go off campus three (3) times a week or more for related meetings.
- Job related responsibilities require moving heavy equipment two (2) or more times per week.

Staff or Faculty with a temporary disability:

- Must fill out a temporary permit application.
- The form must be signed by their physician, Parking Coordinator and Department Head.

### **Yellow (Non-Reserved) Permits Provides a Non-Reserved Lot Assignment**

- Faculty, Staff or other UCLA Affiliates.
- Clinical Faculty who are on campus **more than** twice per week must purchase a regular full-fee parking permit.
- Students do not qualify.

### **Night Permits**

- Faculty, Staff or other UCLA Affiliates.
- Staff night permits are valid in CHS.
- Students must be currently registered to qualify. Students can purchase a Night Permit in person at Parking Services.
- Night Permits valid after 4:30 p.m. to 7:00 a.m., Monday through Friday, all day weekends and University Holidays.

### **13NT- Night Permits**

Faculty, Staff or other UCLA Affiliates.

- Staff night permits are valid in 13.
- Night Permits valid after 4:30 p.m. to 7:00 a.m., Monday through Friday, all day weekends and University Holidays.

## **SDNT-Night Permits**

Faculty, Staff or other UCLA Affiliates.

- Staff night permits are valid in DD.
- Night Permits valid after 4:30 p.m. to 7:00 a.m., Monday through Friday, all day weekends and University Holidays.

## **Weekend Permits**

- Staff and Faculty.
- Staff weekend permits are valid in CHS.
- Students must be currently registered to qualify. Students can purchase a Weekend Permit in person at Parking Services.
- Weekend Permit valid from 12:00 p.m. Friday through 7:00 a.m. Monday.

## **Night V Permits – Courtesy Donors, Retirees and Alumni**

- Members of the UCLA Alumni Association who are UCLA Faculty, Staff or Students.
- Valid twice a week for a maximum of four (4) hours a day.
- Retired Staff with 5 to 9 years of service
- Cultural and Recreational Affairs (CRA) purchases these permits in bulk and then sells them to members.
- Night V Permit valid after 4:30 p.m. to 7:00 a.m. Monday through Friday, all day weekends and University Holidays.

## **V/X Blue – Courtesy Donors and Retired Staff**

- Individuals who make monetary donations to the University are eligible based on the level of their gift.
- Valid twice a week.
- Apply for parking through University Relations Office.
- These include:
  - Chancellor Circle
  - Board of Directors

## **V Gold – Courtesy Donors Only**

- Individuals who make monetary donations to the University are eligible based on the level of their gift.
- Apply for parking through University Relations Office.
- UCLA Students, Employees or Faculty members do not qualify.
- Valid once a week for a maximum of four (4) hours.

## **V Blue – Courtesy Donors and Retired Staff**

- Individuals who make monetary donations to the University are eligible based on the level of their gift.
- Valid twice a week.
- Apply for parking through University Relations Office.
- Retired Staff with twenty (20) years or more.
- UCLA Students, Employees or Faculty members do not qualify.

## **V Brown – Courtesy Volunteers, Donors and Retired Staff**

- Individuals who make monetary donations to the University are eligible based on the level of their gift.
- Valid twice a week for a maximum of four (4) hours a day.
- Apply for parking through University Relations Office.
- Retired Staff with 10 to 19 years of service.
- Non-Affiliates who volunteer their time in a non Medical Center Department.
- Students, Employees and Faculty members do not qualify.

## **VH Brown – Courtesy for Hospital Volunteers**

- Non-Affiliates Individuals who volunteer at the hospital.
- Valid twice a week for a maximum of four (4) hours a day.
- Exception: Student Interns enrolled and volunteering at the hospital during the **summer only**.
- Students, Employees and Faculty members do not qualify.

## **1 Brown – Courtesy**

- Is valid in Structure 1.
- Unpaid Doctors who teach at the UCLA Medical School.
- Clinical Faculty who provide uncompensated services and are on campus no more than twice per week.
- Valid twice a week for a maximum of four (4) hours a day.
- Clergy who volunteer for the Chaplains Office.
- Clergy who have a congregational member in the hospital.
- Doctors from other UCLA facilities although they are not on UCLA payroll.

## **DMLZ – Departmental Mobility/Loading Zone Permits**

- Departmental Mobility/Loading Zone Permit is available to departments who require frequent, short-term access to UCLA loading zones.
- This permit is authorized for official UCLA business only.
- DMLZ permit is valid only when displayed in conjunction with a valid employee or an authorized departmental parking permit.

## **Emeriti Permits – Faculty and Retired Staff (with restrictions)**

- Emeriti permits are intended for retired faculty.
- Retired Staff (with restrictions) depending on years of service and payroll title.
- Contact the Emeriti/Staff Retiree Center at (310) 825-7456 for eligibility requirements.

## **APBL – Accessible Parking (AP) Permit for Individuals with Disabilities**

- For Staff or Students who have a valid DMV Placard or Disabled Person's License Plate.
- Faculty or Staff with disabilities must provide Parking Services with a copy of their current DMV Placard Registration Card in order to purchase an APBL parking permit.
- Student must contact Office for Students with Disabilities at (310) 825-1501 or go directly to A255 Murphy Hall.

## **DSBL – Disability Student Blue Permits**

- Issued to Disabled Students with mobility needs who **do not have a DMV Placard**.

## **RC-Brown – Recreation Center Permits**

- Only sold during the Summer Session.
- Valid in RC only.
- Alumni and Spouses of UCLA employees who have a Recreation Center Membership.

## **Weyburn Terrace Permits**

- Students housed in Weyburn Terrace Complexes.
- Employees of Weyburn Terrace.
- Must be approved and assigned by Weyburn Terrace Coordinator (310) 983-1300.
- Valid only in Weyburn Terrace until 4:30 P.M. Monday through Friday.

## **Student Orange Permits**

- Must be a registered Student to qualify.
- Valid only in the area designated on permit until 4:30 P.M. Monday through Friday.
- Must apply for Student Parking by the posted deadlines.
- Contact Parking Services (310) 825-6918 or visit our website at [www.transportation.ucla.edu](http://www.transportation.ucla.edu).

## **Student Clean Fuel Permit**

- Valid in areas 3, 4, 7 at all times.
- When actively charging your permit is valid in charging stations 1, 5, 9, & 32.
- Only Federal Inherently Low Emission Vehicles (ILEV's) are eligible for a UCLA Clean Fuel Permit.
- Cars that meet these requirements are typically certified pure zero emissions vehicles (100% battery electric and hydrogen fuel cell) and compressed natural gas (CNG) vehicles.
- Visit <http://www.arb.ca.gov/msprog/carpool/carpool.htm#vehicles> to determine if your vehicle is an ILEV.
- Only vehicles eligible for a DMV White Clean Air Vehicle Sticker are eligible for a UCLA Clean Fuel Permit. If your clean fuel vehicle is inoperable please contact Parking Services at 310-206-3877.
- Must be a registered Student to qualify.
- Must apply for Student Parking by the posted deadlines.
- Once your permit has been approved you will need to submit the following:
  1. Current Vehicle Registration (must be in your name)
  2. Valid Driver's License
  3. Valid UCLA Identification Card



## University Vehicle Permits

- University Vehicle Permits are required for all University vehicles and “E” plate vehicles that are garaged overnight in parking structures or lots.

## CFBL–Clean Fuel Vehicle Permits Eligibility and Application Process

- Only Federal Inherently Low Emission Vehicles (ILEV’s) are eligible for a UCLA Clean Fuel Permit.
- Cars that meet these requirements are typically certified pure zero emissions vehicles (100% battery electric and hydrogen fuel cell) and compressed natural gas (CNG) vehicles.
- Visit <http://www.arb.ca.gov/msprog/carpool/carpool.htm#vehicles> to determine if your vehicle is an ILEV.
- Only vehicles eligible for a DMV White Clean Air Vehicle Sticker are eligible for a UCLA Clean Fuel Permit.
- Once you determine that your vehicle is eligible contact your departmental parking coordinator for an application.
- You will need to submit the following:
  1. Current Vehicle Registration (must be in your name)

Note: Clean Fuel Permits are only eligible on Clean Fuel Vehicles. If you are driving an alternate vehicle (that is not a Clean Fuel Vehicle) you will need to go to the Parking & Information Booth to request a temporary permit for your alternate vehicle. If you will be driving an alternate vehicle (that is not a Clean Fuel Vehicle) for more than 1 day, please contact the Parking Services at 310-206-3884.

## **PARKING PERMIT PERIODS**

### **Consecutive Permits**

- Valid through June 30<sup>th</sup> 2020.

### **Annual Permits**

- Valid July 1<sup>st</sup> through June 30<sup>th</sup> of the fiscal year.

### **Quarterly Permits**

- Valid for one Quarter at a time.

### **Short Term Permits**

- Valid for thirty (30) days.

## OTHER SERVICES

### Parking I.D. Card

- **Parking I.D. cards are valid for the fiscal year.**
- **Pastoral Care Program and University Relations are eligible to receive a Parking I.D. Card.**
- **Exceptions must be approved by the Permit Programs Parking Coordinator.**

### Emeriti/V Blue Ride Cards

- Retirees who qualify for a courtesy permit can opt to request a Ride Card.
- Contact the Emeriti Center at (310) 825-7456 for eligibility requirements.
- The Ride Card enables the Retiree to purchase daily parking at a reduced rate by presenting their Ride Card at any Information & Parking Booth.

### Loading Zones

- If you have a valid permit you can obtain a free loading zone permit from any Information & Parking Booth.
- *Yellow Zone* - Parking is permitted for a maximum of twenty (20) minutes for loading or unloading.
- *White Zone* - is used for loading and unloading passengers only. Vehicles may not be left unattended at any time.

### SHORT TERM LOADING ZONE

- UCLA Parking Permits are not valid in “Loading Zones”. You must display both a loading zone and valid UCLA parking permit. You may go to any Information & Parking Booth to obtain a temporary “Loading Zone” permit.

### DEPARTMENTAL MOBILITY/ LOADING ZONE PERMIT

- DMLZ – Departmental Mobility/Loading Zone Permits are available to departments who require frequent, short-term access to UCLA loading zones. Please go through your Departmental Parking Coordinator.
- This permit is authorized for official UCLA business only.
- DMLZ permits are valid only when displayed in conjunction with a valid UCLA parking permit.

### LOADING ZONES RESTRICTIONS 21113(a) CVC Red Curb

- RED indicates no stopping, standing, or parking, whether the vehicle is attended or unattended, except that a bus may stop in a red zone marked or posted as a bus loading zone.
- Disabled placards/license plates are not valid at red curbs.

### 21113(a) CVC White Curb

- White is for the purpose of loading and unloading passengers.

- Vehicles may not be left unattended at any time. Any vehicle left unattended is in violation and subject to citation and or tow.
- To be stopped legally at any white curb or passenger loading stall on the UCLA campus, your vehicle must be attended by a licensed driver at all times.
- Disabled placards/license plates are not valid at white curbs.

### **21113(a) CVC Green Curb (Overtime)**

- Green indicates time limit parking specified on the curb.
- Disabled placards/license plates are valid at a green curb without respect to posted time limit. However, UCLA staff, student and faculty must also display a valid UCLA parking permit.

### **21113(a) CVC Yellow Curb (No permit)**

- Yellow loading zones are not for general parking.
- They are used for loading and unloading for the amount of time posted.
- Loading zones are enforced 24 hours a day, including weekends, holidays, finals weeks, quarter breaks and summer.
- Vehicles with commercial plates may park at a Yellow Zone for the purpose of loading/unloading for the amount of time posted (20 minutes).
- Vehicles without commercial plates using a Yellow Zone must display a special permit that can be obtained at any Parking and Information Booth.
- Any vehicle parked not displaying this special permit is in violation, and subject to citation.
- Vehicles parking in yellow curbed areas once Information & Parking Booths are closed are allowed to load/unload at a yellow curbed area for 20 minutes without a permit.
- Disabled placards/license plates are not valid at yellow curbs.

### **21113(a) CVC Yellow Curb (Overtime)**

- UCLA allows vehicles displaying commercial license plates or loading permits to park at a yellow curb for a maximum of 20 minutes.
- Vehicles using a Yellow Zone displaying the required permit are parked in a time limit zone.
- Please adhere to the posted time limit.
- Any vehicle staying longer than 20 minutes is in violation, and subject to citation.
- Disabled placards/license plates are not valid at yellow curbs.

### **Free Designated Parking for Motorcycle / Moped / Scooter**

- No permit is required.
- Weyburn Terrace Residents will be issued a gate access card by coming into Parking Services with their proof of residency.
- There are over 1, 200 designated parking spaces for motorcycles, mopeds and scooters on campus.
- Parking Regulations
  - Must park in designated motorcycle/moped/scooter parking areas.
  - No garaging of motorcycles, mopeds or scooters permitted on campus.
- **To view the locations log onto [www.transportation.ucla.edu](http://www.transportation.ucla.edu)**

## **Flyaway Service to LAX for Staff & Faculty with valid UCLA parking permit.**

### **General Rules:**

- Weekend overnight parking is available from 3:00 P.M. Friday to 7:00 A.M. Monday, in structure 32 & lot 36.
- Overnight parking is not allowed Monday Through Thursday.

### **Overnight Parking Exceptions for Blue, X & Emeriti permit holders:**

- Can be issued a temporary permit for up to 10 consecutive days.
- Temporary permit will expire at 7:00 A.M. after the 10th day.
- Must display both your assigned permit and temporary permit.
- You may park in the fly away spaces of structure 32 only.
- **Please contact Parking Services at (310) 206-3886 to make arrangements and to receive a temporary permit.**

### **Overnight Parking Exceptions for Yellow permit holders:**

- Exceptions can be made for employees traveling on University business.
- **Must contact Parking Services at (310) 206-3884 to make arrangements.**
- If approved, employees will need to park in in their assigned lot.

### **Flyaway Service to LAX**

- Long-term parking is available to Flyaway passengers.
- Flyaway passengers can purchase long-term parking for up to ten days in a row using the self-park-service pay stations in parking structure 32.
- Weekend \$8.00 a day, Weekday \$12.00 a day & 7-Day week pass \$59.00 a week.

# **BRUIN GO-FLASH PASS**

## **Eligibility**

- UCLA Students, Staff or Faculty who have a Valid Bruin Card and a BOL account.

## **Advantage**

- Provides unlimited access to any Santa Monica “Big Blue Bus” or Culver City Bus without having to deposit 50 cents each time you ride.

## **Cost**

- \$33.00/a quarter.

## **Purchasing**

- Go online to [www.transportation.ucla.edu](http://www.transportation.ucla.edu) to purchase.

### **Special Accommodations for:**

- Seniors 62+ when applying online.
- Disabled customers with a DMV placard must come in person to parking service.

## **Restrictions**

- Cannot be a member in a valid UCLA Carpool Permit; primary, secondary or tertiary.
- Cannot be in a UCLA Vanpool.
- Non-refundable.
- Non-transferable.
- Full fee to replace if lost or stolen (this includes Flash Passes that are mailed).

# METRO TAP PASS INFORMATION

## Eligibility

- UCLA Students must be currently enrolled for the quarter applying.
- UCLA Staff or Faculty must be employed 40% with a six (6) month or longer end date.

## Not Qualified

- Are in a UCLA Vanpool.
- Are a member of a valid UCLA Carpool Permit; primary, secondary or tertiary.
- Or have a LADOT, Santa Clarita or AVTA pass.

## Advantage

- When you board any Metro Bus or Metro Rail line all you do is “Tap” your Tap pass on the blue target located at the top of the fare box.
- UCLA Staff or Faculty (see eligibility) who purchase online may elect to pay by Payroll Deduction.

## Transferring to Big Blue Bus or Culver City Bus?

- When boarding the Metro Bus you will need to purchase a transfer for 35 cents.
- Customers who ride both Metro and the BigBlue or Culver City buses can purchase a metro pass and/or a Flash Pass for the quarter.

## To Purchase a Tap Pass

- Tap Passes can be purchased at the UCLA Central Ticket Office you will need your valid UCLA Bruin Card.
- Or go online to [www.transportation.ucla.edu](http://www.transportation.ucla.edu) you will need a BOL account.

## Renew

- Once you purchase a Tap Pass, you can renew online or at Central Ticket Office.
- Go Metro transit passes are available for purchase two weeks before the start of each quarter.
- Not Qualified – Or have a Flash Pass, LADOT, Santa Clarita or AVTA pass

*Go online for dates and prices.*

## **PAY STATION PARKING**

- UCLA Parking Pay Stations provide you with short-term parking options in lots or structures located throughout campus without having to go to an Information & Parking Booth.
- Pay Station are ideal for students who need to park for only a class or two at a time or visitors attending a UCLA arts, performance or academic event.

### **Pay Station Parking**

- Space is purchased at the pay station using the unique number indicated on each parking space.
- No permit to display.
- Valid to park based on amount of time purchased for space.
- Pay by Space pay stations are located in structures 2, 3, 4, 8, 32, Charles E. Young Drive (east of Law School), CHS-Visitors, Sunset Recreation Center, and Tiverton Street (across from School of Medicine).
- Pay Station rates vary and payment can be made by:
  - \$1 and \$5 dollar bills.
  - MasterCard, American Express or Visa Credit Cards.
  - Coins are not accepted.

### **Pay and Display**

- Permit is purchased at a pay station machine.
- Permit must be displayed on dashboard of vehicle.
- Pay and Display pay stations are located at parking structure 3 south, 11 & 36.
- Pay Station rates vary and payment can be made by:
  - \$1, \$5, & \$10 bills.
  - MasterCard, American Express or Visa Credit Cards.
  - Coins are not accepted.

### **Pay on Exit**

- Pay on Exit Locations: MB 100, MP Westwood & MP Gayley.
- Pull ticket and park.
- Conduct business.
- Pay Station rates are: \$12.00 flat rate.
  - Twenty (20) minutes or less \$3.00
  - Thirty (30) minutes or less \$5.00
- Payment required 24/7
- No in and out privileges for daily tickets (exceptions: for purchase of ten (10) and twenty five (25) consecutive day permit)
- No permit to display.
- Pay at Pay Station by:
  - Cash, no coins.
  - Discover, MasterCard, American Express or Visa Credit Cards.



## **Pay by Plate**

- Parking Structure 7 Pay by Plate hours of operation: Monday – Friday from 4:30 p.m. to 12:00 a.m.
- Parking Structure 8 Pay by Plate hours of operation: 24 hours a day and 7 days a week.
- Parking Structure 4 Pay by Plate hours of operation: 24 hours a day and 7 days a week on level 1 after-hours on level 2 and 3

# CARPOOL INFORMATION

## Employee Carpool Guidelines

- Two (2) or three (3) employees must ride together at least three (3) days a week and be employed at least 40% time.
- All members must commute from a logical geographical compatible address. NOTE: The individual living furthest does not need to be listed as the primary member.
- All members' primary work location must be on the UCLA campus during the duration of the parking permit issued.
- Staff Carpools are issued on an Annual or Quarterly basis depending upon eligibility.
- Quarterly carpools are renewed each quarter by submitting a new application.
- One employee is designated by the group to be the primary permit holder.
- The allocation for the permit comes from the primary member's departmental allocations.
- The primary member of the carpool pays in full for the carpool permit.
- Only one (1) parking decal and one (1) access card are issued.
- **Note: As a courtesy if you are in a valid staff carpool you may receive a temporary permit from the Parking & Information Booth when you have forgotten your permit at home. All members of the carpool must be in the vehicle at the time of the request. No more than three (3) temporary permits can be issued within a three (3) month rolling period.**
- **Please Note: Quarterly audits are conducted to ensure the integrity of our program.**

## Carpool Incentive

- Carpool permits are offered at a discounted rate.
- Three (3) person carpools (except graduate student employee members) automatically receive blue parking privileges.
- All carpool members are entitled to Bruin Commuter Park privileges.

## Carpool Eligibility Combinations

- Two (2) or three (3) UCLA/ASUCLA employees.
- One (1) or two (2) UCLA/ASUCLA employees and one (1) UCLA Graduate Student employee who qualifies for employee parking.
- Two (2) or three (3) UCLA Graduate Student employees who qualify for employee parking (parked on a quarterly basis).
- One (1) or two (2) UCLA Graduate Student employees who qualify for employee parking (parked on a quarterly basis) and one (1) UCLA/ASUCLA employee.
- Graduate students on stipends or grants must include proof of verification along with their application in order to qualify.

### **Note:**

- Undergraduate students and non-employee graduate students do not qualify as members of an employee carpool. Please contact UCLA Student Parking for information regarding student carpools.
- **You are not eligible to apply for a Staff or Student Carpool Permit if:**
  - You are a member in another carpool.
  - Are on the UCLA Vanpool.
  - Have a permit of your own.
  - Have a transit pass; Flash Pass, Tap Pass, LADOT, Santa Clarita or AVTA.

**Looking for a carpool partner? Log onto: [www.carpoolworld.com](http://www.carpoolworld.com).**

# PROCESSING PARKING FORMS

## Processing Employee Carpool Applications

- 1) The designated primary permit holder and their Parking Coordinator complete and sign the first section of the Employee Carpool Application.
- 2) The secondary member and their Parking Coordinator complete and sign the second section of the application.
- 3) The tertiary member and their Parking Coordinator complete and sign the third section of the application (if applicable).
- 4) Submit forms to Parking Services. Must be submitted by Primary Member of Carpool or Parking Coordinator.

## Processing Individual Parking Applications

The Parking Coordinator completes the Parking Application

### Section 1

- UID Number – 9-digit identification number, Non-UCLA employees provide their drivers license number, UCLA Vendors provide vendor identification number.
- Name – Last and First Name as it appears in the UCLA payroll system.
- Provide Disabled Placard Number and Placard Expiration Date, a copy of the DMV Placard Registration must be submitted (if applicable).

### Section 2

- Check payment type.

### Section 3

- Department FS# – 4 digit Code.
- Department Name.
- Employee's Payroll Title.
- Bargaining Units – refer to Union Bargaining Codes and check one.
- Status Codes – refer to Customer Type/Payroll Title Status Code and check one.
- Area and Permit Type.
- Primary Area – For X and DP only.
- Parking Period – Check one.
- Mandatory Authorization – Parking Coordinator must complete all information including signature for approval.

# PAYROLL DEDUCTION GUIDELINES

## Payroll Deduction Guidelines

- By completing a Payroll Deduction Authorization form an eligible employee authorizes the University to withhold all appropriate parking fees from their bi-weekly or monthly paycheck(s).
- Employees must provide all the information requested on the Payroll Deduction Authorization (PDA) form. It is crucial that the employee identification number be provided to Parking Services in order to process deductions on-line.
- Payroll Deduction available options:
  - a) Annual parking permits have on-going bi-weekly or monthly deductions. To be eligible for annual permit payroll deduction an employee must be paid through the UCLA payroll system and be employed at least 40% time with a minimum (9) month appointment from the date the permit is issued. The authorization for annual permits is permanent until cancelled. Pre- and post-tax options are available.
  - b) Consecutive parking permits have on-going bi-weekly or monthly deductions. To be eligible for consecutive permit payroll deduction, an employee must have passed their six (6) month probationary period and have a career appointment with no end date. In addition, an employee must be paid through the UCLA payroll system and be employed at least 40% time. The authorization for consecutive permits is permanent until cancelled. Pre- and post-tax options are available.
  - c) Quarterly parking permits have entire quarterly payment taken at one time at the beginning of the quarter. A new Payroll Deduction Authorization form must be submitted each quarter. Employee's appointment must be a minimum of (6) months or longer to be eligible for quarterly payroll deduction. Employee must also be paid through the UCLA payroll system with a 40% appointment for the duration of the permit. Pre- and post-tax options are available.
- Parking Services processes payroll deductions online in accordance with UC payroll deadlines.
- Deductions are taken one month in advance, for annual and consecutive permits.
- The first month of deductions for annual or consecutive parking permits will include retroactive deductions for parking fees accrued prior to the employee receiving their first paycheck and a regular parking deduction for the following month.
- Deductions missed due to insufficient earnings will automatically be deducted from the next check distribution.
- Should Parking Services be unable to collect monthly deductions, the permit holder will be held liable for applicable fees and the permit may be canceled after thirty (30) days of non-payment.
- Parking Services conducts periodic audits to collect missed parking deductions. Employees identified in these audits may have lump sum deductions or be billed for accrued parking fees.
- Employees who separate from the University or go on disability, maternity or sabbatical leave must return their decal and gate access card and submit a Payroll Deduction Cancellation (PDC) form.
- Employees on short term leave who wish to continue their parking privileges may make payment arrangements. Please call Parking Payroll Deductions at campus extension 53889.
- Employees who neither cancel their payroll deduction nor return their parking permits will be considered active permit holders and will continue to accrue parking fees.
- Employees paid by grants or stipends are not eligible for payroll deduction.

## UNION BARGAINING CODES

<b>Code</b>	<b>Employees</b>	<b>Represented by:</b>
99	Non – represented	Not represented
A4	Academic Senate	Not represented
BX	Graduate Students	United Auto Workers (UAW-ASE)
CX	Clerical & Allied Services	Coalition of University Employees (CUE)
EX	Patient Care Technical	American Federation of State, County and Municipal Employees (AFSCME)
FX	Non-Senate Academic Research Professionals	American Federation for Teachers (AFT)
GS	Printing Trades	Printing Trade Alliance (PTA)
HX	Residual Patient Care Professionals	University Professional and Technical Employees (UPTE)
IX	Non-Academic Senate instructors	American Federation for Teachers (AFT)
K4	Skilled Crafted	American Federation of Labor (AFL-CIO Local 501)
LX	Professional Librarians	American Federation for Teachers (AFT)
NX	Registered Nurses	California Nurses Association (CNA)
PA	Police Officers	Federated University Police Officers Association (FUPOA)
RX	Research Support Professionals	University Professional and Technical Employees (UPTE)
SX	Service	American Federation of State, County and Municipal Employees (AFSCME)
TX	Systemwide Technical	University Professional and Technical Employees (UPTE)

## CUSTOMER TYPE/PAYROLL TITLE STATUS CODES

Status Code	Sub Status Code	Customer Type / Payroll Title	Definition
0		0-UCLA Department	Departmental Permit Request.
1		1-Faculty	UCLA Faculty (i.e. Prof, Assoc or Asst Prof, Librarian, Instructor and other Academic) being paid by the University with an academic appointment. Current valid UCLA employee ID number required.
2		2-Professional Research	Professional Researcher being paid by the University as career or as a limited employee. Current valid UCLA employee ID number required.
3		3-Non-Academic Staff	Non Academic Staff being paid by the University as a career or as a limited employee. Current valid UCLA employee ID number required.
4	A	4A-Non-UCLA Employee	Employee of a University affiliated department (i.e. ASUCLA, University Credit Union).
4	B	4B-Non-UCLA Department	University affiliated department (i.e. ASUCLA, University Credit Union).
5	A	5A-Teaching Assistant	UCLA Teaching Assistant being paid by the University, stipend or grant. Current valid UCLA employee ID number required.
5	B	5B-Research Assistant	UCLA Graduate Researcher being paid by the University, stipend or grant. Current valid UCLA employee ID number required.
5	C	5C-Readers	UCLA Reader being paid by the University, stipend or grant. Current valid UCLA employee ID number required.
5	D	5D-Interns	UCLA Intern being paid by the University, stipend or grant. Current valid UCLA employee ID number required.
5	E	5E-Resident or Post MDs	Resident or Post MD being paid by the University, stipend or grant. Current valid UCLA employee ID number required.
6	A	6A-Trainees	Employee with Trainee payroll title being paid by the University, stipend or grant. Current valid UCLA employee ID number required.
6	B	6B-Fellow	Fellow being paid by the University, stipend or grant. Current valid UCLA employee ID number required.
7	A	7A-UNEX	Permit issued under FS# "UNEX"
7	B	7B-CRA	Permit issued under FS# "3730"
7	C	7C-Med Plaza 100 Non-UCLA Tenants	Permit issued under FS# "M100"

## CUSTOMER TYPE/PAYROLL TITLE STATUS CODES

Status Code	Sub Status Code	Customer Type / Payroll Title	Definition
7	D	7D-Contractor	Approved University contractor.
7	E	7E-Consultant	Consultant hired through an outside agency. Not on UCLA payroll.
7	E2	7E2-Temp Agency Employee	Contracted employee hired through an outside employment agency. Not on UCLA payroll.
7	E3	7E3-Temp Agency Staff Rate	Contracted employee paid by an outside agency charged the prevailing employee parking rate per University contract.
7	F	7F-Vendor (a) UCLA	Vendor with a service contract through UCLA Purchasing, Hospital Material Management & Purchasing Dept. or ASUCLA.
7	G	7G-Vendor (b) Departmental	A Vendor service contract with a specific UCLA department.
7	H	7H-Outsourced Service/Tenant	Department that provides a service to the University that is self standing.
7	I	Conference	Conference Permits arranged through Special Events.
7	J	7J-Non-UCLA Dorm Permit	Faculty/Staff Roommate Parking – Pay Blue Rate.
8	A	8A-Retired (Ladder) Faculty and Emeritus	Emeritus – courtesy permit.
8	B	8B-Retired (Non-Ladder) Faculty and Non-Emeritus	Retired Faculty – courtesy permit.
8	C	8C-Retired Staff	Retired Staff – courtesy permit.
8	D	8D-Donor	University Donor – courtesy permit.
8	E	8E-Volunteer	University volunteer – courtesy permit.
8	E3	8E3-Volunteer Staff	Volunteers other than Medical Center – Pay Yellow Rate.
8	F	8F-Clinical Faculty	Clinical Faculty – courtesy permit.
9	E	9E-FEMBA, EMBA	FMBA and EMBA Students.

## VISITOR/SPECIAL EVENT PARKING

An authorized Departmental Parking Coordinator can arrange short term parking for visitors who require parking on campus by completing an online recharge request.

### Guest Permits

- Are for official University guests only. UCLA employees, students, personal guests, or any campus visitor receiving benefits or compensation (e.g. vendors) **are not eligible**.
- Guests Permits can be mailed prior to the event.
- Arrangements for larger events of more than fifteen (15) vehicles should be made through the Special Events Office.

### Ordering Guest Permits

- The following information is required:
  - a) Name of Guest(s).
  - b) Area(s).
  - c) Any additional account information.
  - d) Departmental contact name and phone number.
- Guest permits take 3-5 working days to process once the completed Request Form is received.
- Parking Services will call the contact person when the permits are ready.

**Note:** Guest Permits are not valid in Lot A prior to 4:30 p.m. Monday through Friday.

### Conference Permits

- Are issued to Guests.
- Summer Residents attending seminars or conferences who are residing in the Residence Halls.
- Gate Access Cards can be purchased separately to open the gates to parking structures and lots.

### Ordering Conference Permits

- Contact the Parking Services Special Events Coordinator to make reservations for parking spaces. Conference permits need to be ordered at least five working days prior to the event. The reservation for these spaces needs to be made at least a month in advance.
- Submit an online recharge Request Form and include the following information:
  - a) Name, date(s) and time(s) of the event.
  - b) Number of permits and/or gate access cards needed.
  - c) Area for which the permits are needed.
  - d) Recharge ID and account information.
  - e) Contact name and phone number.

Conference Permits are valid only for the dates and location specified on the permit and do not allow mobility between other parking lots at any time. A representative from Parking Services will notify the specified contact person when the conference permits are ready to be picked up.



## VISITOR/SPECIAL EVENT PARKING

### a) Special Event Services

The Special Events Office at Parking Services is responsible for managing the transportation requirements, which includes parking, shuttle service and traffic control support for all campus and some non-campus-affiliated events (e.g. meetings, seminars, conferences, athletic events, film and television industry film shoots and premieres and concerts).

A special event is defined as any function requiring parking for more than 15 vehicles.

- Parking for special events must be pre-arranged and authorized in advance by the Special Events Office (at least two weeks notice is required for events of 100 cars or less). At least one month's notice is required for events of more than 100 cars. Call the Special Events office for notification schedules.
- Event costs can be billed through the UCLA online recharge system.

### Other Services Available through the Special Events Office

Parking attendants, traffic control, shuttle services, reserved parking spaces and standard directional signs can be provided for events for additional fees. Please call the Special Events Office at 310-825-1286 for more information.

### b) Courtesy Parking

- Courtesy Parking is used to make special parking arrangements for individual visitors or groups of 15 or less vehicles. Not available to UCLA employees, UCLA students or personal guests.
- To arrange Courtesy Parking, go to the Courtesy Online page at [www.transportation.ucla.edu](http://www.transportation.ucla.edu)
- If you have a request that cannot be arranged online, please contact the Special Events office at 825-1286 for assistance.
- Visitors identify themselves at a Parking and Information Booth and are issued daily parking passes for the area specified. The attendant at the booth will provide instructions to the visitor regarding where to park and how to use the mag stripe entry ticket.
- Fees are charged per vehicle and are billed through departmental recharges. An online recharge request needs to be submitted at the time courtesy parking arrangements are made.
- All UCLA department parking requestors are required to have access to the TSREQ function in DACSS in order to make any Special Event or Courtesy Parking arrangements.
- For information, please go to the Special Event and Courtesy Parking page at [www.transportation.ucla.edu](http://www.transportation.ucla.edu)

### c) Reserved Daily Visitor Parking

- Arrangements can also be made for individual guests to purchase parking. Please select this option when making the reservation.

# UCLA COMMUTER SERVICES & STUDENT INFORMATION

## UCLA Commuter Services and Information

UCLA Commuter Services and Information offers a variety of transportation alternatives to UCLA that includes:

- Public Transit (buses and trains).
- Carpooling.
- Vanpooling.
- Walking.
- Bicycling.
- Motorcycle & Moped.
- Bruin Go.
- Go Metro.
- Carpool Match listing.

Ridesharing saves money, reduces stress and helps the environment.

## Vanpooling

- UCLA's vanpool program provides spacious, comfortable and well-maintained vehicles to individuals who are commuting to UCLA.
- UCLA faculty, staff and students can vanpool on a full-time monthly or part time basis.
- Non UCLA participants can vanpool on a full-time monthly basis only.
- UCLA Vanpool participants with a valid California Driver License may qualify to receive an Emergency Ride Home. For details call 310-206-7565.
- UCLA Vanpool participants can receive a daily pass at a reduced rate by presenting their UCLA Bruin Card at any Information & Parking Booth.
- For more information visit our website at [www.transportation.ucla.edu](http://www.transportation.ucla.edu)

## Student Parking Information

- Graduate student employees may qualify to receive parking through their department.
- All other students may apply by submitting a Student Parking Request by the published deadline.
- 2 and 3 person Carpool permits are guaranteed on a quarterly basis to students who qualify and apply by the deadline.
- You are not eligible to apply for a Staff or Student Carpool Permit if you are a member in another carpool, have a permit of your own, are in a UCLA Vanpool, have transit pass; Flash Pass, Metro Tap Pass, LADOT, Santa Clarita or AVTA.
- Commuter and Resident Hall Student Permits are assigned through a need-based point system.

## UCLA COMMUTER SERVICES & STUDENT INFORMATION

### Other Permits

- **Summer Session Student Parking** is sold on a first come first serve basis.
- Night and weekend permits can be purchased in person at Parking Services.

For further information go to [www.transportation.ucla.edu](http://www.transportation.ucla.edu) or contact Parking Services at 310-825-6918.

## TERMS & DEFINITIONS

Annual Permits	Permits valid for the Fiscal Year from July 1 <sup>st</sup> through June 30 <sup>th</sup> .
Bruin Go	With your UCLA Bruin Card you may ride the Santa Monica Blue and Culver City Bus by showing your card along with a co-payment.
Bruin Go Flash Pass	Pass be purchased on a quarterly basis for Summer, Fall, Winter and Spring Quarters. You may ride the Santa Monica Blue and Culver City Bus by swiping your pass.
Carpool	Two or three employees (working 40% percent) riding together at least three (3) days a week.
Citation	Ticket given when vehicle is parked illegally e.g. displaying an invalid decal.
Conference Permits	Summer Residents attending seminars or conferences and residing in the Residence Halls. Conference Permits are valid only for the dates and location specified on the permit and do not allow mobility between other parking lots at any time.
Consecutive Permits	Permits valid through June 30 <sup>th</sup> of 2020
Courtesy Permits	Individual visitors or groups of fifteen (15) or less vehicles. <b>Not</b> available to UCLA employees, Faculty, students or personal guests.
DMV Placard	Department of Motor Vehicles Disabled Placard. Pertains to both Permanent and Temporary.
Donors	Individuals who provide a monetary donation to UCLA.
EDB	Employee Database for UCLA employees.
FAU	Full Accounting Unit.
FS#	Financial Service 4 digit number. Departmental spaces are allocated and tracked for each department under this code.
Gate Access Card	Card is used to allow entry into parking structure(s) or lot(s) specific to your permit type.
Go Metro Transit Pass	Pass purchased on a quarterly basis for Summer, Fall, Winter and Spring.
Guest Permit	Official University guests only. Note: UCLA employees, students, personal guests or other campus visitors receiving benefits or compensation (e.g. vendors) <b>are not eligible</b> .
L/S Report	Lost & Stolen Report is used to police list a valid decal not returned to Parking Services e.g. for replacements or cancellations.
Meter Parking	Coin (quarters only) operated short-term parking spaces.
NTA	Notice to Appear is given along with a citation when the decal displayed on your car is not valid, e.g. reported lost, stolen, not returned or cancelled by Parking Services.
Pay and Display	Permit purchased at pay station machine and ticket is displayed on dashboard of vehicle.
Pay on Exit	Permit is purchased upon exiting structure MB/MP.
Pay by Space	Permit is purchased at a pay station machine and tracked by stall number.

PDA	Payroll Deduction Authorization. This form is used to authorize an automatic deduction for parking from your pay check.
PDC	Payroll Deduction Cancellation Form. This form is used to cancel automatic deduction for parking from your pay check.
Permit	Decal displayed on vehicle.
Quarterly Parking	Parking permits valid for one Quarter; Summer, Fall, Winter and Spring Quarters.
Online Recharge	Online Process used to charge parking decal(s) or gate access card(s) to the department for non-UCLA Affiliates.
Restitution	Fees imposed to violators at a Notice to Appear hearing.
Short Term Permit	Permit given for up to thirty (30) consecutive days.
Temporary Permit	Permit given for one (1) day plus.
UCLA Bruin Card	Card containing your picture and nine digit employee or Student I.D. number.
UNEX	University Extension.
Vanpool	Nine (9) or more approved individuals riding together to UCLA in an official van.
Vanpool Voucher	One (1) way ticket purchased to ride the UCLA vanpool.
Zip Car	Vehicles provided to commuters and other UCLA Bruins for same day off campus trips.

## CONTACTS & PHONE NUMBERS

Unit	Assistance with:	Phone
<b>Employee Parking</b>	Staff, Faculty, Donor, Volunteer, and Emeriti Parking Permits	pcoordinator@ts.ucla.edu (310) 206-3884
<b>Student Parking</b>	Student Permits	(310) 825-6918
<b>Parking Accounts Receivable</b>	Parking payroll deduction    Phone:	(310) 825-3889
	Parking Refunds                      Phone:	(310) 825-9843
<b>Customer Information Center</b>	Customer Information	(310) 825-3618 staff (310) 825-9871 student (310) 794-RIDE ridesharing
<b>Special Events Office</b>	Courtesy and Reserved Daily Visitor Parking Conference Permits Phone for Reservations: Fax:	   (310) 825-1286 (310) 267-1800
<b>Commuter Services and Information</b>	Vanpool, Carpool matching and alternative transportation    Phone:	(310) 206-7565
<b>Emeriti/Staff Retiree Center</b>	Retired Faculty and Staff Permits	(310) 825-7456
<b>Office for Students with Disabilities</b>	Disabled Student Parking	(310) 825-1501
<b>Dean of Students</b>	Dean of Students	(310) 825-3871
<b>Parking Enforcement</b>	Parking Citations  24 Hour Informationline: Web-site address:	  (800) 578-0799 www.pticket.com