

Applies To:

TITLE:	University Business Vehicle Parking Permits	Guidance Number:	MICHR-OPS-EQP03
		Version:	4.0
		Revision Date	4-May-2023
Approve Date:	22-SEP-2016	Effective Date:	22-SEP-2016

Purpose: This guidance document outlines the processes for acquisition, utilization, and replacement of MICHR's University Business Vehicle Parking Permits

Scope: This guidance applies to all MICHR staff

Guidance:

1. MICHR Operations will maintain an inventory of 2 University Business Vehicle Parking Permits.
2. Business parking permits are acquired by MICHR Operations through Parking & Transportation Services (<http://pts.umich.edu>). Department Head approval is required.
3. Business vehicle parking permits are:
 - a. To authorize use of designated University Business Vehicle parking spaces for short-term parking access for meetings, messenger activities, etc.
 - b. For department use only, to facilitate travel from offsite locations to campus core areas.
 - c. To provide a convenient parking option for individuals within a department with job responsibilities/duties requiring regular and frequent travel between on and off campus locations.
4. MICHR Operations will manage the distribution of the business parking permits in the following ways:
 - a. Business parking permits may be reserved by MICHR staff member(s) using the Michr-BusinesspermitCalendar in Outlook.
 - i. When reserving a business parking permit, include:
 1. Full name
 2. Business parking permit number checked out
 3. Location traveling to
 4. Space available if others can ride
 - ii. If a business parking permit is no longer needed, it is the MICHR staff member's responsibility to remove the reservation from the calendar.
 - iii. Recurring reservations can be scheduled using the same business parking permit each time. It is the responsibility of MICHR staff member to double-check the calendar prior to scheduling to avoid conflicts.
 - b. Business parking permits will be kept in a locked drawer and must be checked out through the MICHR administrative support staff team members. To arrange for pick up of the permit, please email MICHR-Strategic-Management@umich.edu.

Approver Signature: <i>L. D. Berryhill</i>	Original on file 400-473	Approver Name:	LaTonya Berryhill
--------------------------------------------	--------------------------	----------------	-------------------

- c. Business parking permits will be available on a first-come, first-served basis and are for **short-term use only**. Business parking permits must be checked out just prior to leaving MICHR.
 - d. Business parking permits must be returned immediately following the staff member returning to NCRC. It is the expectation that business parking permits will be returned the same-day.
 - i. Business parking permits must be checked out, returned, and checked in by MICHR administrative support staff team members. It is the responsibility of MICHR staff members to sign the business parking permit out and back in unless it is returned to the locked box. A locked drop box is available for returns after-hours (Internal Services – column E4). If the permit is placed in the locked drop box a member of the MICHR Admin Support Team will sign the permit back in.
 - ii. It is the responsibility of MICHR staff members to return the business parking permit in a timely manner so that others who have checked out the business parking permit may use it at their scheduled time.
 - e. Business parking permits may be checked out for longer periods of time with MICHR Office Manager's approval.
5. Business parking permits are the sole responsibility of the employee checking them out. Business parking permits are not to be transferred directly between personnel. Lost or stolen business parking permits must be reported to both MICHR Operations and Parking & Transportation Services. Replacement costs are the responsibility of the employee who checks the permit out. Replacement costs will be prorated, based on the fiscal year (July 1 – June 30).
 6. Business Vehicle permits are not to be used for personal parking. Individuals must purchase their own personal parking permits if they work and park in an area of campus that requires a parking permit. Use of the business parking permit without a personal parking permit may result in a parking ticket. Nor should the permit be used for all-day parking, except for extenuating circumstances.
 7. Alternative transportation options are available. Bus and shuttle service information, as well as information on other alternative transportation options is available on the Parking & Transportation Services website at <http://pts.umich.edu>.

Resources:

Parking & Transportation Services <https://pts.umich.edu/parking/dpt-business.php>

Approver Signature: <i>L. D. Berryhill</i>	Original on file 400-473	Approver Name:	LaTonya Berryhill
--------------------------------------------	--------------------------	----------------	-------------------