



UC San Diego

Policy & Procedure Manual

[Search](#) | [A–Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PARKING SERVICES

Section: 545-2

Effective: 07/01/1991

Supersedes: 07/01/1987

Review Date: TBD

Issuance Date: 07/01/1991

Issuing Office: [Transportation Services](#)

PARKING PERMITS & POLICIES

I. POLICY

All vehicles parked on the property of the UCSD campus and satellite properties under its jurisdiction are required to display a valid parking permit or park at a metered space. State funds shall not be used to pay for parking permits. Department funds shall not be used to pay for employee parking.

Parking regulations are enforced in all approved parking areas, service yards, and undeveloped areas of the campus and UCSD Medical Center by the Parking & Transportation Services Office and the UCSD Police Department.

II. PROCEDURES

A. Purchase of Parking Permits

1. Parking permits for faculty, staff, and students are available at the Parking & Transportation Services Office for persons located on the Main Campus and SIO. Parking permits for Medical Center staff, faculty, and students are available at the Arbor parking structure.
2. Prices for parking permits are subject to change. Current rates are available upon request. Annual parking permits for faculty and staff may be purchased by completing a *Parking and Rideshare Application, Exhibit A*. Students may purchase student parking permits by completing an *Application for Student Rideshare and Parking Permit, Exhibit B*. Application forms are available from the Parking & Transportation Services Offices. Completed applications should be submitted to the Parking & Transportation Services Office. Payment is taken at the Central Cashier's Office only.
3. Basic information governing the use of parking permits and facilities is found in the current *UCSD Parking Regulations, Supplement I*. This document also lists restrictions on the use of parking permits and facilities.
4. Payment
 - a. Permits may be purchased in CASH, check or money order for the prorated amount through June 30.
 - b. The option of paying for an annual parking permit by way of PAYROLL DEDUCTIONS is available to faculty and staff employees who are not

also students. The employee needs to be a career employee working 50% or more and paid only through the Payroll Department. Fellowship funds and stipends are not considered University funds. New members of the Payroll Deduction plan must make an initial payment for all months not covered by payroll deduction. Students, including those employed by the University, are not eligible for payroll deductions.

B. Renewal of Parking Permits and Continuing Payroll Deductions

Regents' policy requires that vehicles with parking permits must be registered annually with the Parking & Transportation Services Office. Thus, a new Parking and Rideshare Application is to be submitted each year. As a convenience, however, payroll deductions, once started, continue indefinitely until cancelled in writing by the permit holder. Supplementary permits are not subject to payroll deduction and must be paid for in cash at the time application is made.

C. Replacements

There is a small fee for replacement of an "A", "B", "S", "T", "TR", "N", "NR", "M" or "R" parking permit if the old permit is returned. An administrative charge will be required for permit replacement if the old permit is not returned. A *Permit Replacement Form, Exhibit C*, must be submitted with payment. On occasion a third-part verification that the permit is destroyed may be used to waive the administrative fee. (For example: a trade-in statement on a new car bill-of-sale, insurance report on accident, receipt of body work, etc.; there is still a small replacement fee.) An administrative fee will also be charged to replace a lost or stolen permit. Lost or stolen campus permits should be reported to the UCSD Parking & Transportation Services Office and UCSD Medical Center permits to the Parking & Transportation Services Office at the Medical Center.

D. Cancellation and Refunds

1. An annual parking permit may be cancelled at any time. When cancellation is requested, a completed *Cancellation/Refund Form, Exhibit D*, is to be submitted along with the remnants of all valid permits outstanding to the Parking & Transportation Services Office. A refund may be due upon cancellation of parking permits. Refunds are not given for vacations.
2. An employee who goes on sabbatical or a leave of absence should have the parking permit cancelled and then reinstated upon return to work as a new permit. A refund is only possible with proof of continued payroll deductions and a statement from the department head that the permit was not used during the leave.

E. Recharges

A departmental request for parking permits (of any type) needs to be in the form of a typed and signed memo on departmental stationery or on a *Request for Parking Permits Recharge Form, Exhibit E*, available from the Parking & Transportation Services Offices. The memo should indicate the following items: (1) Quantity and type of permit needed, (2) Reason for the request, (3) 13-digit account and 4-digit budget number to be recharged, and (4) Requestor's mail code and phone extension. The department will be contacted when the permits are ready to be picked up. A 24-hour turnaround is requested. All departmental requests for parking permits must be in the department's name only and for various vehicles. Departmental funds shall not be used to pay for employee parking.

F. General Information

1. Mounting Instructions for Parking Permits - (available on the back of the permit)
 - a. BUMPER PERMITS: Remove all expired decals from vehicle or motorcycle. For "T", "TR", "N", "NR", "R", "A", "B", and "S" permits remove decal from backing and apply to clean rear bumper or to outside of vehicle window on the front passenger side or the rear driver's side. Decal should not obstruct driver's view. For "M" permits mount decal on clean rear fender in plain view.
 - b. A DASHBOARD permit is convenient for those who own more than one vehicle and might drive either on any given day. Dashboard permits should be clearly visible on the front driver's side dashboard. It is the permit holder's responsibility to properly display the permit in plain view on the vehicle dashboard. Failure to do so may result in issuance of a citation. If for any reason the permit is forgotten, the permit holder may either purchase a one-day parking permit, use a metered space, or park off University property. Dashboard permit may be used only on vehicles listed on permit application.
 - c. CAR COVERS: It is the responsibility of the permit holder to display the UCSD parking permit in plain view. The permit holder should either have a window cut in car cover to expose dashboard permit or a piece of plastic should be sewn over permit that has been affixed to car cover. Other forms of display can be discussed or proposed at the Parking & Transportation Services Office.

2. Enforcement/Citations

Responsibility for enforcement of Campus Parking Regulations rests with the Parking & Transportation Services Office, the University Police Department, and Medical Center Security. These agencies are empowered to issue parking citations under Sections 5200, 5204, 4000.a, 21113.a, 22507.8 and 22502.a of the California Vehicle Code and Sections 86.30.l, 86.09.e and 86.10 of the San Diego Municipal Code. All parking violations are subject to citation. Fines resulting from University Parking Citations are payable only to University Parking Bail.

3. Administrative Review

Within five days of citation issue date, one may request an administrative review of the citation by appearing in person at the UCSD Parking Office on campus or at the Parking & Transportation Services Office at the Medical Center and completing the necessary form. One may request a court appearance by appearing in person at the Campus Parking & Transportation Services Office. When one requests a court appearance a bail amount for each citation will be required before the court date will be set. The request for either a court appearance or administrative review must be made by the vehicle driver only.

4. METER MALFUNCTIONS (meter number and location) should be reported to the Campus Police Department immediately. Personal notes are not valid authorization to park. Meter payments are non-refundable.
5. The fact that a VEHICLE IS DISABLED does not waive parking fee requirements.

6. Other than in an emergency, VEHICLE REPAIR is prohibited in all parking areas.
7. Reciprocity Privileges

For all University of California campuses, faculty will be honored "A" parking privileges, staff "B" parking privileges and students "S" commuter parking privileges on the UCSD campus up to five consecutive days.

G. Basic Parking Permits

1. "R" Reserved Parking Permit/Space
 - a. Valid in assigned, numbered reserved space or any "A", "B", or "S" space. Reserved spaces are marked with the word "Reserved" and a number coinciding with the assigned Reserved permit. The Reserved permit holder may allow another vehicle to use the Reserved space if the other vehicle displays a valid UCSD parking permit. Campus Reserved valid at the Arbor/Bachman structure. Medical Center Reserved valid on campus in an "A", "B", or "S" space.
 - b. Persons eligible to receive a Reserved permit are limited to the Chancellor, Vice Chancellors, Assistant and Associate Vice Chancellors, Provosts, Institute Directors and Academic Department Chairs on Campus and Director of the Medical Center, Assistant and Associate Directors and Medical Division Chiefs at the Medical Center. Exceptions to this policy can only be granted by the Vice Chancellor-Business Affairs on Campus and the Director of the Medical Center.
2. "A" Parking Permit

Valid in any "A", "B", or "S" parking space or area. "A" spaces are denoted by red blocks at the end of white stripes. Persons eligible are faculty and others as noted in the "A" Eligibility Booklet. Also valid in campus "Faculty Lots Only". Medical Center "A" valid on campus in "A", "B" and "S" spaces.
3. "B" Parking Permit

Valid in any "B" or "S" parking space or area. "B" spaces are denoted by green blocks at the end of white stripes. Persons eligible are staff, graduate students, and any person eligible for an "A" permit. Medical Center "B" valid on campus in "B" and "S" spaces.
4. "S" Parking Permit

Valid in any "S" parking space or area. "S" spaces are denoted by yellow stripes. Persons eligible are any UCSD graduate or undergraduate student. (Staff & faculty are not eligible.)
5. "M" Parking Permit

Valid only in spaces or areas posted "Motorcycle Only". Persons eligible are any person eligible to purchase an "A", "B", or "S" permit. "M" permits are also required for motorized bicycles (mopeds). Motorcycles CAN NOT be listed on vehicle dashboard permits. Permit types valid on motorcycles are "M", 1/2-day,

1-day, and limited designated "M" only. Motorcycles may not park in "A", "B" or "S" spaces.

H. Other Annual Parking Permits and Decals

1. Retired Faculty/Staff Parking Pass

Available to all faculty members achieving Emeritus status, Research Ph.D.'s at SIO and retired employees with 20 or more years of service with the University. Employees must be 100% retired. Employees on phased-retirement or working part-time at UCSD and receiving a salary are not eligible. Proof of retirement needs to be presented to the Parking & Transportation Services Office. The permit is valid in "A", "B", or "S" spaces.

2. Attending Staff Pass

Available to non-salaried community physicians. The permit is issued through designated departments on Campus and at the UCSD Medical Center. The permit is valid in designated areas only.

3. Volunteer Pass

Available to any participant in the Medical Center volunteer program. The permit may be used only when on duty as a volunteer. The permit is issued through the Volunteer Services Department. The permit is valid in the Arbor parking structure ONLY. Temporary permits are also available for use at the Arbor structure ONLY. Permit is not valid in any other area or location.

4. Medical Student Decal

Available to medical students who are current holders of an ANNUAL campus staff or student parking permit. The decal is issued in the Arbor Parking & Transportation Services Office. Permit receipt must be shown before decal may be issued.

5. Scripps Institution of Oceanography (SIO) Decals

All vehicles parked on lower SIO campus must have a current SIO parking decal in addition to a UCSD "A" or "B" parking permit. Lower SIO campus consists of all areas of SIO south of the North Exterior wall of the Marine Biology Building and the SIO Library, west of La Jolla Shores Drive, north of El Paseo Grande, and east of the western UCSD property line. Eligible persons must work within the above constraints. Exceptions or requests for information should be directed to the SIO Facilities and Services Coordinator. Decals are available from the SIO Administration Office.

6. Institute of the Americas (IOA) Decals

IOA decals are issued by IOA, and must be accompanied by a valid UCSD parking permit. IOA decals are required to park in the IOA lot.

7. San Diego Super Computer (SDSC) Decals

SDSC decals are issued by SDSC, and must be accompanied by a valid UCSD parking permit. SDSC decals are required to park in the SDSC lot.

8. Annual Vendor Parking Permit

This is issued to any agent of a licensed business firm approved by the University to vend goods or services to the University. The permit may be purchased annually or on a one-day basis (see section I.4.) This permit is valid in "A", "B", and "S" commuter parking spaces and campus service yards. A vendor parking permit is not to be used by any UC employee or student.

La Jolla Playhouse Decal is issued by Parking & Transportation Services to individuals displaying a La Jolla Playhouse I.D. Must be accompanied by a current "A" basic permit. Allows for parking in designated La Jolla Playhouse lot.

9. Supplemental Parking Permit

Issued to registered holders of bumper permits for another personally owned vehicle. Proof-of-ownership is to be presented at the time of request for both the supplemental vehicle and the basic vehicle. Supplemental permits are sold on a cash basis only at the Parking & Transportation Services Office. It shall be understood that at no time will more than one vehicle be parked on University property at the same time, except that the other vehicle may be parked in a metered space upon payment of the meter fee. Supplemental permits are non-refundable, and may only be used by the purchaser, and are issued as a bumper type only.

I. Multi-Purpose Parking Permit

1. Courtesy Parking Pass

This pass is valid only in areas designated on the front of the permit.

2. Physically Limited Parking Passes

- a. A HANDICAPPED PARKING PASS is issued to any person who has a permanent disability. Faculty and staff members may bring doctor's verification of the disability to the Parking & Transportation Services Office to obtain pass. Students need to obtain an authorization slip from the Disabled Student Services Office and present it to the Parking & Transportation Services Office for handicapped parking along with "A", "B", or "S" parking privileges when displayed in a vehicle bearing a current UCSD parking permit.

NOTE: Some handicapped spaces on campus do not require a UCSD parking permit along with the California Handicapped Placard.

- b. TEMPORARILY DISABLED PARKING PASS is issued to any person who has a temporary disability. Faculty and staff need to present medical documentation to the Parking & Transportation Services Office to obtain pass. Students need to obtain an authorization slip from the Disabled Student Services Office and present it to the Parking & Transportation Services Office who will issue the pass. Medical documentation is required by the Disabled Student Services. This pass accords only "A" parking privileges when displayed on a vehicle bearing a current UCSD parking permit. *Pass is not valid in a handicapped space.*

University of California, San Diego Policy – PPM 545 - 2
PPM 545 – 2 Parking Permits & Policies

- c. Visitors to UCSD with a DMV handicapped placard or license plate may park in meters or handicapped parking spaces free of charge.

3. Service Yard Pass

Pass is designed to facilitate loading/unloading of goods and services only. A valid "A", "B", or "S" parking permit is a prerequisite. An application is to be completed and submitted to the Parking & Transportation Services Office. A letter from the department head stating the reasons why the employee needs the pass is to be attached to the application. Service Yard Passes are NOT intended as "reserved" parking privileges or to provide parking while attending meetings. Abuse of this pass may result in revocation of the permit and a parking citation.

4. One Day Vendor Parking Permit

This permit is issued to any agent of a licensed business firm approved by the University to vend goods or services to the University. The permit may be purchased annually (see Section H.8.) or on a one-day basis. This permit is valid in "A" parking spaces and campus service yards. A vendor parking permit is not to be used by any UC employee or student.

5. Student Summer Quarter Permit

Available to any regular UCSD student during school term or Summer Session student during the summer months. The permit may be purchased at the Parking Office. Valid in yellow striped spaces only.

6. For details on other permits, such as the following, contact the Parking & Transportation Services Office.

Orientation
Craft Center Permit
ICL
Contractor Permit
International Center
Attending Staff
Van Pool
Emergency Services
Alternative Transportation
Patient Parking

J. Guest Parking Privileges

- 1. Visitors may park in METER spaces throughout the campus upon payment of the appropriate fee. (See also Section F.4.) Meter fees are non-refundable.
- 2. One Day Parking Permit
 - a. Issued to faculty, staff, students, and visitors by the Parking Office, Parking & Transportation Services Office, or information booths on a cash basis only. Valid in "A", "B", or "S" parking spaces or as indicated on the face of the permit. The permit should be displayed in the right corner of the windshield in plain view and must be dated in INK. This permit is not refundable nor replaceable.

- b. Departments may purchase one day permits on a recharge basis for use by department visitors. Recharged one day permits are not to be used by department employees. Abuse of such permits will result in a parking citation and department privileges may be suspended. (See also Section E. Recharges.)
- 3. Half-Day Parking Permit
 - a. Issued to faculty, staff, students, and visitors by the Central Cashier's Office, Parking & Transportation Services Office, or information booths on a cash basis only. Valid in "A", "B", or "S" parking spaces or as indicated on the face of the permit. The permit should be displayed in the right corner of the windshield in plain view and must be dated in INK. This permit is not refundable nor replaceable.
 - b. Departments may purchase half-day permits on a recharge basis for use by department visitors. Recharged half-day permits are not to be used by department employees. Abuse of such permits will result in a parking citation and department privileges may be suspended. (See also Section E. Recharges.) Half-day permit is valid for any four hour period as noted on face of permit.
- 4. Limited Parking Permit

Issued to faculty, staff, students, and visitors by the Parking & Transportation Services Office and the Central Cashier's Office on a cash basis. Valid in "A", "B", "S", or "M" parking spaces as indicated on the permit. These permits are issued for a period from one week up to six months. The permit needs to be displayed in the right corner of the windshield in plain view and must be laminated. This permit is not refundable nor replaceable.
- 5. Evening/Weekend Parking Permit

Issued to visitors from 4:00 p.m. Monday through Friday and from 10:00 a.m. on Saturday or Sunday at information booths and by parking attendants at various campus entrances on a cash basis only. Valid in "A", "B", or "S" parking spaces unless otherwise posted. The permit should be displayed on the dashboard in plain view and must be dated in INK. This permit is not refundable nor replaceable.



UC San Diego Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PARKING SERVICES

Section: 545-2 EXHIBIT A

Effective: 07/01/1991

Supersedes: 07/01/1987

Review Date: TBD

Issuance Date: 07/01/1991

Issuing Office: [Transportation Services](#)

**UNIVERSITY OF CALIFORNIA, SAN DIEGO
PARKING AND RIDESHARE APPLICATION**

TYPE OR PRINT CLEARLY. COMPLETE APPLICATION FORM ENTIRELY.

PARKING LOCATION: CAMPUS/SIO MEDICAL CENTER

APPLICANT: _____
 HOME ADDRESS (local) LAST NAME FIRST MID INIT

STREET CITY ZIP CODE

HOME PHONE OFFICE EXT MAIL CODE DEPARTMENT PAYROLL TITLE PAYROLL CODE NO.

CATEGORY: FACULTY STAFF PHYSICIAN GRADUATE STUDENT UNDERGRADUATE STUDENT

PERMIT TYPE: BUMPER DASHBOARD (laminated) CARPOOL (laminated)

VEHICLE 1: MAKE MODEL YEAR COLOR LICENSE PLATE NO STATE

VEHICLE 2: MAKE MODEL YEAR COLOR LICENSE PLATE NO STATE

VEHICLE 3: MAKE MODEL YEAR COLOR LICENSE PLATE NO STATE

I CERTIFY THE FOREGOING INFORMATION TO BE TRUE AND HEREBY APPLY FOR A UCSD PARKING PERMIT AND I CERTIFY THAT I HAVE READ AND AGREE TO ABIDE BY THE REGULATIONS PERTAINING THERETO. MONTHLY AND ANNUAL PARKING PERMIT FEES ARE SUBJECT TO CHANGE (REFER TO UCSD PARKING RULES AND REGULATIONS).

SIGNATURE _____

PAYROLL DEDUCTIONS: I AM ELIGIBLE FOR AND AUTHORIZE PARKING FEE PAYROLL DEDUCTIONS INDEFINITELY UNTIL REVOKED IN WRITING.

SIGNATURE _____ EMPLOYEE NO. _____

OFFICE USE ONLY

CONTINUING PAYROLL DEDUCTIONS MONTHLY DEDUCTION \$ _____

NEW PAYROLL DEDUCTIONS MONTHLY DEDUCTION \$ _____

DEDUCTIONS TO BEGIN FOR THE MONTH OF _____ 19__

	LOC	EMPLOYEE NO	TC	ACCOUNT NO	DEDUCTION AMOUNT	DEDUCTION CODE NO.
CAMPUS/SIO	6		75	118730	\$	088
MEDICAL CENTER	6		75	118731	\$	089

REV 6/96

RIDESHARE INFORMATION

Would you like information on: Vanpools Carpools Bus Transit

Would you like a rideshare matchlist of people who live near you, have similar hours, and are interested in carpooling or vanpooling? Yes No

(Note: if you answer yes to this question, your name and work extension will be provided to other UCSD employees requesting ridesharing information).

In a carpool, would you prefer to: Drive Only Ride Only Share

Normal Work Hours: [] [] [] [] [] am - [] [] [] [] [] am
 Start Time [] [] pm End Time [] [] pm

Work Days: [] [] [] [] [] [] []
 M T W T F S S

(Example)
 [0][8]:[0][0] [X] am - [0][4]:[3][0] [] am [X] [X] [X] [X] [X] [] []
 [] pm [X] pm



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PARKING SERVICES

Section: 545-2 EXHIBIT B

Effective: 07/01/1991

Supersedes: 07/01/1987

Review Date: TBD

Issuance Date: 07/01/1991

Issuing Office: [Transportation Services](#)

EXHIBIT B

UNIVERSITY OF CALIFORNIA, SAN DIEGO						OFFICE USE ONLY					
APPLICATION FOR STUDENT RIDESHARE AND PARKING PERMIT						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">PERMIT NO. S</td> </tr> <tr> <td>DATE ISSUED _____</td> </tr> <tr> <td>TOTAL CASH RECEIVED \$ _____</td> </tr> <tr> <td>RECEIVED BY _____</td> </tr> </table>		PERMIT NO. S	DATE ISSUED _____	TOTAL CASH RECEIVED \$ _____	RECEIVED BY _____
PERMIT NO. S											
DATE ISSUED _____											
TOTAL CASH RECEIVED \$ _____											
RECEIVED BY _____											
TYPE OR PRINT CLEARLY. COMPLETE APPLICATION FORM ENTIRELY.											
APPLICANT: _____		LAST NAME	FIRST	MID. INT.							
LOCAL ADDRESS (WHILE ATTENDING UCSD)											
STREET		CITY		ZIP CODE							
NEAREST CROSS STREET											
HOME PHONE _____		CATEGORY: <input type="checkbox"/> GRADUATE <input type="checkbox"/> UNDERGRADUATE		SOC. SEC. # _____							
LOCATION OF RESIDENCE (CIRCLE ONLY ONE):		A. MUIR APTS./DORMS		E. MATTHEWS APTS.		J. MESA APTS.					
		B. WARREN APTS.		F. FIFTH COLLEGE RES. HALLS		K. LA JOLLA DEL SOL					
		C. REVELLE APTS./DORMS		G. PEPPER CANYON APTS.		L. OTHER (SPECIFY)					
		D. THIRD APTS./DORMS		H. COAST APTS.							
PERMIT TYPE: <input type="checkbox"/> BUMPER <input type="checkbox"/> DASHBOARD (terminated) <input type="checkbox"/> CARPOOL (terminated)											
VEHICLE 1:		MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NO.	STATE				
VEHICLE 2:		MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NO.	STATE				
VEHICLE 3:		MAKE	MODEL	YEAR	COLOR	LICENSE PLATE NO.	STATE				
Would you like a free rideshare matchlist of people who live near you and are interested in sharing a ride to work? <input type="checkbox"/> YES <input type="checkbox"/> NO				Would you like information on the following UCSD Services?							
				<input type="checkbox"/> CARPOOL <input type="checkbox"/> VANPOOL <input type="checkbox"/> SHUTTLE							
What are your normal work hours? _____ START TIME to _____ END TIME				<input type="checkbox"/> BUS TRANSIT <input type="checkbox"/> BICYCLE <input type="checkbox"/> FREE CAMPUS BUS PASS							
I CERTIFY THE FOREGOING INFORMATION TO BE TRUE AND HEREBY APPLY FOR A UCSD PARKING PERMIT AND I CERTIFY THAT I HAVE READ AND AGREE TO ABIDE BY THE REGULATIONS PERTAINING THERETO. MONTHLY AND ANNUAL PARKING PERMIT FEES ARE SUBJECT TO CHANGE (REFER TO UCSD PARKING RULES AND REGULATIONS).											
						SIGNATURE _____					



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PARKING SERVICES

Section: 545-2 EXHIBIT C

Effective: 07/01/1991

Supersedes: 07/01/1987

Review Date: TBD

Issuance Date: 07/01/1991

Issuing Office: [Transportation Services](#)

EXHIBIT C

UNIVERSITY OF CALIFORNIA, SAN DIEGO PERMIT REPLACEMENT FORM						REPLACEMENT NO: <input type="checkbox"/> BUMPER <input type="checkbox"/> WINDOW <input type="checkbox"/> DB <input type="checkbox"/> CARPOOL
NAME: _____						
LAST	FIRST	MIDDLE				
ADDRESS: _____						
REPLACEMENT TYPE: UPGRADE _____ TO _____ SC TO SR SR TO SC B TO D D TO B						
LOST/STOLEN _____ PC NO: _____				PERMIT RETURNED <input type="checkbox"/> YES <input type="checkbox"/> NO		
PERMIT NUMBER: _____		REASON FOR REQUEST: _____				
YEAR: _____						
NEW VEHICLE INFORMATION:						
MAKE	MODEL	YEAR	COLOR	LICENSE/VIN NUMBER	STATE	
SIGNATURE: _____			EMPLOYEE/STUDENT NO: _____		DATE: _____	
FOR OFFICE USE ONLY						
AUTHORIZED BY: _____		REPLACEMENT FEE: \$ _____		UPGRADE FEE: \$ _____		DATE: _____
COMPUTER UPDATE: _____		UPDATED BY: _____		ORIGINAL APPL. ATTACHED: _____		



UC San Diego Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PARKING SERVICES

Section: 545-2 EXHIBIT D

Effective: 07/01/1991

Supersedes: 07/01/1987

Review Date: TBD

Issuance Date: 07/01/1991

Issuing Office: [Transportation Services](#)

EXHIBIT D

UNIVERSITY OF CALIFORNIA, SAN DIEGO CANCELLATION/REFUND FORM		PERMIT RETURNED <input type="checkbox"/> YES <input type="checkbox"/> NO PERMIT NO: _____
PARKING LOCATION <input type="checkbox"/> CAMPUS/SIO <input type="checkbox"/> MEDICAL CENTER		
TYPE OF CANCELLATION: <input type="checkbox"/> CANCEL PERMIT <input type="checkbox"/> CANCEL DEDUCTION <input type="checkbox"/> REFUND DEDUCTION <input type="checkbox"/> REFUND ONLY		
NAME: _____ <small style="display: inline-block; width: 30%; text-align: center;">LAST NAME</small> <small style="display: inline-block; width: 35%; text-align: center;">FIRST NAME</small> <small style="display: inline-block; width: 35%; text-align: center;">MIDDLE INITIAL</small>		
MAILING ADDRESS: _____ <small style="display: inline-block; width: 30%; text-align: center;">STREET</small> <small style="display: inline-block; width: 20%; text-align: center;">CITY</small> <small style="display: inline-block; width: 20%; text-align: center;">STATE</small> <small style="display: inline-block; width: 30%; text-align: center;">ZIP CODE</small>		
REASON FOR REQUEST: _____ _____		
<input type="checkbox"/> I REQUEST CANCELLATION OF MY MONTHLY DEDUCTION FOR PAYMENT OF PARKING PRIVILEGES. I certify that all valid parking permits issued in my name have been returned to the UCSD Parking & Transportation Services Office.		
SIGNATURE: _____ EMPLOYEE NO: _____ DATE: _____		
FOR OFFICE USE ONLY		
AUTHORIZED BY: _____ REFUND DUE: \$ _____ DATE: _____		
CANCELLATION OF DEDUCTIONS TO BE EFFECTIVE: _____ /19 _____		
DATE CANCELLED: _____ APPLICATION PULLED: _____ LOGGED: _____		
F-5 TYPED: _____ AMT REQUESTED: _____ F-5 REQUEST MAILED: _____		



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PARKING SERVICES

Section: 545-2 EXHIBIT E

Effective: 07/01/1991

Supersedes: 07/01/1987

Review Date: TBD

Issuance Date: 07/01/1991

Issuing Office: [Transportation Services](#)

REQUEST FOR PARKING PERMITS

THIS IS TO BE USED FOR DEPARTMENTAL RECHARGES ONLY
USE ONE BUDGET NUMBER PER FORM

DATE: _____

<u>PERMIT TYPE</u>	<u>ONE PERMIT TYPE PER FORM</u> <u>QUANTITY</u>	<u>SEQUENCE ISSUED</u>
FULL DAY _____	_____ (10 MINIMUM)	_____
HALF DAY _____	_____ (10 MINIMUM)	_____
NIGHTLY _____	_____ (10 MINIMUM)	_____
WEEKEND _____	_____ (10 MINIMUM)	_____
WEEKLY _____	_____	_____
OTHER _____	_____	_____

NOTE: IF YOU ARE REQUESTING A DEPARTMENTAL "A" OR "B" PARKING PERMIT PLEASE COMPLETE AN APPLICATION FOR PARKING PERMIT FORM AND RETURN IT WITH THIS ORDER.

DEPARTMENT: _____

REQUESTING PARTY: _____

EXTENSION: _____ MAIL CODE: _____ BUDGET NUMBER: _____

ACCOUNT-FUND NUMBER: _____

AUTHORIZED SIGNATURE: _____

THERE IS A **48-72** HOUR TURN-AROUND ON PERMIT RECHARGES. WE **DO NOT** SEND PERMITS THROUGH CAMPUS MAIL. YOU WILL BE CONTACTED WHEN PERMITS ARE READY FOR PICK-UP.

FOR OFFICE USE ONLY

1 _____	L _____
H _____	A _____
N _____	Q _____
W _____	M _____
O _____	4 _____
B _____	C _____

BATCH # _____

RECHARGE

AMT. _____

BUDGET NUMBER: _____

INTL/DATE: _____

AMT. _____
DATE: _____
BUDGET #: _____



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PARKING SERVICES

Section: 545-2 SUPPLEMENT I

Effective: 07/01/1991

Supersedes: 07/01/1987

Review Date: TBD

Issuance Date: 07/01/1991

Issuing Office: [Transportation Services](#)

SUPPLEMENT I

UNIVERSITY OF CALIFORNIA, SAN DIEGO PARKING REGULATIONS

JULY 1990

In 1957, the University of California Board of Regents adopted a POLICY that all vehicles (including motorcycles and motorized bicycles, mopeds) parked on the University of California campuses have to be registered once a year with the DMV and the Parking & Transportation Services (Parking) Office, and be subject to an annual fee covering the costs of construction, operation, maintenance, and administration of parking facilities. In 1960, the state legislature passed into law a bill that eliminated the use of state tax funds for parking purposes on the University of California and California State College campuses.

Responsibility for ENFORCEMENT of the UCSD Parking Regulations rests with the following agencies: 1) the University Police Department and the Parking Office on Campus; 2) the Parking Office and hospital security at the Medical Center. These agencies are empowered to issue parking citations under sections 5200, 5204, 4000a, 21113a, 22507.8, and 22502.a of the California Vehicle Code and Sections 86.30.1, 86.09.e, and 86.10 of the San Diego Municipal Code. All provisions of the California Vehicle Code are applicable in the absence of specific university regulations. All parking violators are also subject to towing under Section 22651 and 22659 of the California Vehicle Code.

Parking permits are required on all university property at all times. There are two exceptions to this: 1) vehicles without permits may use parking meters; and 2) permits are not required in "A", "B", "S", or "M" parking spaces on the main campus from 11:00 p.m. to 7:00 a.m. daily and 11:00 p.m. to 10:00 a.m. on weekends and UCSD-designated holidays unless the lot, row, or space is posted with a sign requiring permits "24 hours a day, 7 days a week". Enforcement hours are:

Campus: 7:00 a.m. – 11:00 p.m. (M – F) and
 10:00 a.m. – 11:00 p.m. Saturday and Sunday

Medical Center: 24 hours/7 days a week

Parking permits purchased at the Campus differ from those purchased at the Medical Center and do not necessarily grant reciprocal parking privileges at each location. Any questions regarding parking privileges may be directed to the appropriate Parking Office.

REGULATIONS

A citation may be issued, without benefit of prior warning, to any vehicle anywhere on university property under the following conditions:

University of California, San Diego Policy – PPM 545 – 2 SUPPLEMENT I
PPM 545 – 2 SUPPLEMENT I University of California, San Diego Parking Regulations

1. Parking without a parking permit.
2. Parking with a permit not properly displayed in plain, full view, numbers clearly visible, according to instructions. (Vehicles with car covers are no exception to this regulation).
3. Parking with an invalid permit. A parking permit is rendered invalid when cancelled, not completed, illegible, altered, used by someone other than purchaser, displayed by a vehicle not registered with Parking Office, owner not eligible for permit, application information is false, used on incorrect date, or designated as such by UCSD with a thirty-day notice.
4. Parking at any time within fifteen feet of a fire hydrant or blocking a fire lane.
5. Parking at any time at an unmarked curb, red curb, or marked "NO PARKING" area.
6. Parking in a metered space when time has expired, when violation flag is up, or when meter is jammed or otherwise inoperable.
7. Parking at any time beyond the time limit in a time-controlled zone (enforced twenty-four hours a day, seven days a week):
 - a. yellow curb\20 minute limit unless posted otherwise
 - b. posted loading zone\20 minute limit unless posted otherwise
 - c. passenger\white or green zone\3 minute limit unless posted otherwise
 - d. service yard\as indicated on service yard permit
 - e. as indicated on any specific permit or pass
8. Parking at any time in violation of any posted sign.
9. Parking at any time in an undesignated area (i.e., not in a marked parking stall/space).
10. Parking at any time in a designated or posted "Reserved" space or area without authorization.
11. Parking with a permit or pass that has been reported lost or stolen.
12. Parking with a permit or pass that has been reproduced, counterfeited, or other facsimile.
13. Parking at any time in a space or area posted for handicapped parking without appropriate UCSD permit AND one of the following: a UCSD Handicapped Parking Pass, DMV placard, or DMV disabled license plate. Visitors do not need a UCSD parking permit.
14. Parking more than one vehicle on campus and/or Medical Center, with permits registered to the same person at the same time unless all permits are full fee or unless authorized.
15. Parking other than front first in a metered parking space or other parking space that is located immediately adjacent to sidewalks, walkways, stairs, landscaped areas, or handicapped ramps.
16. Repairing a vehicle at any time other than in an emergency or unless authorized.
17. Camping in a vehicle at any time unless authorized.
18. Parking a vehicle displaying improper DMV REGISTRATION tabs:

- a. no month and/or year sticker
 - b. stickers damaged or illegible.
19. Parking a vehicle displaying expired DMV registration tabs.

GENERAL INFORMATION

Only the Department of Community Safety may grant parking privileges. The university reserves the right to refuse issuance of parking permits or to restrict or change the use of any space or area at any time without notice. Parking permits are the property of the university and may be recalled at any time.

The University reserves the right to CHANGE parking permit FEES with thirty days' notice as published in a recognized university-wide notice. Annual parking permit holders on monthly payroll deductions will automatically have their payroll deductions changed to the new rate. Annual parking permit holders who have prepaid for parking will be required to pay the prorated difference between the old and new rate.

The responsibility for finding a legal parking space, as well as finding out where and when a parking permit is valid, rests with the motor vehicle operator. Purchase of a parking permit does not guarantee a space to park. Lack of space is not considered valid justification for violation of university parking regulations. Personal notes or explanations left on vehicles are not considered valid authorization to park in violation of university parking regulations.

Individuals requiring annual parking permits for more than one vehicle have one of the following two options available to them:

1. They may request a LAMINATED DASHBOARD permit. (A laminated permit is only valid when displayed on a vehicle bearing one of the license plate numbers placed by the Parking Office on the face of the permit); there is also a \$1 charge on each occasion the dashboard holder has forgotten the permit.)
2. They may request a SUPPLEMENTARY parking permit(s) if the extra vehicle(s) is personally registered to them with the DMV. Proof of ownership must be presented at the time of request for both the supplementary vehicle(s) and the basic vehicle. At no time may the supplementary vehicle(s) and the basic vehicle be parked on University property at the same time^{f1} except that the other vehicle(s) may park in a metered space upon payment of the meter fee. Supplementary permits are sold on a cash basis only and are not refundable or transferable.

Any university employee requesting parking is required to purchase his or her own parking permit. Departmental funds may not be used to pay for parking for employees of the university.

PAYROLL DEDUCTIONS are available to University career employees (working 50% or more) through the University's regular payroll system. Fellowship payments and stipends do not qualify for payroll deduction. Students, including those employed by the university, are not eligible for payroll deductions. New and continuing members of the payroll deduction plan must make a cash payment for all months not covered by payroll deduction. **Please note that payroll deductions will continue until a cancellation form is processed, even if your permit has expired.**

REFUNDS are available on certain types of permits for the paid-for, unused portion. The remnants of permits must be turned into the Parking Office at the time the request for refund is made.

University of California, San Diego Policy – PPM 545 – 2 SUPPLEMENT I
PPM 545 – 2 SUPPLEMENT I University of California, San Diego Parking Regulations

REPLACEMENT permits may be issued (\$1 replacement fee) by bringing your current permit or the remnants of it (permit number is needed) to the Parking Office. If your permit has been lost or stolen, obtain a copy of your application from the Parking Office, and then report it to the Campus Police Department.

The **speed limit** in all parking lots on University property is 10 miles per hour, unless posted otherwise.

ADDITIONAL INFORMATION on parking may be found in the University Policy and Procedure Manual, Section 545. If you have any questions or a special parking problem, please contact the Parking Office.

Effective July 1, 1990