PURPOSE: The purpose of this directive is to provide all CSUCI Police personnel with proper and consistent instructions to anyone who may have questions about purchasing a parking permit, carpool permit or shuttle pass. This directive also provides accurate information regarding authorized locations for parking both during the day and for overnight night parking.

PROCEDURE: Please consider the following verbiage and instructions:

**Purchasing a Commuter Parking Permit**
“You can purchase the commuter parking permit with cash or check in the office, or you can use card or e-check through your myCI. However, there is a 2.75% convenience fee if you use card online. The directions on where to display your parking permit are located on the back of the permit, and you can park in any of the A lots in the unmarked stalls.”

**Purchasing a Housing Parking Permit**
“You can purchase the housing parking permit with cash or check in the office, or you can use card or e-check through your myCI. However, there is a 2.75% convenience fee if you use card online. The directions on where to display your parking permit are located on the back of the permit, and you can park in the unmarked stalls any of the three SH lots, which are SH1, SH2, and SH-UG by Town Center.”

**Housing Students Purchasing a Commuter Parking Permit**
“We are no longer selling housing parking permits, so you will be issued an A lot parking permit. You are only allowed to park in A10 with this parking permit. If there are no spots available in A10, then you can park in any A lot. For overnight parking between 12am-6am, you must park in the appropriately signed portion of A10. All other lots are prohibited from overnight parking. There is a stamp on your parking permit to indicate you live in housing, which allows you to park in A10 overnight.”

**Purchasing a Carpool Parking Permit – Students**
“If anyone in your carpool group has a valid commuter parking permit, then it needs to be exchanged for a single carpool parking permit that is issued to your carpool group. If no one has a commuter permit for this semester, then the carpool permit is the same price as a commuter permit, and your group can split payment with either cash, check, or card. You can still use the carpool permit as a regular commuter permit in the sense that you can park in any of the A lots in the unmarked stalls with 1 or more people. However, you need at least 2 people in the vehicle when you park in the carpool stalls. Each person in your group with a registered vehicle is allowed up to 5 complimentary permits that are valid for a single day in the instance that the
carpool permit is not accessible to someone who needs to come to campus. This can be obtained by coming to the Transportation and Parking office.”

**Purchasing a Carpool Parking Permit – Staff/Faculty**

“You will need to return any valid parking permits those in your carpool group currently have, and then we will issue your carpool group a single carpool parking permit. Cost is determined by the classification of those in your carpool group. You can still use this permit as a regular permit in the sense that you can park in any of the A lots or courtyards with 1 or more people. However, you need at least 2 people in the vehicle when you park in the carpool stalls. Each person in your group will be issued 3 complimentary permits to start off with that are valid for a single day in the instance that the carpool permit is not accessible to the person who needs to come to campus, but you can come into our office to receive more complimentary permits upon review. The day you use a complimentary permit you must write in pen the date you are using it for, as well as circle the month and day. Again, these permits are already pre-marked for one day.”

**Purchasing a Shuttle Card – Student**

“You can activate your shuttle card for this semester online or in our office. You will need a school ID card to ride the bus. Once you have activated your shuttle card, then you simply show your ID card to the driver when you get on the bus. Don’t tap your card anymore because it will show as inactive.”

**Purchasing a Shuttle Card – Staff/Faculty**

“You can activate your shuttle card for this semester online or in our office. Either way, you will need to come into our office so we can activate the shuttle card onto your school ID and receive a sticker on your ID. Whenever you take the bus after that, you show your ID card to the driver, as well as tap your ID onto the farebox.”

**Received a Citation**

“Everything is done online. The website is on the bottom of the ticket. You have 21 days to pay or dispute the ticket. Once you go online, you just type in the ticket number or license plate of the vehicle that received the ticket. Your ticket will pop up, and you can choose to either pay or dispute the ticket. If you dispute the ticket, then be as detailed as possible about why you feel like you should not have received the ticket. Everything is done through email, so make sure to put down an email that you check on a regular basis. Once you have disputed the ticket, PMB can take up to 21 days to let you know what they decided. You can always check the status of your ticket through the same website too if it gets close to that 21 days.”