

# Department / Fleet Vehicle Permit

## Definition & Purpose

This defines parking options for campus department owned vehicles that need access to park on campus for Institute Business. Institute business partners are eligible for department permits.

## Rules and Regulations

Campus Department/Fleet vehicles are vehicles licensed or titled to the Institute or the Institute's Business Partners and used in connection with institute business or activities. This includes low speed vehicles and golf carts.

- Departments are encouraged to use other alternative transportation options (see Alternative Transportation).
- Departments are responsible for informing all users of the parking policies.

**Emergency Vehicles** - Valid anywhere on campus for emergencies only.

## Registration and Purchase Procedure

1. Email request should be sent to [info.parking@parking.gatech.edu](mailto:info.parking@parking.gatech.edu) with the following information:
  - a. License plate number
  - b. Make and model of vehicle
  - c. Campus vehicle number
2. Payment will be process via journal entry. Please provide the following information:
  - a. WorkDay Worktag #
  - b. WorkDay Account number

## Restrictions

- Department / Fleet vehicles are subject to citation if no permit is displayed.
- Department / Fleet vehicles permits are not valid in restricted areas such as: fire lanes, meters, reserved stalls, motorcycle stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots staffed during Special Events. Parking with permits in restricted areas will result in a citation.
- Department / Fleet vehicles parked in visitor lots will be required to pay the hourly rate.
- Vehicles from satellite facilities (i.e. GTRI in Cobb County) are required to have a Department/Fleet vehicle permit, a temporary permit, or pay to park in a visitor area while on campus.
- PTS has the authority to close a lot for construction, maintenance of safety issues. Permit holders will be notified in advance of lot closures.
- Department service stalls may not be used to store vehicles on campus.
- Departments needing parking for buses or vehicles that require more than one permit stall should contract PTS for assistance.
- PTS has the right to reserve lots/decks for event parking on campus. Parking may be sold in advance or at the gate on a first come basis. Lots restricted for an event will be posted at the entrance to the lot and/or on our website at [www.pts.gatech.edu](http://www.pts.gatech.edu)
- Department/Fleet permits cannot be purchased/used by:
  1. Faculty, staff and students in lieu of purchasing an Annual Individual Permit for their personal vehicle.

2. Faculty and staff to park closer to their office than their Annual Permit assignment.
  3. Department Permits cannot be used for any purpose other than work-related business.
  4. Not valid in lots staffed during Special Events.
- The following vehicles are not considered Campus Fleet Vehicles:
    - Toros
    - Trailers attached to fleet vehicles

## References

Alternative Transportation

PTS Rates

Department Reserved Parking Stall

Lost/Stolen Permit

<b>Effective Date</b>	December 13, 2012
<b>Last Revised</b>	January 26, 2021
<b>Review Date</b>	July 22, 2021