DOM Faculty Parking Permit Process (updated 5/5/15)

Steps to obtain a parking permit:
1. Faculty member contacts the Division Manager (DM) to request a parking permit
2. DM identifies whether the faculty member meets the eligibility and determines permit type – see below for eligibility & permit chart
3. If permit is appropriate, DM sends the parking application to the faculty member to fill out; completed form is returned to the DM
   (http://campuslifeservices.ucsf.edu/upload/transportation/files/Parking_Application.pdf)
4. DM submits the form to the School of Medicine Dean’s Office for review (Linda Tsiu; Linda.Tsiu@ucsf.edu)
5. Dean’s Office forwards the approved form to the Parking and Transportation Office via email with copy to the DM
   o Dean’s Office will not submit the application until appointment is keyed into the Payroll system (PPS) including primary work address
6. Once DM receives the email, DM informs faculty member to pick up parking permit at one of the Parking and Transportation locations – see chart below
   • If salaried, parking permits costs can be a payroll deduction
   • Non-salaried, must pay in full the parking fees for the fiscal year (or remainder of fiscal year fees) in advance

Eligibility
• Requires a faculty appointment with at least 50% clinical duties or more for Parnassus or Mount Zion (see “Most Common Types of Permits”).
• At this time PhD and MD faculty who do not see patients are not offered parking permits due to the shortage of available allocations
• The new faculty member must have an appointment packet already approved by the Dean’s Office and entered into the Payroll system; otherwise, the application will be placed on the Dean’s Office waiting list by Linda Tsiu. If the DM is not sure if the appointment packet has been approved by the Dean’s Office, contact your Academic Generalist who will confirm. It is advised to not apply until the appointment packet has been confirmed
• Parking permits are issued on the basis of an individual's primary work location

Most Common Types of Permits

| “A” | Salaried faculty who utilize parking at Parnassus more than one day per week on average. Also, “A” permits are for salaried emeriti faculty |
| “A” permits for Mission Bay, MCB, Lhts | Salaried faculty with primary worksites at one of these campus sites. These permits provide occasional parking access at the Parnassus and other sites, EXCEPT Mt Zion |
| “C” | Non-salaried clinical faculty on campus once or twice weekly for brief periods (Mostly for Volunteer Clinical Faculty) |
| “AMZ” | Faculty must have at least 50% clinical responsibilities at Mt. Zion. Mt. Zion permit holders can park on Parnassus, Laurel Heights and Mission Bay. The rest of the other permit holders can’t park at Mt. Zion. General staff and Housestaff permit parking are not available at Mt Zion |
| “RA” | Salaried (20% time or less) faculty assigned primarily to off-campus hospitals (VA, SFGH, etc.) requiring Parnassus campus parking on average, not more than 1 day per week |

Refer to the Parking and Transportation website for more information about specific availability, eligibility, and costs: http://campuslifeservices.ucsf.edu/transportation/services/parking/permit_parking
Parking and Transportation locations

<table>
<thead>
<tr>
<th>Parnassus Campus Transportation Services</th>
<th>Mission Bay Campus Transportation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Parnassus Avenue, MU P7 Room 26</td>
<td>1625 Owens Street</td>
</tr>
<tr>
<td>San Francisco, CA 94143-0240</td>
<td>San Francisco, CA 94143-0299</td>
</tr>
<tr>
<td>Ph: 415.476.2566</td>
<td>Ph: 415.476.1511</td>
</tr>
</tbody>
</table>

When Faculty leave, retire, or no longer need a parking permit

1. Faculty members need to let their DM know when they no longer need a parking permit.
2. Faculty may temporarily cancel their parking permit with Parking and Transportation when on leave longer than 30 days, e.g. - maternity leave or sabbatical
3. They must turn in their parking permit upon separation of employment
4. Permit needs to be returned to Parking and Transportation so that it can be re-allocated to other faculty; parking allotment is now assigned to each School, not department*
5. If faculty member is retiring and will have Emeritus Status conferred upon them, they can continue to have parking privileges. However, because permits for emeritus faculty come from the Office of Parking and Transportation, rather than the School of Medicine, they can keep their permit and it will be automatically renewed

Parking information

- A permit is invalid when the expiration date has passed, any portion of the permit is not visible or is illegible, it has been altered, the appropriate fee has not been paid, or it has been reported lost, stolen, or canceled
- Vehicles cannot be "stored" in campus garage facilities. Vehicles parked in excess of 72 continuous hours are subject to citation
- In accepting a parking permit, the permit holder agrees to abide by campus parking policy. Failure to do so may result in the revocation of parking privileges
- The University is not responsible for loss or damage to vehicles parked on University property

See also UCSF Administrative Policy Guide, Section 200-17: [http://policies.ucsf.edu/policy/200-17](http://policies.ucsf.edu/policy/200-17)

*Before the renewal cycle (during April-May) or when the Dean’s Office runs out of allocation, the Parking Office will send an active roster list to all department contacts to review employee status.*