

## Transportation Services Parking Administrator Guide to South Campus Parking Points

### Introduction

As the University of Washington's south campus community has grown and business needs have evolved over time, so have the parking needs for employees, patients, and visitors in the area. In the past, Transportation Services (TS), in partnership with the south campus business units, used a system of parking Allocations to manage the parking resources in the area. However, the parking Allocation process had proven to be outdated and cumbersome for all involved. In August 2013, TS began managing these parking resources through the new Parking Points system. This system supports the top objectives identified by the South Campus Transportation Committee (SCTC):

1. **Business need to park in specific areas**
2. **Easy to understand and explain**
3. **Flexibility to the customer**

### Parking Points

Each business unit's parking products and unexercised Allocations were converted into Parking Points using the values from the table below. These variable product values are based upon parking utilization and parking behavior. Over time, as needs evolve, so may the relative value of each product.

- An SOV permit is the single occupancy, daily parking permit purchased quarterly or annually.
- A Carpool permit is used in the same way as an SOV, except the monetary cost is split among two or three carpool members.
- ICTs are for infrequent parking, up to twice per week on average, and are sold at a discounted rate.
- The Reserved Stall is a designated space for an individual permit holder or department.
- A Parking Card is a function added to an individual's Husky Card which allows the holder to obtain parking from a campus gatehouse and charges a university budget.

<u>Product</u>	<u>Point Value*</u>
SOV	100
Carpool:	100
Individual Commuter Tickets (ICTs):	60
Reserved Stall:	236
Parking Card:	20

\*Point Values established of 06/19/2013

TS relies on the SCTC to provide stakeholder input into TS's management of the University's south campus parking resources. The SCTC is comprised of business unit parking administrators. Parking administrators manage their business unit's supply of Parking Points, and send formal requests to TS approving their constituents for different licenses. TS monitors and manages parking resources, administers the Parking Points system, issues permits and routinely supplies each business unit with statements of their Points.

### Sending a request

To request changes to south campus parking products, each business unit's parking administrator must send an email to TS at [ucommute@uw.edu](mailto:ucommute@uw.edu). A TS representative will review and process the request.

Below are examples of requests to issue, cancel, and swap licenses:

Issue:

From: [Business Unit Parking Administrator]  
To: Transportation Services (ucommute@uw.edu)

Subject: [Business Unit] South campus parking request

Please review the following request for [business unit] South campus parking and respond when it has been processed.

Requesting License For:  
Name: Jane Doe \*  
EID: 812990901  
License: Reserved  
Lot: S01

-[Business Unit Parking Administrator]

Cancel:

From: [Business Unit Parking Administrator]  
To: Transportation Services (ucommute@uw.edu)

Subject: [Business Unit] South campus parking request

Please review the following request for [business unit] South campus parking and respond when it has been processed.

Remove License For:  
Name: Hank Scorpio \*  
EID: 812990234  
License: Parking Card  
Lot: S01

-[Business Unit Parking Administrator]

Swap:

From: [Business Unit Parking Administrator]  
To: Transportation Services (ucommute@uw.edu)

Subject: [Business Unit] South campus parking request

Please review the following request for [business unit] South campus parking and respond when it has been processed.

Requesting License For:  
Name: John Smith \*  
EID: 812990345  
License: SOV  
Lot: S01

Remove License For:  
Name: Goose Gladwell \*  
EID: 812990678  
License: SOV  
Lot: S01

-[Business Unit Parking Administrator]

\* Fictitious names

TS will review the request and ensure the respective business unit has sufficient Points to cover the request. TS's goal is to complete processing of a request within five business days. When completed, the business unit parking administrator will receive a confirmation email from TS. TS staff cannot assist an employee until this confirmation is received by the business unit parking administrator. This confirmation will be as follows:

*Permits: The employee may visit the University Transportation Center at 3745 NE 15<sup>th</sup> Avenue to purchase a permit at their convenience. Any parking violations or other outstanding payroll deduction balances must be settled before purchase. If this is a first time purchase, the employee must bring their vehicle registration with them.*

*If canceling a permit, it must be returned to the TS office. The permit is not considered canceled until then, and the permit holder remains responsible for parking charges for each day until the permit is returned to TS for cancelation. The permit need not be returned if it has expired.<sup>i</sup>*

*Parking Cards: To obtain a daily parking permit, the card holder should visit the south campus gatehouse, located on Columbia Road behind the Health Sciences building, and provide their Husky Card to the Parking Specialist. The employee should indicate that it is a Parking Card and the specialist will be issue them a daily permit. This permit should be displayed face up on the driver's side dashboard. Please note that daily S1 parking permits are issued on a space available basis. If space is not available in S1, a permit will be issued for another parking area.*

**Statements**

TS will provide reports to the business units which will delineate all transactions that have been processed in the statement period. These statements will be sent every other month. Please see an example of this statement, below, that includes fictitious names. The columns represent the number of licenses and Points in circulation for the last day of the previous period, and the last day of the period that has just ended.

**[Business Unit]**

**TABLE a - Licenses , their Values , Balances**

License	Point Value	2/28/14			4/30/14		
		Licenses in Circulation	Licenses in Circulation	change	Points in Circulation	Points in Circulation	change
ICT	60	3	3	0	180	180	0
DCT	3	0	0	0	0	0	0
Parking Card Daily	20	324	327	3	6,480	6,540	60
SOV, Carpool	50	0	0	0	0	0	0
Reserved Stall	100	326	326	0	32,600	32,600	0
	236	15	15	0	3,540	3,540	0
					42,800	42,860	60
							: Total

Initial Balance:	44,380
Current Points in Circulation:	42,860
Current Balance:	1,520

**Transaction Record**

Date	EID	Name	Action	License	Point Change	Case #	Notes
3/10/2014	811000123	Smith, John	Cancelled	SOV	100	12345	
3/18/2014	811000124	Jones, William	Cancelled	Parking Card	20	23456	
3/18/2014	811000125	Williams, Joe	Granted	Parking Card	-20	34567	
3/19/2014	811000126	Miller, Wilson	Cancelled	SOV	100	45678	
3/19/2014	811000127	Moore, Taylor	Granted	Parking Card	-20	56789	
4/1/2014	811000130	Thomas, Anderson	Granted	Parking Card	-20	89012	
4/1/2014	811000131	White, Jane	Granted	Parking Card	-20	90123	
4/18/2014	811000132	Harris, Martin	Granted	SOV	-100	91234	Effective June 1
4/18/2014	811000133	Thompson, Ann	Granted	SOV	-100	92345	Effective June 1
4/29/2014	811000134	Lee, Lewis	Cancelled	SOV	100	93456	
4/29/2014	811000135	Hall, Mary	Granted	SOV	-100	94567	

With this statement, business units may reconcile all transactions. It will reflect any changes from the previous statement's point total along with the current balance. For reference, the report will also include the TS email case number, which documents when a request was made, and any special comments regarding the transaction.

## **Canceling Permits**

Business unit parking administrator assistance is needed in collecting/canceling permits from exiting employees. Points will not be returned to the business unit bank if the permit holder does not return a valid permit to TS for cancellation. For example, if an employee leaves employment of the UW and possesses a valid south campus parking permit, the Points will not be credited back to the business unit until the permit is returned to TS for cancellation. As the permit has a transferable value and that it can still be used while in circulation, the permit must be counted for south campus lot utilization until it is returned. Once the permit has expired, the Points would then be transferred back to the business unit for redistribution.

When an employee separates, it is important for business units to ensure the employee cancels any active TS commute product, including U-PASS and bike lockers. If the product is not returned or canceled, the employee will continue to accrue outstanding payroll deductions. We understand that collecting a parking permit upon separation is not always possible, but it is important for business units to assist in this process to maintain the integrity of the Points system.

## **Borrowing Points for Licenses**

A business unit may have a strategic business necessity to spend Points in excess of their available balance. To do so, the business unit may request the support from the SCTC for a temporary loan of Points, up to the value of one SOV. The SCTC will examine the proposal, discuss its impact and vote on the proposal. If the business unit's proposal is endorsed by the SCTC, Points up to the value of one SOV will be temporarily transferred to the business unit. This temporary loan of Points reduces by a corresponding number, the Points available for transient parking use ('Daily' permits purchased from the gatehouse).

The business unit proposing the change would be responsible for the repayment of these Points. Once the product licenses have been released the Points will be returned to TS, and the loaned Points will be returned to the system supply for Daily permit sales.

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<sup>i</sup> TS Administrative Policy Statement 9/29/13 <http://www.washington.edu/admin/rules/policies/APS/53.01.html>; WAC 478-116-118, 478-116-184.