



# Construction & Maintenance Parking Process

Date: August 6, 2015

Rev. 1

## Purpose:

- To provide an efficient process for the issuance, tracking and enforcement of parking by contractors and maintenance providers working on projects and providing services to campus.
- To expedite and streamline this process including the granting of approvals and permit issuance
- The Notre Dame Security Police (NDSP) have delegated authority to issue parking permits for these express purposes to the Facilities Design and Operations Division (FD&O)

## Introduction:

The Construction and Maintenance Parking Permit Process (CMPPP) seeks to manage the use of parking on campus to ensure appropriate use by non-University personnel who are engaged to perform work on various projects or to service and maintain existing facilities and infrastructure. The CMPPP will be implemented within the Utilities & Maintenance Department (U&M) of the FD&O.

Ensuring proper use of the limited parking resources on campus is vital to ensuring appropriate access for both University employees and non-University employees tasked with constructing and maintaining campus. With the pedestrian nature of our campus access to central campus is limited. Parking in remote areas is typically more available, but is not universally open to non-University employees and as such parking is typically directed to designated lots and even specific areas within a lot to ensure appropriate access to parking for faculty, staff, students and visitors to campus.

This process seeks to provide an efficient means of issuing permits based on administrative approvals and setting time bound limits while tracking accurately in a database these permits. The database will be accessible in real time to both FD&O and NDSP staff for reference, contact and enforcement.

## Permit Categories:

This process will make use of the following permits that can be issued by U&M to contractors and service providers based on the designated criteria for each pass:

- Maintenance Pass, a permit with a 14 day maximum validity that will permit a user to park in any area including Service and Maintenance parking spaces. This pass will be orange in color and will be serialized with an identification number for tracking purposes.

- Temporary Vehicle Registration (Blue), a permit with a 6 month maximum validity that will permit a party to which it is issued to park in exterior campus parking lots only as specifically designated on the registration.
- Temporary Vehicle Registration (Yellow), a permit with a 6 month maximum validity that will permit the party to which it is issued to park in either exterior or interior campus parking lots including service and maintenance designated parking spaces as designated on the registration. If service and maintenance privileges are granted they shall be specifically noted on the registration.
- NCN Parking Sticker, a permit with a 12 month maximum validity from the annual issue date, which allows parking of personal vehicles belonging to contractor employees in an exterior parking lot as so directed upon issuance. NCN permitted vehicles shall not be authorized to park in maintenance designated parking spaces. Note these are sticker only tags, hang tags are not permitted.
- CON Parking Sticker, a permit with a 12 month maximum validity from the annual issue date, that allows parking of non-University supervisors and foreman to park on campus in either exterior or interior parking lots. CON permitted vehicles shall not be authorized to park in maintenance designated parking spaces. Note these are sticker only tags, hang tags are not permitted.

**Process:**

Requests for permits shall be made by an authorized Notre Dame employee (the requestor) to the Utilities main office or the Maintenance group office. In all cases an authorized requestor must:

- Manage projects or maintenance activities,
- Ensure that all information provided is accurate
- Provide reasonable time bounds for the permit validity
- Be responsible for the actions of the person or persons granted parking privileges.

Note that permit requests will not be processed for requests that are not submitted by an authorized requestor.

Requests for permits shall be provided in written or electronic form and are required to be submitted a minimum of two (2) business days in advance of when a permit is needed by any user. Where practical when larger requests are made a list can be submitted with information on each requested party. An electronic form will be available for use and it should be submitted to the U&M office for processing.

Permit requests and issuances can be transacted during normal business hours at the Utilities & Maintenance Department offices at 100 Facilities Building. Permits will not be issued until requests are submitted, reviewed and approved by administrative staff of the department.

Administrative approval for parking permits issued under this process can only be granted by the following individuals:

1. Contracts & Materials Manager
2. Director of Maintenance
3. Asst. Director of Utilities
4. Sr. Director of Utilities & Maintenance

## **Guidelines:**

The following guidelines are offered to increase the efficiency of this process

1. Permit expiration dates should be set as close as possible to the actual needs of the user. Maximum validation periods should only be used for trade shop staff that will be engaged on campus for the entire duration of the permit validity.
2. Transfer of any permit to another person, vehicle or use is strictly prohibited
3. For persons issued NCN parking permits a specific assignment based on the work group or project shall be provided to ensure proper parking locations are used.
4. Parking in service and maintenance spaces is restricted to short term use, not to exceed 2 hours. Holders of Blue Temporary Parking Registrations may use these spots to drop off and pick up materials, but in no case can remain parked in these spaces for more than 30 minutes.
5. Parking in handicap, reserved, no parking spaces or on sidewalks, in driveways or any other area not specifically indicated as a parking space is strictly prohibited.
6. To the extent possible parking lot assignments will be provided in order to better define the acceptable location or locations for permittees to park.

Failure to comply with the above guidelines or any other parking or traffic rules on campus may result in ticketing, fines, towing at vehicle owner's expense or a loss of parking privileges.

## **Tracking:**

A spreadsheet will be created to allow tracking and sorting by various permit details. This spreadsheet shall include at a minimum the following information:

- Permit Type
- Permit number
- Parking lot assignment
- Issue date
- Expiration date
- Notre Dame responsible party
- Representing
  - Company name
  - Phone number
- Purpose - Maintenance, Project<sup>1</sup>
- Work Location - Building, Area or Campus-wide
- Permit Issued to
  - Name
  - Cell number
- Vehicle information
  - Use (Personal or Work<sup>2</sup>)
  - Make
  - Model
  - Color
  - Year

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<sup>1</sup> Include a project name for reference

<sup>2</sup> Personal use indicates a vehicle used to commute to and from campus, whereas a Work use indicates a vehicle that will be used as a regular part of performing duties while on campus

- License plate state
- License plate number
- Administrative Approver Name

The spreadsheet will be shared as a Google Doc between U&M and NDSP so both parties have real-time access to the data.

**Enforcement:**

Violators of this process or parking rules for campus shall be subject to the standard enforcement practices of NDSP for improper parking. Additionally, offenders will be reported to U&M and may affect future issuance of parking privileges to either individuals or firms may be restricted or prohibited at the discretion of the University.