

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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- **Forms**

### PARKING PERMITS

14.2

REV 03-13

Commuter Services

352.5421

### Parking Permits

#### OVERVIEW

##### Parking on Campus

- South Garage, (closest to UW1, UW2 & Library buildings and Bookstore)
- South Surface lots (one located on NE 180th St., and one lot south of the South Garage)
- North Garage (closest to Cascadia Community College)

You must pay to park on campus. For current parking fees, go to <http://www.uwb.edu/admin/transportation/parking.xhtml>

#### POLICY

##### *Who is eligible to purchase a parking permit?*

- Faculty and staff employed in permanent positions.
- Temporary and hourly employees working throughout the quarter at the Bothell campus.
- Affiliates certified by a University personnel office commuting throughout the quarter to the Bothell campus.
- All UW Bothell students currently enrolled in courses with a valid student I.D. (Husky Card™).

#### PROCEDURE(S)

##### *Daily Parking*

Daily parking is available; payment must be purchased in advance at pay stations located at each parking garage as you exit by foot, or near the south surface lots. Pay stations do not provide change.

*Note:* There are NO 'in and out privileges'. If you leave campus and return later the same day, you must pay again for the space. All spaces are numbered, monitored, and enforced by commuter services.

##### *Parking Permits*

Quarterly: Parking permits are available each quarter for faculty, staff

and students. You may purchase quarterly parking permits at the Cashier's Office, UW1, Level 1. Vehicle make/model and license plate number are required to purchase a parking permit. Students may only purchase parking permits via check or cash only. Faculty and staff may purchase parking permits via check or cash or through payroll deduction.

Annual: Parking permits are available to permanent faculty and staff.

- Annual permits are good from July 1 through June 30.
- Vehicle make/model and license plate number are required to have an annual parking permit issued to you.
- Faculty with nine month appointments may request an annual permit. These will be issued to them for the period of September 16 – June 30. You may request annual parking permits through Finance & Administration UW1 281.
- Payroll deduction is available for faculty and staff. Payroll deduction is done in arrears, you pay for the 1st – 15th of the month on your paycheck dated the 25th, the 16th – end of the month on your 10th paycheck.

#### *Display Parking Permit*

Hang parking permit from the rearview mirror-with front side showing.

#### *Lost Parking Permits*

Staff and Faculty - Report lost parking permits to UWB Cashier's Office, UW1, Level 1. The replacement fee is \$20 per parking permit. Husky Card™ (faculty/staff ID) is required for replacement.

#### *Motorcycles/Scooter/Moped*

Cycle permits are required for parking on campus. Motorcycle parking is located in the south parking garage.

#### *RV and Motorhome Parking*

No unauthorized overnight parking of RV or motorhomes is permitted on campus.

#### *Parking Permit Refund Policy*

*Students:* There are no parking permit refunds after the tuition payment deadline and no replacements of lost parking permits if the student has withdrawn.

#### *Questions on Parking Permits?*

Contact: [parking@uwb.edu](mailto:parking@uwb.edu) or [trans@uwb.edu](mailto:trans@uwb.edu) or call 425.352.5421.