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## **Parking and Transportation Administrative Procedure**

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Responsible Official:	John Wise, AVP Hospitality & Auxiliary Services
Related Policies:	n/a

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### **Administrative Procedure Statement**

Over the last several years, Wake Forest University has experienced a significant increase in the demand for parking. It is important that we manage this demand carefully by incentivizing alternatives to individual vehicle commuting (often referred to as SOV or single-occupancy-vehicle commuting). If we do not manage this demand, we are faced with the expansion of surface lots at great financial expense to the University. An increase in surface lots will also result in a loss of our green spaces.

After studying various alternatives, we determined that instituting a parking fee that provides incentives for faculty and staff to carpool and/or use alternative modes of transportation would best help achieve our objectives. We added a no-cost off-site parking option for those members of the Wake Forest community who choose not to pay for on-campus parking and/ or cannot take advantage of the alternatives

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**Related Policies**

n/a

**Related Documents**

none

**Procedures**

**1. Employee Parking Permits**

1.1 Exempt and nonexempt faculty and staff, both full-time and part-time and WFU temporary personnel, who choose to park a motorized vehicle on the Reynolda campus, during weekday hours (8 AM to 5 PM) must obtain an annual parking hangtag. The fee to obtain a parking hangtag will be calculated on an annual basis as a 0.3% percentage of pre-tax compensation and will be deducted on a pre-tax basis from each regular paycheck over the course of the year. See Section 2 for more information on the payroll deduction process.

1.2 Faculty and staff have the following parking hangtag options:

*1.2.1 On-Campus Employees*

Faculty and staff who work on campus may select from one of four vehicle hangtags: 1) a hangtag to park a single occupancy motorized vehicle on the Reynolda campus, 2) a parking decal to park a motorcycle or motorized scooter on the Reynolda campus, 3) a carpool hangtag for the Reynolda campus (see Section 5), or 4) a hangtag to park in a designated satellite parking lot for free.

### 1.2.2 Off-Campus Employees

Faculty and staff who work at Bridger Field House, the Environmental Health & Safety office, Graylyn, Human Resources (HR), Reynolda Gardens, Reynolda House, Reynolda Village, University Corporate Center (UCC), or any other satellite locations are not required to purchase a parking hangtag, but must have their vehicles registered with Parking and Transportation in order to be issued an off-campus parking hangtag. Off-campus faculty and staff who visit campus have the following parking options: 1) park at the satellite location and ride the shuttle to the Reynolda campus for meetings; 2) if approved by the department head, purchase a parking hangtag to be able to park on campus at any time; 3) use a departmental issued hangtag and park in Lot N, any faculty-staff or general parking lot.

## **2. Payroll Deduction**

2.1 Payroll deduction is required for all hourly, salaried, full and part time faculty and staff purchasing an on-campus parking hangtag. Payment by payroll deduction protects the confidentiality of salary information, reduces clerical efforts and administrative expenses and streamlines the registration process.

2.2 Faculty and staff parking fees will be calculated as 0.3% of annualized base compensation as budgeted for the fiscal year and will not include consideration of overtime or additional compensation. An annual adjustment to the maximum parking rate may be made to correspond with the standard approved percent annual wage increase. The annualized fee will not exceed \$922.50 for 2015/16.

2.3 Payroll deductions will remain in effect until the parking hangtag is relinquished and the payroll deduction is cancelled. A faculty or staff member may cancel payroll deduction at any time, subject to the following limitation: The faculty or staff member must contact the University's Parking and Transportation Office at least fifteen business days prior to the beginning of a payroll period for the cancellation to be effective for that payroll period. For any period in which an employee does not receive a regular paycheck, but retains parking privileges, the employee consents to the parking fee for that period being accrued and deducted from their next regular paycheck.

2.4 If the cost of a parking hangtag should change for any reason, or before a new parking hangtag is issued, faculty and staff will be given advanced written notice and the opportunity to discontinue payroll deduction election in accordance with section 2.3. If an employee does not cancel payroll deduction election in accordance with section 2.3 after such notice, the payroll deduction election will be automatically adjusted to the new rate.

2.5 Participation in the program will cease automatically upon termination of employment with the University. The parking hangtag must be returned by the employee as part of the University's exit interview process. Faculty and staff will not be entitled to receive a refund for any portion of the month for which they have paid for a parking hangtag, and will be unable to use the hangtag because employment with the University has terminated.

2.6 Receipt of a parking hangtag and participation in this payroll deduction program are completely voluntary and not a condition of employment. You do not have to obtain a parking hangtag in order to work for the University if you will not be driving a vehicle.

### **3. Policies**

3.1 Departments may not increase an employee's remuneration, except in the initial rollout, in order to compensate for their parking hangtag. Similarly, departments may not offer compensation for a parking hangtag as part of a new hire bonus.

3.2 Departments may not pay for an employee's designated parking hangtag.

3.3 Dependents of faculty and staff, who are either enrolled as a student or working at WFU, are required to register their vehicles if they wish to park on the Reynolda campus. The use of a family member's faculty/staff parking hangtag by a student is strictly prohibited. Students identified as improperly using a faculty/staff parking hangtag will be referred to WFU Judiciary Affairs as a potential honor code violation.

3.4 Faculty and staff cannot use departmental reserved spaces for personal use. Departmental reserved spaces are \$500/year, per space and are used only for department vehicles.

3.5 Faculty and staff are responsible for citations, and department funds cannot be used to pay employee citation fines. Faculty and staff with unpaid citations will receive notification via email from Parking and Transportation with outstanding citations. Failure to pay citations after the first notification will result in a second notification, which the department head will be copied. Unpaid parking fines will result in suspension of on campus parking privileges and require the vehicle to park off-campus until all outstanding fines are paid.

3.6 Faculty and staff assigned a WFU-owned vehicle, which is used on a regular basis for traveling to/from home, are required to purchase a parking hangtag.

- 3.7 Faculty and staff who park on campus during any portion of the day between 8:00 a.m. and 5:00 p.m. on weekdays are required to pay full price for a parking hangtag. There will be no prorated parking fees.
- 3.8 A parking hangtag issued by UCC or other parking management entities would not grant access to on-campus parking during the hours of 8:00 a.m. to 5:00 p.m. on weekdays.
- 3.9 Faculty and staff who work outside the hours of 8:00 a.m. to 5:00 p.m. on weekdays are not required to pay for parking and are allowed to park on campus, but must register their vehicles with Parking and Transportation.
- 3.10 Any employee, including employees with an off-campus parking hangtag, may park on campus after 5:00 p.m. on weekdays and all day on weekends. Vehicles with off-campus hangtags must be off campus by 8:00 a.m. on weekdays. Faculty and staff can park in all parking facilities designated General and Faculty/Staff. The only exception is Lot C, which is a visitor lot.
- 3.11 Retired faculty and staff are not required to purchase a parking hangtag, unless they return to work. A special parking hangtag will be issued by the Parking and Transportation office, which allows them to park in faculty-staff and general parking lots.
- 3.12 Individuals (non-employees) who require special or limited need parking on campus during the hours of 8:00 a.m. to 5:00 p.m. may purchase a semester hang tag for \$50. This option would be available for individuals who are auditing a class, regularly take advantage of the library, or other limited on-campus parking.
- 3.13 Motorcycle decals are not based on a percentage of salary, but are \$50 for an annual decal. Employees who purchase a parking hangtag to park a vehicle on-campus may receive a motorcycle decal for free. Motorcycles will receive a parking decal and can only park in designated motorcycle spaces.
- 3.14 Immobilization, or booting, of a vehicle will occur if previous attempts to collect citation fees are unsuccessful or if the vehicle owner is a habitual violator of parking rules and regulations, or both. Neither the University nor third parties engaged by the University are responsible for any damage incurred from booting. Before a boot is installed, prior notification/warning will be given to the registered driver advising of the infractions in an attempt to correct improper parking behavior or obtain payment for unpaid citations. Booting will occur for one of the following reasons and is based on each academic year:
- Accruing five (5) or more unpaid citations.
  - Accruing five (5) citations for No Registration

- Accruing eleven (11) paid citations
  - Boot warning issued on the tenth (10) citation
  - Sign release and notification of towing on next citation
  - All outstanding citations must be paid
- Vehicle is towed on the twelfth (12) citation
  - Release is signed and notification that subsequent citations will result in on-campus parking privileges being revoked and only UCC parking is offered
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3.15 Lot N (between Kitchin and Poteat) is reserved for visitors and off-campus faculty and staff visiting the Reynolda campus for meetings. Off-campus faculty and staff must have a departmental hangtag to park in Lot N. Departmental hangtags are available for \$500/year for each hangtag and are limited. The number of hangtags available for departments is determined by the scope of need and size of the department. Requests for hangtags are to be referred to the Director of Parking and Transportation for consideration. Departmental hangtags cannot be assigned to an individual. Off-campus faculty and staff include the following locations: Bridger Field House, Environmental Health & Safety, Graylyn, HR, Reynolda Gardens, Reynolda House, Reynolda Village, UCC and the Medical Center.

3.16 Off-campus faculty and staff whose job requires them to travel to campus infrequently or on a time-sensitive basis have the options to: 1) use the shuttle system, 2) park in Lot N, faculty-staff or general parking lots with a departmental parking hangtag, 3) If approved by the department head, purchase their own on-campus parking hangtag allowing them to park in any campus lot.

3.17 Students employed by the University as graduate teaching assistants or graduate hall directors (GHDs) are required to purchase a student permit and do not qualify for the faculty/staff parking fee structure.

3.18 Stipends to students who are also employees (i.e., GHDs) can be increased to cover the cost of a student permit.

3.19 Non-University paid temporary employees are required to purchase a parking hangtag and must do so in person at the Parking and Transportation office. Non-University paid temporary employees will pay a flat monthly fee of \$10 instead of a percent of their salary.

3.20 University paid temporary employees fees will be calculated as a percentage of bi-weekly or monthly gross pay.

3.21 Vendors or service providers who provide a service to students for free will not be charged a parking fee, but must register their vehicle with Parking and Transportation. These providers will be issued a vendor pass and can park in all parking lots, and *Service Vehicle Only* and time-limited spaces. Concessionaire employees that provide an auxiliary service on campus are required to pay a monthly fee of \$5.00.

Vendors or service providers who do not provide a service for free will not be charged a parking fee, but must register their vehicle with Parking and Transportation. These providers will be issued a vendor pass and can park in all parking lots, and *Service Vehicle Only* and time-limited spaces.

3.22 A faculty/staff parking hangtag does not guarantee a parking space next to the work place.

## **4. Vehicle Registration**

The vehicle registration process requires the following information: vehicle license plate number, state of registration, vehicle year, make, model and color.

- 4.1 Faculty and staff will log onto <http://wfuparking.t2hosted.com>, select “Register Your Vehicle,” enter their WFU Login ID (excluding @wfu.edu) and password, and select “Purchase a Permit” to begin the registration process.
- 4.2 Faculty and staff must register all vehicles that will be driven to campus, but will receive only one parking hangtag that can be interchangeable between vehicles. The parking hangtag must be visible from the rearview mirror at all times while parked. The parking hangtag will serve a dual purpose as a parking hangtag and a gate pass.
- 4.3 Parking hangtags ordered on-line will be delivered to appropriate departments for distribution to faculty and staff via campus mail.

## **5. Alternative Transportation**

### **5.1 Carpooling**

Carpooling saves money and gas, and reduces air pollution. If two (2) or more employees carpool, parking is free. One “carpool” parking hangtag will be issued and shared between participants. Parking and Transportation will provide each carpool member with four (4) free Day Passes per driver, per semester, that can be used when an individual is unable to carpool. Additional Day Passes may be purchased at a price of \$5.00 per day. Members of the carpool can choose a location on campus that they would like to park nearest to and Parking and Transportation will designate a carpool space as near to that location as possible. Registration for carpool cannot be done on-line and must be processed at the Parking and Transportation office located in Alumni Hall, Room 138. Visit the Parking and Transportation website at <http://facilities.wfu.edu/transport/parking-and-transportation> for more information on the carpool policy.

### **5.2 Zimride**

Zimride’s electronic ride-sharing board helps Wake Forest students, faculty and staff connect with regular carpool partners, others who are traveling to the same destination on a given day, or just in the same direction for part of the ride. Rides are matched based on the criteria set by the individuals offering and seeking ride-share partners. Interested individuals may visit <http://www.zimride.com/wfu/> to join the secure online community and find a carpool partner.



### 5.3 Bicycle Commuting

Faculty and staff who ride a bicycle to work on a frequent basis may register as bicycle commuters. These employees will be issued eight (8) free day passes per semester that will allow them to drive a vehicle to work and park on-campus, when needed. Additional Day Passes may be purchased at a price of \$5.00 per day. Bicycle commuters must register their bicycles with the Parking and Transportation Office. Registration frequently aids in the recovery of stolen bicycles. At the end of each semester, unclaimed unregistered bicycles will be collected and renovated for re-use.

Faculty and staff who commute by bicycle infrequently have the option of purchasing an on-campus permit or choosing a free permit to park at the satellite lot location when driving a vehicle to work.

### 5.4 Pedestrian Commuting

Faculty and staff who walk to work on a frequent basis may register with Parking and Transportation as pedestrian commuters. These employees will be issued eight (8) free day passes per semester that will allow them to drive a vehicle to work and park on-campus, when needed. Additional Day Passes may be purchased at a price of \$5.00 per day.

### 5.5 WSTA

The Winston Salem Transit Authority (WSTA) Route 5 bus travels from the downtown Winston-Salem transportation center to campus daily, 6:00 a.m. - 6:00 p.m. For more information, visit <http://www.wstransit.com/routes-and-stops/>

### 5.6 Zipcars

For all commuters who choose not to park on the Reynolda campus and need occasional access to a vehicle, Wake Forest offers a car-sharing program. Zipcars are an affordable option that is available by the hour or by the day. Cars are parked on campus near the first-year residence halls, between Kitchin and Poteat Halls, and on the North campus. They are available 24 hours a day; rates include gas and insurance, and departmental accounts are available. For more information or to join the network, visit [www.zipcar.com/wfu](http://www.zipcar.com/wfu).

### 5.7 Ride the Wake Shuttles

The Gray Line shuttle provides transportation to/from campus for faculty and staff working at UCC and Bridger Field House, and for faculty, staff and students parking in the satellite lot location.

The Gold, Black and Gray Night Lines only operate during the academic year.

The Gray Line day route is modified during the summer and will operate between the front of the UCC, satellite lot and campus.

For those who have access to a smart phone, Wake Forest offers a free RidetheWake app that allows users to track the shuttles in real time.

#### 5.8 Emergency Transportation for free satellite options

Those parking at the satellite location that need immediate access to their vehicles in the case of an emergency may contact Campus Police at 758-5911 or Parking and Transportation at 758- PARK (7275) to seek assistance from an officer.

#### **Definitions**

none

#### **Contact(s)**

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