Parking Regulations Highlights

(For a complete copy of parking regulations, please visit our website: uvm.edu/tps)

All parking regulations are enforced 24 hours a day, seven days a week using a system of warning and citations.

In circumstances where more than one vehicle is registered under a single permit, parking more than one vehicle on campus at a time is prohibited.

Faculty and staff assigned, but not displaying their valid parking permit will be subject to three Courtesy Notices during an academic year and subsequent summer before a written warning and a monetary fine is issued for not displaying a permit.

Parking permits are the property of the University of Vermont. Permits are not transferable to another user and may not be remanufactured, resold, altered or photocopied under any circumstances.

Willfully falsifying information in any transaction including, but not limited to, registering or attempting to register vehicles not in accordance with the guidelines stated on the permit application shall constitute a violation.

Motor vehicles repeatedly found in violation of the University’s parking regulations will be assigned Habitual Offender status and may be subject to citation impact fees and the removal of the vehicle by towing.

Other violations may be subject to towing, referral to Police Services, as well as suspension of parking privileges.

Motorist Assistance

In coordination with Police Services, our department offers free jumpstarts, vehicle lockouts, and lock de-icer for individuals parked on campus. Services may be requested by contacting us at (802) 656-8686 during business hours. After hours, call Police Services at (802) 656-3473.

Meters/Paystations

Employees may park in yellow and green domed meters.

Gray meters are for visitors only. Meters require funds at any time the lot is restricted as indicated on signs in the lots. Check the faceplate and any stickers on the meter for direction.

“Pay-by-Space” areas on campus provide an hourly parking option. Employees may pay to park on an hourly basis in Pay by Space areas located in the Jeffords, Guterson and College Street Lots. Parking permits will not be honored as payment for any hourly space.

Return of a Permit/Refund

As parking permits are the property of Transportation and Parking Services, all individuals terminating their employment or no longer needing the use of their permit, are expected to return their parking permit to our department. Any payroll deduction adjustment or applicable prorated refund will be processed at the time of receipt. Under no circumstance is the permit transferable to another individual.

Disabled Parking

Individuals issued a valid state disabled placard/plate do not need to purchase a parking permit to park on campus. However, individuals must register this placard by providing our office with documentation from the Department of Motor Vehicles which substantiates ownership of the placard.

Individuals requesting temporary disabled parking must provide a doctor’s note for up to four weeks of disabled parking. Any further need must be addressed through the individual’s physician and the Department of Motor Vehicles.

Volunteer Opportunities for Faculty, Staff and Students

- The Transportation and Parking Services Advisory Committee (TAPSAC) serves in an advisory capacity concerning the operational aspects of the department particularly relating to policy and customer service. TAPSAC serves the interest of the University by providing broad perspective to transportation and parking issues in relation to the key constituency groups.

- Traffic Board of Appeals is the final step in the parking appeals process. The Board hears appeals to the initial decision concerning parking citations, tows, or suspension of parking privileges.

Examples of signs.

Your Parking Permit MUST be displayed at all times.

Proper placement of permit on front windshield (decal) or rear view mirror (hangtag).

### Transportation & Parking Services

38 Fletcher Place
Burlington, VT 05405

Phone: (802) 656-8686
Fax: (802) 656-6550
Email: parking@uvm.edu
Website: uvm.edu/tps

Office Hours
Monday–Thursday: 7:30am–4:00pm
Friday: 7:30am–3:00pm

Our goal is to provide safe, reliable, and cost effective transportation and parking services that facilitate convenient access to the University by students, faculty, staff, and visitors.
Your EMPLOYEE/AFFILIATE BROWN Parking Permit allows you to park:
- In Gutterson Garage and lots (designated as “Any Daytime Permit”) in the following locations:
  - All enclosed sections of the garage.
  - Unenclosed parking on the middle level, top surface level and top deck of the garage (not in Pay-by-Space area).
  - No overnight parking on the top deck of the Gutterson Garage between 11:00pm and 7:00am from November 15 through April 1.
- In Catamount West Lot, “Any Daytime Permit” section.
- In lots designated “Faculty/Staff” or “Resident” weekdays between 3:30pm and 7:00am and on weekends with the exception of Converse and Jeanne Mance lots which are for their residents ONLY.

Your EMPLOYEE/AFFILIATE WHITE Parking Permit allows you to park:
- All areas with signs which designate “Faculty/Staff White”.
- All areas as described in this brochure under “Employee/Affiliate Brown”.

Your EMPLOYEE/AFFILIATE GREEN Parking Permit allows you to park:
- All areas with signs which designate “Faculty/Staff Green” or “Faculty/Staff White”.
- All areas as described in this brochure under “Employee/Affiliate Brown”.

IMPORTANT INFORMATION for ALL EMPLOYEE/AFFILIATE PARKING PERMITS:
Permit holders must comply with all signs and/or directions from authorized University personnel indicating lot closure due to special events, lot maintenance or any other extenuating circumstances.

Green Zone Wait List: “Green Zone” parking lots are located on the core of campus and other high-demand areas. Employees wishing to park in these areas must visit our website to register for the green waitlist (http://www.uvm.edu/~tpswwww/parking/employee/?Page=waitlist-green.html). It will take several years to rotate to the top of the list; notification will be sent via email (uvm.edu email address). You cannot be added to the wait list by calling us or leaving a phone mail message. You may also check your status on the list by visiting the same link noted above.

There is a $10 fee to replace a missing permit. Upon submitting a lost/stolen form and providing a signature verifying you are no longer in possession of your permit, we will issue a replacement permit. Damaged permits will be replaced at no charge once they have been returned to our office (in any condition).

What is a Courtesy Notice? Employees assigned, but not displaying their valid parking permit, will be subject to three Courtesy Notices during an academic year and subsequent summer before a written warning and a monetary fine is issued for not displaying a permit. Refer to “Important Information” above for instructions for replacing misplaced permits.

What if I find I don’t need to park on campus often? We offer a daily pass at a reduced cost, or free. Our Occasional Use program allows you to choose the dates you need the permit. Check our website for further information.

Employees meeting the carpool program requirements may park on campus for free or at a reduced cost. In collaboration with Chittenden Area Transportation Management Association (CATMA), incentives such as the Guaranteed Ride Home and Bike/Walk Program are available to employees actively participating in a carpool.

Our department subsidizes the Unlimited Access Program allowing eligible employees to use the Green Mountain Transit (GMT) system fare-free by swiping their valid UVM ID card (CATcard).

Employees can join CarShare Vermont’s “Share-a-Lot” membership plan and the one year membership fee will be subsidized by our department.

What do I do if I need to use my permit in a vehicle I don’t usually drive to campus? Rental and borrowed vehicles are often used for campus parking in lieu of a permitted vehicle. The vehicle you wish to temporarily display your parking permit on cannot be associated with another faculty, staff or student (unless they are a family member). Contact us with the specifics of your situation, including dates, vehicle description (including license plate), and who owns the vehicle. This will enable us to attach this borrowed/rented vehicle to you for only the times you are actually using it. You may then use your parking permit in this vehicle or visit our office for a temporary parking permit to use for the duration. Don’t forget to retrieve your permanent permit from your vehicle; refer to “Important Information” above for instructions for replacing misplaced permits.

I got a new car! Changing vehicle information is easy. You can contact us and we can update the information for you, or you can go to our website and manage your vehicle and permit information in your parking account.

What on-line services do you provide? You can order parking permits, pay and appeal parking citations and manage the vehicles associated with your parking permit and register for or check your status on the green zone wait list via our website. All features must be accessed with your UVM login and password. We are happy to personally assist you if an error message is received as many actions require qualifying information from our database.