



TEXAS TECH™

Operating Policy and Procedure

OP 78.08: Supplemental Parking Access

DATE: October 4, 2024

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide guidelines for employees requesting parking access in addition to the access provided by their current parking ePermit.

REVIEW: This OP will be reviewed in April of every fourth year by the Managing Director of Transportation & Parking with substantive revisions forwarded to the Associate Vice President for Operations.

POLICY/PROCEDURE

To operate or benefit from the use of a motor vehicle on campus, each member of the Texas Tech University community must obtain, in his or her name, a vehicle registration ePermit in accordance with the *Traffic and Parking Rules and Regulations* ([OP 78.01, Traffic and Parking Rules and Regulations](#)). It is operational policy of the university that drivers park their vehicle at an assigned location when arriving at campus and utilize another mode of transportation (busing, walking, or biking) when moving about campus. However, some employees require periodic access to parking areas in addition to their assigned parking area to fulfill the functions of their position. As detailed below, supplemental parking passes are ePermits issued to provide this additional access. Employees should bear in mind the campus bus system is available for employee use when classes are in session and is often more expeditious than driving across campus. Information regarding bus schedules and routes can be found at <http://transportation.ttu.edu>. In addition, Transportation & Parking offers the Tech Employee Courtesy Shuttle (TECS). TECS offers free rides to Texas Tech University employees across the TTU, TTUHSC, Texas Tech Plaza, and Downtown campuses every weekday when TTU is open from 7:30 a.m. to 5:30 p.m. Information regarding TECS can be found at <http://transportation.ttu.edu>.

1. General Policy

- a. Supplemental parking passes are managed by the Transportation & Parking Office. Passes may be granted in one of two ways:
 - (1) Departmental: Passes are issued to a department to be checked out via an online portal. When an employee has a need to use the department's supplemental pass, the pass is temporarily issued to that employee via the department's parking portal by an authorized individual.
 - (2) Individual: Passes assigned to individuals are limited to those at the level of managing director or chairperson and higher. Employees below these organizational levels must use passes assigned via the departmental portal.

- b. Supplemental parking passes are only valid with a current faculty/staff ePermit.
- c. Supplemental parking passes must be requested and renewed annually upon expiration of the current year permits. Transportation & Parking works to notify individuals and departments of impending expiration, but it is the responsibility of the individual or department to request the renewal of supplemental parking passes. Supplemental parking passes do not automatically renew.
- d. Abuse or misuse of supplemental parking passes may result in citation, revocation of supplemental parking passes, and supervisor notification.

2. Supplemental Parking Access

There are five types of parking access that can be assigned to a supplemental pass: extended time, visitor, park and pay, service, and all area. More than one access type may be assigned to a permit.

- a. Extended time allows the vehicle to remain parked in a time limit space beyond the posted time restriction.
- b. Visitor allows a vehicle registered to a faculty or staff member to park in a free (non-metered) visitor space.
- c. Park and pay allows the vehicle to park in a space within a lot with a multi-space parking meter without paying the meter, for example, the fourth floor of the Flint Garage or the Band Lot (R11). (A fee equal to the current area reserved rate is associated with this permission when assigned to a department portal.)
- d. Service allows the vehicle to park in a designated service space and is restricted to employees using a personal vehicle to transport supplies or equipment from one building to another.
- e. All area allows the vehicle to park in any faculty/staff area reserve parking lot and is restricted to individuals whose job responsibilities require them to visit a majority of campus buildings on a regular basis. This permission affects permit holders in other lots and the ability to issue permits to employees. As a result, it is infrequently issued and only allowed in extreme cases where the need is well-documented. (A fee equal to the current area reserved rate is associated with this permission when assigned to a department portal.)

3. Requesting Supplemental Parking Passes

- a. Departmental supplemental parking passes may be requested by a managing director or higher. Requests may be submitted from the requestor's email address or by memo on departmental letterhead to the Transportation & Parking Senior Associate Managing Director at parking@ttu.edu or Mail Stop 3161. Granting of supplemental passes is not guaranteed and is dependent upon need, type of access requested, and availability of parking in the requested area. Requests must include:
 - (1) Department Name;
 - (2) Employees (name & R number) who are authorized to issue passes via the portal;

- (3) Banner FOAP (ensure funds are available in account code 7N0);
 - (4) Type of parking access being requested;
 - (5) Number of supplemental passes requested;
 - (6) Start and end dates of access covered by the request; and
 - (7) Justification for supplemental access. The justification should include things such as the specific business need, frequency of need, and destinations.
- b. Individual supplemental parking pass requests must be approved by a vice president or dean and higher. Requests may be submitted by email with required approvals or by memo on departmental letterhead to the Transportation & Parking Senior Associate Managing Director at parking@ttu.edu or Mail Stop 3161. Granting of supplemental passes is not guaranteed and is dependent upon need, type of access requested, and availability of parking in the requested area. Requests must include:
- (1) Employee name and R number;
 - (2) Employee title;
 - (3) Type of parking access being requested;
 - (4) Start and end dates of access covered by the request; and
 - (5) Justification for supplemental access. The justification should include things such as the specific business need, frequency of need, and destinations.

4. Supplemental Pass Usage

- a. Supplemental parking passes issued to a department are checked out using an online departmental portal. Designated employees within the department will be granted access to assign supplemental parking passes to departmental employees on an as-needed basis. Departmental passes may not be assigned permanently to a single employee.
- b. Employees may not use supplemental parking passes (either departmental or individual) for parking closer to their assigned work building or avoiding the waitlist process. Supplemental parking passes are limited to 15-minute loading and unloading in parking lots adjacent to the employee's assigned work building and only in the space types allowed on the pass. For example, an employee whose office is in West Hall may only use a supplemental parking pass with visitor space permissions for 15 minutes in the visitor parking lot adjacent to the building.