



# Memorandum

Date     October 22, 2006  
To:       Faculty and Staff  
Fr:       Mark Reid, Director of Safety and Security  
Re:       2006-2007 Parking and Transportation

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The University offers a variety of incentives to encourage you to use alternative methods of commuting, including: taking a Metro bus, carpooling, vanpooling, bicycling and walking. By utilizing these options, Seattle Pacific University will meet the requirements of the Washington State Commute Trip Reduction Law and assist in the reduction of traffic congestion and air pollution. The University uses parking fees to provide transit subsidies and fund compliance with this Law. You will find the different options for commuting detailed for you on the back of this page.

**Vehicle Registration.** Online vehicle registration is available, to access the parking system log into the Banner Information System from the SPU website using your SPU ID# and PIN. From the Main Menu click on the Parking Information and Application menu, the first time you use the online system you will be required to verify your vehicle information before being able to access any other of the menu options. Once you have verified your vehicle information you will be able to access the rest of the parking system. When filling out the application portion make sure to select the correct Academic year and upon completion remember to click on the submit button. If you are unable to access the online parking application, please fill out the attached vehicle registration form for the 2006-2007 school year. City ordinance requires that every vehicle brought to campus be registered; please note this registration is free. In addition, you have the option to purchase a permit for the campus parking lots.

### **Parking Fees and Payment Plans.**

By purchasing a parking permit, you may park in any of the commuter lots. Parking permits are issued on either a quarterly or annual basis. The fee for a lot assignment is \$12 per month beginning October to June, \$35 per quarter, or you may choose to pay for the entire year, at the cost of \$90, (Please note the annual option will be available during fall quarter only). A second vehicle may be registered for an additional \$2 monthly, \$5 quarterly or \$5 annually, any vehicles beyond the first two will be charged full price. We encourage all faculty and staff to take advantage of the savings offered by purchasing your decal on an annual basis. (Replacement decals are available at \$5 each.)

Payment may be made via cash, personal check, or payroll. The monthly option must be paid by payroll deduction. If paying by check or cash, payment must be included with your completed application. If you choose payroll deduction, please be sure to indicate so in the space provided.

Parking lot permits will be issued only after both your application and payment have been received. Vehicles may not park in campus lots unless they have a valid decal attached to the driver's side of the rear window (or bumper). We will continue to offer a daily pass, sold over the counter for \$3 in the Safety and Security office. The daily pass may be purchased for any of the non-resident lots. Vehicles must be registered to obtain a daily pass. If you have a temporary vehicle, you may obtain a temporary pass in the Security office.

### **Parking Enforcement.**

Commuter lots are enforced between 7 am and 4 pm every weekday. Other lots and areas are enforced 24 hours a day, 7 days a week. If you receive a parking citation, you have the option of petitioning. Petitions are available on-line or in the Safety and Security Office and must be submitted within 30 days of receiving the citation. Parking enforcement also includes forced registration of any unregistered vehicles found in violation of parking policies. Unregistered vehicles are traced through the State Department of Motor Vehicles where they are licensed. A charge of \$35 will be incurred, without warning, if forced registration becomes necessary.

For further information, you may pick up a copy of the Vehicle and Parking Regulations at [www.spu.edu/security](http://www.spu.edu/security) or in the Safety and Security office. If you have any questions regarding the parking system, please feel free to contact our office at x2821 or email [securityinfo@spu.edu](mailto:securityinfo@spu.edu)

### **Alternative Modes of Transportation.**

To participate in SPU Commute Trip Reduction Incentive program, you must complete the Commute Trip Reduction Participation Form. Subsidy amounts are listed on the form. Upon completion of the CTR Participation Form, instructions on how to receive the applicable subsidy will be sent to you. Forms are available online at [www.spu.edu/depts/security/parking/asp](http://www.spu.edu/depts/security/parking/asp).

### **Bus and Sounder Transit Passes.**

As a full time faculty or staff (.75 FTE or above) you are eligible to receive a SPU Flex Pass. This bus pass is good anywhere Metro and Sound Transit travel, in any zone and at any time of day (up to a trip value of \$4.75). The Flex Pass is valid on the Sounder Rail as well and can be used for monthly Vanshare and Vanpool dues. (For more information about Metro, Sound Transit and the Rail, check out <http://transit.metrokc.gov>). You may obtain a FlexPass from the Office of Safety and Security located at 601 West Emerson. Please be prepared to show picture ID to receive your pass.

Temporary and part-time staff may purchase a transit Puget Pass at a subsidized rate of \$35.00 a month. Puget Passes can be used for any transit system in Washington State and are available at the Office of Safety & Security from October through June. Puget Passes are sold the last five days of the preceding month and the first ten days of the month for which the passes are valid.

\*The Metro FlexPass cannot be used with Community, Island County, or Pierce County transit. However, you are eligible for an additional subsidy of up to \$25.00 a month if you use these transit services in addition to the Flex Pass.

### **Carpools.**

To be eligible for a carpool, all participants must complete a vehicle registration form. Each member of a carpool will receive a parking permit valid for their reserved space only. In the event a carpool member drives alone, they must purchase a daily pass or park on the street. Parking in a space, other than your reserved carpool space, will result in a parking citation. If you find someone to be parked in your reserved space, you have the option of having the offending vehicle ticketed and/or towed. Lastly, the Office of Safety and Security can provide you with information about the ride-match program.

- Two-Person Carpools: If you have two people in your carpool, you will receive a reserved carpool space and may split the \$90 annual fee.
- Three-Person Carpools: If you have three or more people in your carpool, you will receive a reserved space free of charge.

### **Vanpools.**

If you choose to commute to work by an agency organized vanpool (such as Metro), the University will contribute up to \$25.00 per month towards your rider fare. To qualify for this subsidy, you must provide proof of vanpool registration or payment. If you would like more information on vanpools, please call the Employee Transportation Coordinator at x2821.

### **Bicycling / Walking.**

Many University employees live within easy bicycling and walking distance of campus. To encourage this type of commuting, the University offers free lockers and access to showers at Brougham for those who will be biking or walking to work at least three days per week. Bicycle parking can be found in several locations around campus (some covered), to receive more information on bicycling, please call x2821.

**Washington State Ferries.** Additional subsidies are available if you combine transit, biking, walking, or pooling with your Ferry ride. Single Occupant Vehicle (SOV) Ferry riders are not eligible for the subsidy. To receive this subsidy, you must provide proof of Ferry Pass payment by submitting a copy of your purchase receipt. Instructions will be sent to you when you submit your CTR Participation Form.