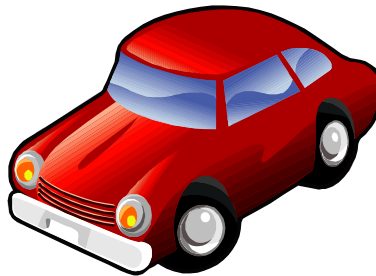


Western University of Health Sciences

Parking

Frequently Asked Questions



Western University of Health Sciences (WU) will implement a new parking space program effective August 2, 2009. This program will transition from the University covering all costs related to employee parking spaces and parking lot security, to a dual participation program to cover these costs that includes an annual parking space fee paid by our employees and students, for \$400.00 annually. Students attending for only one semester may purchase a “semester only” permit.

We are about to open the new 600 space parking structure that will be a great addition to our parking. There will be additional security posted at the parking structure as well as the continued patrols in all parking lots and the security posted around the campus.

We will also have security escorts available for anyone who would like to use them. You are encouraged to use WU escort service by calling Security @ (909) 706-3000 from your cell phone or extension 3000 from a campus phone when traversing between parking and your campus destination in the evenings.

Each individual who chooses to park at Western University is expected to comply with established rules and procedures listed in the FAQ's.

We have prepared this Frequently Asked Questions document, which we anticipate will cover all parking matters. If you have additional concerns please write to parkingservices@westernu.edu.

RULES AND PROCEDURES

I. GENERAL PARKING INFORMATION:

1. Am I required to buy an annual parking permit tag to park on campus?

Yes. A parking permit is mandatory for all faculty, staff, and students to park on University owned or controlled property within the Vehicle Parking District. There are no exceptions. These rules are in effect Monday through Friday. All rules and regulations governing parking are enforced during these restricted hours.

Western University's parking spaces are included under various leases within the Vehicle Parking District property. These various agreements involve private developers, governmental agencies, and other non-University landowners. The district boundaries encompass Towne Avenue, White Avenue, Mission Blvd and Holt Avenue.

Exception: There are a limited number of Vehicle Parking District Daily Permit Parking spaces in Lot 2-2 (see [University Parking Map](#)) for those who do not purchase a WU parking permit. These spaces are not controlled by WU; therefore we cannot guarantee that a parking space will be available in this area. See question # 19 under "Employee Parking" for more information.

There is no overnight parking available in any of these areas.

2. Is there a fee for obtaining a parking permit?

Yes. A parking permit may be purchased at anytime throughout the year. The cost has been set at a \$400.00 annual rate. Rates and payment methods are outlined in the Parking Policy and Procedures. Please see the separate "Student" and "Employee" sections that follow for further information.

3. Do I have to buy a permit if I drive a motorcycle to campus?

Yes, you are required to obtain a parking permit. If you will be parking in the designated group "Motorcycle parking area" your fee will be \$200.00 annually. If you choose to park in an unreserved (full size) parking space your fee will be the regular \$400.00 per year.

The designated motorcycle parking areas are located near the Health Professions Center (HPC) as well as two designated motorcycle spaces on each floor of the new parking structure. You will receive a color-coded parking decal indicating which type of parking you have purchased.

4. Where do I place my parking permit?

Vehicle parking permits must be hung from your rear view mirror in order to be valid. Motorcycle permits must be placed on the front left fork.

5. When will my parking permit expire?

Permits will be recognized as valid using the academic school year (August through July) period. There will be notification made to all employees outlining the renewal process by the end of term. Permits are not transferable.

6. Can I park anywhere and anytime with an annual parking permit?

Not at this time. Until the new buildings open in January 2010 parking lot designations will remain the same as they are now. Students should park in Student lots and Employees should park in Employee lots. There will be an announcement in December when parking lot designations change.

As the separately organized "Vehicle Parking District of the City of Pomona" also sets restrictions on our lots, there may be future time limits for some parking lots, such as 7:00 a.m. to 7:00 p.m. to facilitate outside public parking. If this occurs you will be notified and anyone staying later than 7:00 p.m. may move their vehicle to the parking structure or other designated WU parking lots that are not time constricted.

In addition, parking will not be permitted in posted "Reserved" parking permit spaces.

All vehicles parked in unauthorized areas will receive a citation. You may not "create" a parking space, if it is not a marked parking space you may not park there. This includes fence lines, trash receptacle storage areas, striped areas, fire lanes, loading zones, guest parking, etc.

Refer to the [parking map](#) for acceptable parking locations. Please keep in mind that this map will be updated when the new parking program goes into effect.

"Reserved" parking permit spaces will be restricted to the specific permit holder assigned to the space. Unauthorized parking in a reserved space will result in a citation.

7. May I park in the new parking structure?

Yes, the new parking structure will open in August and you may park on the 3rd through 7th floors. The construction companies will be parking on the first two floors until completion of the new buildings. The 7th floor (roof) does not have elevator access.

In 2010 the first 2 floors will accommodate patient, disabled and reserved parking.

8. I have a disability. Do I need anything special to complete vehicle registration?

Those with Disability parking placards/plates will be required to enter the Placard number on the personal information page in BanWeb.

When you register your vehicle on-line please be sure to include the placard number and the expiration date in the appropriate fields.

If you acquire a Disability placard after you have already been issued a parking permit, you are still required to register the placard on-BanWeb. All vehicles displaying disability placards/plates *must also display a valid University parking permit* while parked in Western University parking. All parking rights granted by the DMV to vehicles displaying a Disabled Person placard or license plate are retained.

9. I have a parking permit on my car; can I leave my vehicle parked on campus if it is not operational? Can I leave my car on campus over the summer?

No, an inoperative vehicle is subject to tow. In addition, vehicles cannot be stored on campus during Interterm or summer months. Those doing so will be subject to tow.

II. STUDENT PARKING INFORMATION

1. How do I purchase my vehicle/motorcycle parking permit?

Students may purchase the parking permit through the registration process or through the Bursar's office in the Business Center.

Western University of Health Sciences offers all students the option of purchasing an annual or semester parking permit for the academic year.

If you wish to purchase an annual parking permit, a \$400.00 fee will be assessed to your student account. If your preference is to purchase a one semester only permit, the total amount assessed to your student account will be \$220.00, which includes a \$20.00 administrative fee.

Purchasing a Parking Permit is optional; however, students may request additional assistance from the Financial Aid office to cover this permit fee.

Please see General Parking Information above for more information on motorcycle parking.

2. How do I receive my parking permit?

Incoming students receive their permits at the time of registration. After July 1 you may pick up your permit at the Bursar's office in the Business Center.

3. I have already registered for the annual permit but I will only be parking on campus for one semester, can I get a refund?

Yes. The Registrar's office will distribute a notice by email on July 1, 2009 to all students. Students who have already purchased an annual parking permit will have the option to switch to the semester permit by July 10, 2009.

The registration form including the choice of semester parking is in the process of being changed and will be effective for all registrations that take place on or after July 1, 2009.

4. How will the current charges be adjusted?

The Registrar's office staff will manually adjust the fees for those students that opted to go with the semester permit.

5. What will be the difference in annual or semester permits?

The annual permits will be red, the fall semester permit will be teal and the spring semester permit will be tan.

6. I do not drive to campus or I use an alternate means of transportation. Do I still need a parking permit?

No. Although, anyone discovered parking in WU parking without a permit will be ticketed by the Vehicle Parking District (VPD), of the City of Pomona. Anyone discovered parking illegally in WU parking 3 times within a semester will have their vehicle towed and be subject to a fine by Western University.

7. I lost my parking permit, my parking permit was stolen, or I sold my car and purchased a new one. Can I get a replacement?

If you have lost your parking permit you may request a replacement from the Bursars' office. If the original permit is found being used by someone else the original purchaser will be charged the full amount of the permit for the second permit. If you purchased a new car, you can continue to use your existing permit.

8. Where may Students park?

Student Parking permits will still enable you to park in the designated Student Parking Lots.

In 2010 this will change and you will be able to park in any designated lot and there will no longer be specific student lots. An announcement will be made notifying you of the details.

9. Does my student-parking permit allow me to park on the streets surrounding the University?

The public parking spaces on the streets are for 2 hour parking although some of the street parking on First and Third Streets is posted "or by Student Permit". Students may park there all day with their WU student-parking permit displayed.

10. What if I am only on campus a few times a year?

You may use Daily Permit parking. If you are attending with a large group your college will arrange parking for you with the Facilities Department. See question # 19 under Employee parking.

III. EMPLOYEE PARKING INFORMATION

Each year, beginning in July 2009, faculty and staff will be required to register their vehicle(s) in BanWeb if they intend to park in any of the university controlled parking spaces.

The annual parking permit will be paid via bi-weekly pre-tax payroll deductions. The deduction for a regular parking permit at the \$400.00 annual rate will be \$15.38 per pay period. The deduction for a reserved parking permit at an \$800.00 annual rate will be \$30.76 per pay period. The deduction for a motorcycle parking in the "group motorcycle" area or a specified motorcycle space in the parking structure will be \$7.69 per pay period. Motorcycle parking in a normal parking space will be at the \$400.00 or \$800.00 annual rate.

The time period covered by the payroll deduction payment is the work week in which the employee is paid and the following week. The first payroll deduction will occur on 8/7/09. This first payment allocation of the annual fee will cover the 8/3/09 through 8/16/09 timeframe.

The deadline for existing employees to submit their information through BanWeb will be July 20, 2009.

1. How will I submit my request for a parking permit or submit a waiver?

Employees may register for a permit beginning in July 2009. An announcement will be sent out in July 2009 outlining specific details. The parking fee will go into effect August 2, 2009.

To register you will need to sign in to BanWeb with your password, go to the "Personal Information Services Menu", and fill out the information in the "Parking" section. Please have your vehicle license plate and drivers' license numbers available.

At that time you may choose to:

- A. Purchase the regular annual parking permit.
- B. Purchase a Motorcycle "Group" parking permit.
- C. Purchase a "Reserved" parking permit at the higher rate.
- D. Submit a waiver stating that you will not be parking a vehicle on campus.

By indicating that you are purchasing a parking permit you are authorizing a personal payroll deduction, which will create a parking permit number to be assigned to your name.

2. Who has access to the parking information that I enter?

The information that you enter may be accessed by authorized employees within the Payroll, Facilities, Security, and Human Resources departments.

3. May I purchase a space that is reserved for only my vehicle?

Yes, employees may enter a request in the signup page for a "Reserved" parking space that only you may park. It will be a higher fee than the standard parking rate

There will be reserved parking permit spaces available in Lot 2-2, 2-5, 2-6, 2-7, 2-13 and in the parking structure. You will choose an available lot and space on the parking sign up page in BanWeb.

4. If I am a new faculty member or staff member starting employment after the initial signup, do I still have to pay full price for a parking permit?

The annual fees will be pro-rated via bi-weekly payroll deductions.

5. How long will it take a new employee to receive a parking permit?

New employees who wish to purchase a parking permit will receive a temporary parking permit good for 5 days or until they are able to sign up through BanWeb. They will be charged a retroactive amount from the first day of parking in a university controlled space.

6. How do I receive my parking permit?

When you submit your parking permit request and authorization for payroll deduction you will receive a confirmation with your parking permit number. Please take your printed receipt to the Facilities office to receive your permit. Please allow 24 hours from the time of your submittal before collecting your permit.

7. I do not drive to campus or I use an alternate means of transportation. Can I waive the parking permit fee?

Yes. You may submit the waiver in your personal information in BanWeb. Because there are occasions where a person who signed a waiver may have to drive they may use Daily Permit Parking in Lot 2-2 (behind the Administration building) or Lot 2-5 (across from the University Library). (See question #19)

Anyone discovered parking in WU parking without a permit will be ticketed by the City of Pomona. Anyone discovered parking illegally in WU parking 3 times within a semester will have their vehicle towed and be subject to a fine by Western University.

8. I waived my parking fee but now have to drive to the university. Can I reverse the waiver and obtain a parking permit?

Yes. You must log onto BanWeb to register your vehicle and request a parking permit. You must allow 24 hours from time of your submittal on BanWeb before picking up your permit from Parking Services in the Facilities office. You may opt in or out no more than 2 times in one academic year.

9. I have a parking permit but now wish to use other transportation and submit a waiver.

Individuals are expected to return their WU Parking Permit to the Facilities Office Parking Services upon submittal of a waiver, or, on ending their employment with Western University of Health Sciences the permit should be returned to the Office of Human Resources.

Upon return of the Parking Permit, the related payroll deduction will be adjusted. In the absence of a returned Parking Permit, the recognition of the standard fee will continue.

10. Are there reserved permit spaces available for faculty and staff?

A limited number of reserved spaces are available in the designated lots and parking structure. Each individual choosing this option is assigned to a numbered space and have sole access on any business day, recognized university holidays excepted.

Reserved spaces are only available to the permit that is assigned to that parking space. These spaces will have signs posted to indicate that they are reserved. Any other vehicles found in these spaces are subject to ticket and/or tow. Purchase of a reserved permit will be a one year commitment covering the entire term.

11. Can I share my reserved space with another faculty or staff member if I am part time?

Yes, there will be a parking permit assigned to each reserved space. As long as the properly numbered hang tag permit is displayed on the (registered) vehicle the vehicle will not be cited. We cannot issue duplicate permits.

Unregistered vehicles found parked in a reserved space will be subject to citation.

If a vehicle is found displaying a lost or stolen permit, the vehicle will be subject to impound, legal and/or university sanctions.

12. How will Rideshare/Car pooling work with the new parking permits?

Employees who rideshare will continue to submit monthly reimbursement forms through the Office of Human Resources. For additional information on reimbursement rates refer to the Rideshare web page.

13. What if my car is in the shop, or I am driving a rental vehicle and I forgot my permit?

You will need a short-term temporary permit. You may temporarily park in the University Services Center parking lot. Go to the second floor of the center (Facilities Office) and provide proof of your repair or rental vehicle contract.

With valid proof you will be issued a short-term permit. The short term permit will only be valid while your primary vehicle is unavailable. Any misuse of a temporary short term permit may result in the vehicle being impounded and / or university sanctions.

14. What if I have more than one car?

It is required that all additional vehicle(s) that will be parked in WU parking, whether owned or leased, be registered on-line. Unregistered vehicles will be cited. *Please move your parking permit to the registered vehicle that you are driving for the day.*

15. My vehicle was involved in an accident or was vandalized and my parking permit is missing. Do I have to buy a new parking permit?

If you bring in a police report to Parking Services Safety or some other form of proof, you may obtain a replacement permit at no charge. You will be required to complete a Lost/Stolen/Damaged Report Form at the time a new permit is issued.

Without a police report or other proof, the replacement cost will be \$25.00. All replacement fees must be paid at Parking Services in the Facilities offices where you will be supplied with a new permit. Checks should be made payable to Western University of Health Sciences.

16. My parking permit is cracked/broken, may I receive another?

Yes, please bring the damaged permit to the Facilities office and we will assign a new permit to you at no charge.

17. I lost my parking permit, can I get a replacement?

Yes, the replacement cost will be \$25.00. A Lost/Stolen Report will need to be filed with Parking Services. Filing a false report or anyone found using a reported lost or stolen permit will be subject to vehicle impound and university sanctions.

18. I sold my car and purchased a new one, do I use the same permit?

Yes, update your vehicle information on line and you may use the same permit in the new car.

19. What are the Daily Permit regulations and where do I purchase one?

There are parking permit machines in two of the WU lots that are governed by the City of Pomona Vehicle Parking District for Daily Permit parking. One is at the First Street entrance to Lot 2-2 (behind Administration) and the second is in the middle of Lot 2-5 on Gibbs and Third. City parking Daily Permit Fees are \$1.50 per day, these machines accepts quarters ONLY at this time. This fee is subject to change.

You may only park in a space marked "Daily Permit". You may not park in a WU marked parking space. The VPD monitors this parking and will ticket anyone parked incorrectly.

Once you obtain a Daily Permit, it must be placed on the front dashboard of the vehicle on the driver's side. You must park in the lot that you purchased the permit in. All pay machines are checked every morning for proper functioning. Please report any malfunctions immediately to Parking Services at (909) 469-5369.

20. Is there any Unrestricted Parking on campus during the year?

Weekends and holiday.

21. I am on vacation; can I allow someone else to use my reserved space in my absence?

Yes. Their vehicle must be registered and it must be displaying the proper permit (borrowed from you) for the particular space.

22. Can I sublease my reserved space to someone else or transfer ownership?

No.

23. What if I wish to cancel my parking permit and enter a waiver?

You may go on-line and make the change on your personal information page. Please allow the payroll office 5 days before payroll is distributed to remove the deduction. Please return your parking permit to the Facilities office. See questions #'s 10 & 24 for "reserved" permits.

24. Can I cancel my reserved space for a regular parking space?

Due to the costs associated with the commitment to a reserved space you may not cancel your reservation until the next annual signup. '

You may request to be moved to another reserved space in a different parking lot if the space is available. You may opt out in July.

25. Where do part time faculty members park who do not wish to purchase a permit?

You may use Daily Permit parking. See question #19.

26. I have contractors or vendors scheduled to be on campus. Where do I direct them to park?

All contractors and vendors are required to check in with Security (at Visitor check-in between the USC and the Bookstore) to obtain a one-day temporary parking pass. They will be directed to park in the parking lot closest to where they will be working/delivering on campus.

27. What if I have purchased a permit and am on an unpaid leave of absence and do not receive a paycheck?

Payroll will only deduct parking fees during months in which you receive a paycheck. If you are on an unpaid leave of absence, we assume that you will not be traveling to the campus and parking. Your permit will not be valid during the duration of unpaid leave.

Payroll will notify both Facilities and Benefits when an employee reaches an out-of-pay status while on leave.

28. How is Temporary Employee parking handled?

Temporary workers that are hired directly by Western University may opt to purchase a parking permit or use Daily Permit parking. If purchasing a WU parking permit the charge will be prorated and processed as a biweekly payroll deduction until the employment expires. This will apply to both full and part-time temporary employees.

Temporary workers that are hired through agencies may use Daily Permit parking.

29. May vehicles park on the Esplanade?

No, they may not.

30. I am having mechanical problems with my vehicle, may I get assistance?

Our insurance and Risk Management does not allow us to assist you with any vehicle problems. You are encouraged to notify Security if your vehicle is out of service and you are waiting for a tow truck, etc.

31. What do I do if I have questions not covered yet by the these Q and A pages?

Contact Parking Services directly at parkingservices@westernu.edu.