



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 78.05: Parking for Departments Housed at Off-campus and Remote Campus Sites

DATE: April 2, 2019

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning parking registration of vehicles and enforcement of parking facilities outside the main campus.

REVIEW: This OP will be reviewed in March of odd-numbered years by the Parking Enforcement Manager and the Transportation & Parking Services Assistant Director for parking services with substantive revisions presented to the Managing Director of Transportation & Parking Services.

POLICY/PROCEDURE

1. General

a. Off-campus sites shall be defined as any lands, facilities, etc., owned or leased by Texas Tech University not located on the main campus and at which a parking ePermit is not required. Currently, off-campus sites include, but are not limited to:

- (1) Reese Center
- (2) Grantham (Erskine and Knoxville)
- (3) East Research Center (East Loop 289 between 4th and 19th Streets)
- (4) New Deal Farm Facility
- (5) Equestrian Center

The Managing Director of Transportation & Parking Services shall notify Transportation & Parking Services Assistant Director for parking services of any changes. Because a parking permit is not required in these parking lots, the parking system will not provide for their maintenance and upkeep.

b. Remote campus sites shall be defined as any lands, facilities, etc., owned or leased by Texas Tech University that are not located on the main campus and at which a parking ePermit is required. Currently, remote campus sites include the Texas Tech Downtown Center (Main Street and Avenue K).

The Managing Director of Transportation & Parking Services shall notify the Transportation & Parking Services Assistant Director for parking services of any changes.

2. **Off-campus Parking Facilities**

- a. Although a department and/or office is located off-campus, a parking ePermit is still required when employees come to the main campus. If a department is located at an off-campus facility, individual employees may purchase an area reserved (AR) ePermit to use when parking on the main campus. If desired, the department may purchase an area reserved ePermit to be assigned through the departmental parking portal to be used by any of its employees to assist in their access to the main campus. In either case, the department must submit a memo from the director or chairperson on official letterhead stating the need for the ePermit. The request may also be emailed from the director or chairperson's ttu.edu email account. Individual employees may pay for the ePermit in full or enroll in payroll deduction. Departmental AR requests must include an account number for the cost transfer to be initiated. The cost for the ePermit will be the prevailing area reserved parking rate.
- b. The ePermit may be used in any area reserved parking space on campus. Users of an AR ePermit must make themselves aware of signage in the lots indicating area reserved parking spaces and the TTU parking regulations. The regulations and campus maps can be found on the Transportation & Parking Services website www.parking.ttu.edu. The AR ePermit will not be valid in free visitor, paid visitor, time zone, or service vehicle parking spaces.

3. **Remote Campus Parking Facilities**

- a. Remote campus (RC) ePermits are required to park at the remote location and will have designated permissions to park on the main campus. The ePermit may be used in any area reserve parking space on campus as well as any paid parking area (exempt from paying at the pay station). Users of an RC ePermit must make themselves aware of signage in the lots indicating area reserved parking spaces and the TTU parking regulations. The regulations and campus maps can be found on the Transportation & Parking Services website www.parking.ttu.edu. The RC ePermit will not be valid in free visitor, time zone, or service vehicle parking spaces.
- b. Individual employees may pay for the ePermit in full or enroll in payroll deduction. Departments may not purchase RC ePermits for their employees' use (see [OP 78.02, Purchasing Parking Space for Employees](#)).

4. **Cancellation and Revocation of ePermits**

- a. If the ePermit is funded by the department, it may be used only by employees of the department while they are conducting official business on campus. The ePermit may not be used to conduct personal business or attend class. Individuals found to be using the ePermit for personal business will be subject to citation and notification to the department. If employees are found to be using the ePermit for personal business, it may be revoked.
- b. Departments that choose to cancel a departmentally owned ePermit must submit a memo from the director or chairperson on official letterhead requesting the cancellation of the ePermit. The request may be emailed from the director or chairperson's ttu.edu email account. A prorated refund will be issued to the department via a cost transfer.
- c. Employees who choose to cancel their ePermit must contact the Transportation & Parking Services office. Employees who paid for their ePermit in full will be issued a prorated refund for the remainder of the permit cycle. Employees who are enrolled in payroll deduction must

sign a payroll deduction cancellation form in person at the Transportation & Parking Services office. Employees who elected for the payroll deduction option will be eligible for a refund of unused deductions.