

Document # MSOP9	Title: Request for Parking Permits and Parking Enforcement	Print Date: 07/25/2014
Revision # 1.0	Prepared By: Dr. Dativa Del Rosario	Date Prepared: 7/25/2014

Purpose: To ensure the safety of vehicles and pedestrians in parking lots as well as to maximize the utility of the lots.

Scope: All vehicles parking on the campus must display a valid parking permit. All parking permits are issued solely by authority of the Business and Administrative Services Office and are not transferable to other persons.

When lots fill to capacity street parking is available. All parking is subject to appropriate availability.

Student Permits

Student permits are valid in all designated areas of parking lots at all campuses. The student parking permit does not guarantee the permit holder a parking space. Spaces are available on a first come basis.

Employee/ Faculty Permits

Parking permits stickers are issued to all permanent faculty and staff on an as needed basis. Employee permits are valid in all staff parking lots as well as student lots. Adjunct faculty are issued temporary permits on a semester basis.

Responsibilities:

Enforcement of parking rules at Merritt College is the responsibility of the Alameda County Sherriff's Department. Alameda County Sherriff's Department has the authority to issue parking citations under the California Vehicle Code. Personal notes left on vehicles describing reasons for parking on the campus without a proper parking permit or for parking in an unauthorized manner do not constitute legal parking; these vehicles will be cited accordingly. Vehicles displaying a handicap placard must also have a Peralta permit.

Procedure:

1.0 REQUESTING A PERMENANT PARKING PERMIT STICKER

- 1.1 All staff must pick-up a Faculty/Staff parking permit-application form at the Business Office.
- 1.2 Complete the form in its entirety for each vehicle.
- 1.3 Forward completed form to department manager for approval.

2.0 MANAGER APPROVES APPLICATION FORM

2.1 Department manager must approve all applications and forward original form to the Business office for processing.

3.0 BUSINESS OFFICE PROCESSES REQUEST

3.1 Business Office staff will process the application.

3.2 Business Office staff will notify the applicant that their permit sticker has been processed and the permit is ready to be picked up.

4.0 APPLICATION IS FORWARDED

4.1 A copy of the completed form along with the permit # issued will be forwarded to Peralta Police Services District Office.

4.2 Parking enforcement is implemented for all parking lots on Merritt Campus.

Effectiveness Criteria:

Parking enforcement ensures that students and employees will have a reasonable opportunity for parking and that individuals without appropriate authority or who have parked in an inappropriate area will be cited.

Forms/Records:

Form #	Record Retention
Faculty/Staff Parking Permit Application	Business and Administrative Services Offices

Revision History:

Revision	Date	Description of changes
1.0	07/25/2014	Initial Release