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Introduction to the Campus Parking System

The Berkeley campus sits in the center of one of the nation’s most densely populated areas. This is part of what gives Berkeley its excitement, appeal, and cultural diversity, but it also means that access to campus can be difficult at times. The mission of the UC Berkeley Parking & Transportation (P&T) department is to facilitate campus access to faculty, staff, students, and the entire community in support of University business and activities.

The campus administration established UC Berkeley’s campus parking fees to cover parking-associated costs. The fees are set at a level sufficient to provide annual revenue for parking facility maintenance and operating costs, and to repay debt from parking facility construction. The Berkeley campus establishes, maintains, and enforces parking rules and regulations to equitably allocate a scarce resource and to ensure that those who contribute to the campus parking system have an opportunity to access parking.

Within the existing supply of spaces, UC Berkeley can offer only limited access to parking on and around campus. Campus parking permits do not guarantee a parking space, but do allow permit holders access to available parking resources. P&T has developed a wide variety of options to serve your needs, including several shuttle routes that link parking areas to various campus locations.
The Parking & Transportation Department

P&T manages programs to facilitate commute access to campus and intra-campus travel. In this role, P&T serves many diverse and sometimes conflicting parking needs in its mission to provide access to various constituencies. We oversee and provide daily parking for UC Berkeley affiliates (faculty, staff, students, and emeriti); campus guests (visiting scholars and internationally renowned experts); community attendees of our sports, cultural, and other special events; and vendors who service our campus (for construction, repairs, and deliveries).

P&T also develops programs to facilitate simple and cost-effective use of other transportation modes. We sell transit tickets, provide a low-cost transit pass for students, offer free bicycle licensing for affiliates, and develop commute discount programs for staff. We also operate a shuttle system that transports riders around the central campus and to some satellite locations. You can find information on the full spectrum of parking and transportation programs on our website: [www.berkeley.edu/transportation](http://www.berkeley.edu/transportation).

What You Need to Know to Park on Campus

The campus maintains a system of parking permits that confer authority to park based on user type (eligibility), time period, and location.

Permits fall into three broad categories based on parking need:

- **Frequent parking needs** are addressed by permits sold to campus affiliates, i.e., faculty, staff, and students.
- **Occasional Parking permits** are available for one-time use. Permit types include Scratch-off hangtags, Daily Pass coupons, dispensing machine tickets (DMTs), and metered parking.
- **Temporary Parking permits** are those issued for a specified time period, use, or event.
Permission to park on campus is indicated for specific timeframes.

- **Daytime hours:** Monday–Friday, 7 am–5 pm  
- **Night/Weekend hours:** Monday–Friday, 5 pm–2 am;  
  Saturday–Sunday, 7 am–2 am  
- **Late Night hours:** Monday–Friday, 6 pm–8 am;  
  Saturday–Sunday, 7 am–7 am (except at C lot locations).

Parking is restricted at all times for lots and spaces marked for use by specific departments or vehicles.

Eligibility to park is based on your reason for access or on your user group.

- Affiliates (currently employed UC Berkeley faculty/staff and registered students) are granted greatest access to parking during daytime hours, and have the most parking options.
- Visitors fall into two broad categories: 
  - Campus guests are invited or sponsored by departments. This group includes vendors and visiting lecturers. 
  - Campus visitors and the general public are non-sponsored, and often come to tour the campus or attend events, or for personal reasons.

Parking lot locations and designations (or types) are indicated on the campus parking map, which is available at the Parking & Transportation office and on our website. Your permit type determines the parking areas you can use. Vehicles must park in marked spaces only and obey all posted signage.

Hourly parking is available to affiliates and non-affiliates at the Lower Hearst Structure (1/4 mile east of Oxford on Hearst Street), the MLK Student Union Garage (on Bancroft Avenue near Telegraph), at parking meters at several locations, and at the Lawrence Hall of Science and Botanical Garden lots.
Using the Campus Parking System

Parking is allowed in marked spaces that match your permit type, provided that the space is not restricted or reserved for an event. Check the signs posted at the lot entrance to verify that the lot designation matches your permit type. Signs posted within campus property may note additional parking restrictions: All entrance signs remain in force. Maps showing parking lot designations are available at the East or West Gate kiosks, at the Parking & Transportation office, and on our website.

Parking Options

Self-Service Parking

The Campus Parking map indicates parking lot locations and the type of parking each lot accommodates. At most lots, parking is “self-service”: The lot has no attendant, and drivers park their own cars.

Attended Parking

Some campus lots use “stack” or attended parking. Through this parking method, one thousand additional spaces have been created on campus.

Parking in an Attended Lot

When you enter the lot:

- Park where directed and lock your vehicle. The attendant will direct you to park in an unmarked space if all marked spaces in the lot are full.
- Bring your key to the attendant.
- The attendant will give you a claim tag in exchange for your key, and will place the matching stub under your windshield wiper.

We recommend that you leave a spare car key with the attendant. Please do not park your vehicle in an unmarked space unless a parking attendant directs you to do so. If you park illegally, your vehicle will be cited and may be towed at your expense.
Claiming Your Vehicle and Keys

Hours of operation are posted at each attended parking lot. To claim your keys prior to lot closure:

- Show the lot attendant your claim tag.
- The attendant will hand you your keys and indicate the general location of your car.

To claim keys after lot closure:

- Visit the University of California Police Department (UCPD) in the basement of Sproul Hall.
- After you present your key claim tag, show your driver’s license, and sign a form, your keys will be returned to you. (This is a security measure to ensure that keys are released to the vehicle owner only.)

Keys not claimed at UCPD will be returned the next business day to the lot where the vehicle was parked. Keys left unclaimed after five working days will be turned over to the parking attendant vendor. To claim your keys from the vendor, please call (510) 845-9246.

P&T monitors the claim record of our attended parking contractor to ensure the best service to our customers. In rare cases, a vehicle may be damaged by an attendant. If you notice damage to your vehicle, please report it immediately to the attendants and their supervisors. If you believe that an attendant damaged your car and there are no attendants on duty, contact UCPD at (510) 642-6760 prior to moving your vehicle. If you leave the lot before notifying the company or the police, the University and parking company will not assume liability for any damage to your vehicle.

If you have questions or concerns about attended parking services, please contact the P&T Attended Parking Coordinator at (510) 642-6158.

Carpool Parking

Sharing your commute saves you money on gas and reduces your parking costs. Carpool participants receive great transportation benefits as well:

- Substantially reduced permit rates
- Transportation Fee payment waived
New Directions program benefits (see “Additional P&T Services” below)
Parking spaces reserved (on a first-come, first-served basis) until 10 am in certain lots

P&T offers Carpool permits for two-person and three-plus–person carpools. To participate, first find one or more UC affiliates to carpool with (visit 511.org or call 511 from any Bay Area location for ride-matching assistance). Faculty and staff members may combine into a carpool group. Registered students may carpool only with other students. Once you’ve got a carpool together, apply for your permit at the Parking & Transportation office. A customer service representative will give you an application form that each carpool member must fill out. Career-status employees must have the permit fee deducted automatically from their monthly paychecks; non–career-status carpoolers must pay in full for the Carpool permit at the time of purchase.

Carpool vehicles may park in any non-reserved space in any lot at or below the highest permit designation of the participating carpool members. The designation (G, F, or S) is indicated on the permit.

Disabled Parking

Visitors to Campus and Non-Affiliates

Disabled Person (DP) parking is reserved for campus permit holders. California DP permits and license plates are honored on campus only during night/weekend hours after 5 pm. Before 5 pm Monday–Friday, campus visitors may use their DP permit or plates in conjunction with a visitor Scratch-off hangtag secured from the kiosk at the East or West Gate.

Campus Affiliates

P&T offers Disabled Person (DP) Parking permits to permanently or temporarily disabled campus affiliates. An annual or semester DP permit allows parking in any non-reserved campus parking space, including marked DP spaces, during daytime and night/weekend hours. A Temporarily Disabled permit allows you to park in any non-reserved campus parking space,
including marked Disabled Person spaces, during daytime and night/weekend hours for the date range indicated on the permit. Accessible BearTransit shuttle service to many campus locations is provided until 8 pm on all daytime routes. Visit our website for BearTransit route information.

DP permits are non-transferable and may only be used by the customer to whom they are issued. To properly display a DP permit, the hangtag must be hung from your vehicle’s rearview mirror.

Eligibility and Application

Eligibility for DP permits is determined in several ways.

Students should apply for Disabled Person medical verification at the Tang Center Social Services Office. You can call for an appointment at (510) 642-2000 or drop in to the Tang Center at 2222 Bancroft Way in Berkeley. The Center will issue an authorization for you to present to the Parking & Transportation office.

Faculty, staff, or students requiring Temporarily Disabled parking access may also obtain proof of eligibility for a permit at the Tang Center. Employees can bring a letter from their physician to the Parking & Transportation office. The letter should indicate the length of disability and the need for disabled parking. Employees may also provide a current, valid California Disabled Person Parking certificate to document disability for the purpose of obtaining a UC DP permit. Please note that P&T does not accept DMV applications.

Affiliates who do not hold a campus permit must also bring a valid driver’s license or Cal Photo ID. Faculty and staff employment status will be verified on the Human Resources Management System (HRMS). If the member does not appear in HRMS, a completed Employee Verification form (EVF) can be used to confirm employment (see “Your Eligibility,” below). Student registration status will be verified with the Registrar’s Office. The permit cost for a Temporarily Disabled permit is the same as the standard permit for
which you qualify (no discounts). Permit cost will be prorated for the time used.

An Annual or Semester DP permit will be issued to applicants whose period of disability extends beyond the current fiscal year or semester (for students), and a Temporarily Disabled permit will be issued to applicants whose period of disability ends before the current fiscal year or semester.

**Enforcement of Disabled Parking**

DP permits are not transferable and may only be used by the customers to whom they are issued. Misuse of a DP permit may result in a parking citation of up to $344, confiscation of the parking permit, towing of the offending vehicle at the registered owner’s expense, a fee of $113 (the central parking permit rate) per month multiplied by the number of months of misuse, notification of misuse (by students) to the Student Conduct office, and suspension of parking privileges.

**Enforcement and Citations**

P&T enforcement officers patrol lots and audit parked vehicles to ensure the proper use of permits on campus property. Our enforcement efforts aim to discourage the incidence of illegal parking and permit forgery and misuse, which negatively impact parking availability. Enforcement and citation practices also maintain a safer campus environment for car, bicycle, and pedestrian traffic.

Citations are issued for expired meters; invalid, forged, and misused permits; lack of correct permit for area; invalid display of permit; and zone violations, among other reasons. Permit misuse (alteration, duplication, forgery, or use of a stolen or expired permit) may result in a $200 citation and revocation of parking privileges.
Paying Fines

Fines for each violation are listed on the citation. Payment is due within 21 days of issue date; a $54 late fee will be assessed if payment is received after that date. Under P&T’s Early Payment Incentive program, customers receive a 20% discount on citation fees paid within 14 days of issuance for certain violations. Details of violations eligible for this discount are listed on the citation envelope and on our e-Parking website at pst.berkeley.edu.

P&T offers four convenient citation payment options:

- By mail—follow instructions on the citation envelope
- Online—via our e-Parking website: pst.berkeley.edu
- In person—at the Parking & Transportation office
- By telephone—with an accepted credit card

Appealing Citations

If you believe that you were cited in error, you may appeal to P&T within 21 calendar days from the citation issue date. You may initiate the appeal process in writing, via telephone, in person, or by e-mail to ucappeal@berkeley.edu.

In order to help us to consider your appeal fully, please:

- Document the basis for your appeal as clearly, briefly, and accurately as possible.
- Provide your parking permit number and the citation number printed on the original citation slip.

Responses to all citation appeals will be sent to your home address by regular mail. Please be aware that multiple citations for the same violation are rarely dismissed, and outstanding parking citations may affect your eligibility to obtain a parking permit in the future. If your appeal is denied, you will automatically be sent a request form for a hearing with the Citation Hearing Examiner (Appeal Level 2; see “Hearings,” below).
To Submit Appeals:

**In writing:** Be sure to include the original citation slip, your name and home address, your home or campus telephone number, and your parking permit hangtag number. Mail to:

UC Berkeley Parking & Transportation Department  
Attn: Citation Appeals  
2150 Kittredge Street  
Berkeley, CA 94720-5742

**By telephone:** Call (510) 642-5408, Tuesdays and Thursdays, 9–11 am.

**Via e-mail:** Send a message to ucappeal@berkeley.edu. Be sure to include the citation number printed on the original citation slip, your name and home address, your home or campus telephone number, and your parking permit number.

**In person:** Go to the Parking & Transportation office, Wednesdays, 10–11 am and 2–3 pm. No appointment is necessary.

**Hearings (Level 2)**

If your appeal is denied, you may request a hearing with the Hearing Examiner. You may both schedule and complete the hearing by mail or in person. **Citation fine payment must be received prior to scheduling a hearing.**

Submit written requests to the Hearing Examiner using the Notice of Appeal form provided by P&T. Enclose the citation fine and provide written documentation to support your appeal. Mail requests to:

UC Berkeley Parking & Transportation Department  
Attn: Hearing Examiner  
2150 Kittredge Street  
Berkeley, CA 94720-5740

In-person hearings are scheduled approximately once per month by the Hearing Examiner. Written confirmation of the hearing date and time is sent by P&T to appellants. Hearings may be rescheduled one time only. Failure to appear for a hearing will result in denial of the appeal.
Towing/Vehicle Immobilization

Campus parking policies and regulations require the towing of parked vehicles that impede pedestrian or vehicular traffic. Vehicles may also be towed or immobilized (a practice known as “booting”) for repeated violation of campus parking regulations and multiple unpaid citation fines. Vehicles with five or more unpaid parking citations over 30 days old will be towed or immobilized.

Pay your parking tickets—avoid the boot! A vehicle boot is a device placed on the wheel of the vehicle so it cannot be moved. Vehicles will be released when the citations and a boot-release fee are paid. Vehicles booted and unclaimed for more than 48 hours will be towed.
Using Permits

UC Berkeley offers parking on and around campus through the use of permits. Our permit system provides access to reasonably priced parking for the large campus population. Please be aware that because of very high parking demand within our urban campus setting, holding a permit does not guarantee a parking space.

UC permits are for the sole use of the customer to whom they are issued, and resale to or use by anyone other than the original customer is prohibited. Permit misuse may result in a citation, fines or other fees levied, vehicle immobilization, towing at the customer’s expense, or revocation of parking privileges.

Your Eligibility

Your parking permit confers authority to park on campus during a specified time period and location, based on your eligibility. Campus affiliates (those currently employed with or registered at UC Berkeley) are granted the greatest access to parking during daytime hours, and have the most parking options.

P&T provides parking flexibility to our customers through issuance of permits of various types. P&T issues one permit per customer. Please refer to “Permits and Programs for Faculty and Staff” or “Permits for Students” below for how to provide proof of eligibility to purchase a permit. Also see “What You Need to Know to Park on Campus” above for general parking permit categories. The “Permit Options” chart in this brochure outlines access, costs, and eligibility requirements for each permit type.

Permit Types

Annual permits are the most economical parking choice for full-time faculty and staff. They grant parking access throughout the academic year during daytime, nighttime, and weekend hours.
Daily permits provide flexibility to purchase parking as needed. They are an ideal option for faculty and staff members who drive to work two or fewer days per week, or who work part-time or during non-peak parking hours. Daily permits grant parking access throughout the academic year during daytime, nighttime, and weekend hours with validation. There are two types of Daily permits:

- Plastic hangtags: Validate with DMT or Daily Pass coupon.
- Scratch-off hangtag: Validate by scratching off the date of use.

Special Area permits allow parking in specific areas or lots only, e.g., Hill Area, residence hall, storage lot, or motorcycle parking. These are reduced-cost options for customers needing parking access only in specific areas.

Special Use permits are granted for carpools, disabled people, and campus departments. These permits provide access for a defined duration, designated use, or user group.

Buying Your Permit

P&T offers many purchase locations and payment options for your convenience.

Where to Buy

Online Via e-Parking

e-Parking (pst.berkeley.edu) provides a secure online web payment system for permit purchases. Most permit types for faculty and staff are available 24 hours a day during specified permit renewal periods. Registered students may buy permits online throughout the semester, with prices prorated based on the date purchased.

Faculty/staff members who are purchasing a permit for the first time in the fiscal year, or who wish to change their permit type and/or payment method, cannot, at this time, purchase online. Purchases of these types must be made in person at the Parking & Transportation office, 2150 Kittredge Street.
## Permit Options

<table>
<thead>
<tr>
<th>Permit Types</th>
<th>Time Periods</th>
<th>Parking Areas</th>
<th>Cost (Includes Annual Transportation Fee where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty/Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpool: Faculty/Staff Lot—2-Person</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$20/Month</td>
</tr>
<tr>
<td>Carpool: Faculty/Staff Lot—3-Plus-Person</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$5/Month</td>
</tr>
<tr>
<td>Disabled Faculty/Staff</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$45/Month</td>
</tr>
<tr>
<td>Faculty/Staff Annual</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$81.50/Month</td>
</tr>
<tr>
<td>Faculty/Staff Daily</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$56/Year + Cost of validation per day of use (*)</td>
</tr>
<tr>
<td>Hill Area</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$59.50/Month</td>
</tr>
<tr>
<td>Late Night</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$35/Month</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$22/Month</td>
</tr>
<tr>
<td>Night/Weekend Annual</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$40/Month</td>
</tr>
<tr>
<td>Night/Weekend Daily</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$20/Year + Cost of validation per day of use (*)</td>
</tr>
<tr>
<td>Night/Weekend Early</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$46/Month</td>
</tr>
<tr>
<td>Occasional Use Scratch-off Hangtag</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$6.00/Day of use (Based on cost of current permit)</td>
</tr>
<tr>
<td>Temporarily Disabled</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>(Based on cost of current permit)</td>
</tr>
<tr>
<td><strong>Faculty/Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpool: Central Campus—2 Person</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$28.50/Month</td>
</tr>
<tr>
<td>Carpool: Central Campus—3-Plus-Person</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$5/Month</td>
</tr>
<tr>
<td>Central Campus Annual</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$113/Month</td>
</tr>
<tr>
<td>Central Campus Daily</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$56/Year + Cost of validation per day of use (*)</td>
</tr>
<tr>
<td>Emeriti</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$33/Month</td>
</tr>
<tr>
<td>Emeriti Daily</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$35/Year + Cost of validation per day of use (*)</td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpool: Student</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>($20/Month) Paid by semester</td>
</tr>
<tr>
<td>Disabled: Student</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>($42/Month) + Transportation Fee paid by semester</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>($19/Month) + Transportation Fee paid by year</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>($75/Month) Paid by semester</td>
</tr>
<tr>
<td>Storage Lot</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>($30/Month) Paid by semester</td>
</tr>
<tr>
<td>Student Semester</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>($72/Month) + Transportation Fee paid by semester</td>
</tr>
<tr>
<td>Student Daily</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>($20/Year) + Transportation Fee paid by academic year</td>
</tr>
<tr>
<td>Temporarily Disabled</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>(Based on cost of current permit) Paid by semester</td>
</tr>
<tr>
<td><strong>Visitors</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitor Permit: Central Campus</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$12.00/Day of use</td>
</tr>
<tr>
<td>Visitor Permit: Periphery &amp; Hill Area Lots</td>
<td>D N W</td>
<td>C F S T CP</td>
<td></td>
</tr>
<tr>
<td>Public Parking (with DMT)</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>$7.00/Day of use</td>
</tr>
<tr>
<td>Public Parking (Pay at Exit)</td>
<td>D N W</td>
<td>C F S T CP</td>
<td>(Based on length of stay. See posted prices at entrance.)</td>
</tr>
</tbody>
</table>

**Time Periods**
- **D** Mon–Fri, 7 am–5 pm
- **N** Mon–Fri, 5 pm–2 am
- **W** Sat & Sun, 7 am–2 am
- **EN** Mon–Fri, 2 pm–2 am
- **LN** Mon–Fri, 6 pm–8 am & Sat & Sun, 7 am–7 am
- **24** 24 hours

**Parking Areas**
- Central Campus
- Faculty/Staff
- Motorcycle
- Residence Hall
- Student Storage
- Student
- Hill Area
- Carpool
- Public

**Notes**
1. See table on next page for more information on validation options.
2. Price includes first 24 validations.
3. Annual Transportation Fee of $14 per semester ($8 for Summer) will apply at time of purchase.
4. Specially marked spaces reserved until 10 am on weekdays.

**Table Key**
- Parking permitted during the specified period.
- Parking permitted through the specified period with service to the specified area.
- Parking permitted with validation in the specified parking area.
- Special spots marked for until 10 am on weekdays.
- No permit required during the specified period.
- Parking permitted in the specific lot during **D** and **N** time periods (See Time Periods key for days and times.)
- Parking permitted in the specific area after 10 am on weekdays.
- Parking permitted with validation in the specific area after 10 am on weekdays.
- Parking permitted after certain time periods (See Time Periods key for days and times.)
Validation Options

<table>
<thead>
<tr>
<th>Validation Types</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>F Daily Scratch-off Hangtag</td>
<td>$7 Each</td>
</tr>
<tr>
<td>C Daily Scratch-off Hangtag</td>
<td>$12 Each</td>
</tr>
<tr>
<td>Emeriti Pass Coupon</td>
<td>$84 Per book of 12 ($7 each)</td>
</tr>
<tr>
<td>Night/Weekend Daily Pass Coupon</td>
<td>$60 Per book of 10 ($6 each)</td>
</tr>
<tr>
<td>Dispensing Machine Ticket (DMT)</td>
<td>$7 Each ($6 for daily permit holders after 5pm and weekends)</td>
</tr>
</tbody>
</table>

Other Products

<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Value Card</td>
</tr>
</tbody>
</table>

Online Via e-Parking (Continued from Page 13)

e-Parking leads you through the payment process with a series of simple questions. In order to make a purchase online, you’ll need:

- A CalNet ID & passphrase
- An e-mail address
- Cookies enabled on your web browser
- A working printer
- A valid permit for the previous year (required for faculty and staff only)

In Person

You can purchase permits in person at the Parking & Transportation office.

Permits for the Recreational Sports Facility, Faculty Club, and Women’s Faculty Club are available at the respective facility.

At the Parking Lot

Campus affiliates may pay for parking with cash or a Parking Value Card (see “Payment Types Accepted,” below) at the lot. There are dispensing machines at all and lots and at certain locations in the central campus area. Display the DMT as outlined in “Displaying Your Permit,” below.

Special metered spaces that accept coins are available at the Recreational Sports Facility (RSF). Besides feeding the meter at all times, you must have a Cal-Rec permit as required by the RSF. Hourly parking is also available at the Lawrence Hall of Science, Botanical
Garden, Martin Luther King Student Union Garage, and Lower Hearst Structure.

Customers without a Scratch-off hangtag must display a DMT on their vehicle dashboard at spaces throughout campus after 5 pm Monday–Friday and all day on weekends (subject to requirements posted at the lot).

Payment Types Accepted

P&T accepts many payment types for your convenience. Payments in cash are accepted at the Parking & Transportation office and at ticket dispensing machines in lots. You can also pay with a check (made out to “UC Regents”) or an ATM/debit card at the P&T office. Visa, MasterCard, and Discover credit cards are accepted at our office and online via our e-Parking service. Eligible faculty and staff may use the Payroll Deduction program to purchase certain types of permits, and can further reduce parking costs through the Pre-tax Program (see “Payroll Deduction Program” and “Pre-tax Program” below for details). Students have the additional option of paying online via the Campus Accounts Receivable System (CARS).

P&T also offers the Parking Value Card, which you can use at ticket dispensing machines in campus lots. This card eliminates the need for exact change: You can use the card like cash at the lot’s ticket dispensing machine. Each time you use the card as payment, your daily parking fee is deducted from the card value. You must buy your first Parking Value Card at our office. You can subsequently add value to the card in $1 and $5 increments (bills only) at the machine or at the office. Unwanted value remaining on Parking Value Cards is non-refundable.

Transportation Fee

A $36 non-refundable annual Transportation Fee is charged to all permit holders except Emeriti, Residence Hall, Storage Lot, and Carpool permit holders. The fee is used to fund alternative transportation programs on campus such as New Directions, BART subsidies, and the bicycle improvement
program. You must pay this fee at the time of purchase unless you are a member of the Payroll Deduction program, in which case the fee is prorated for a 12-month period and deducted monthly.

Lost or Stolen Permits

Please visit the Parking & Transportation office to replace a lost or stolen permit. Replacements for lost permits are available for a $25 fee. A second replacement costs $50, and subsequent replacements are charged at full price. If your permit is stolen report the crime to local or UC Police, and record the case number. Your permit will be replaced free of charge at the Parking & Transportation office if you provide a police report case number.

In either case, if the permit is recovered, return it to the Parking & Transportation office immediately. If you park with a permit that’s been reported lost or stolen, you risk a $200 citation—don’t park with a lost or stolen permit!

Permit Refunds

Daily permits are non-refundable, as is any value remaining on Parking Value Cards. The pre-paid annual Transportation Fee is refundable if permits are returned to, and received by, our office within seven calendar days from the original date of purchase. Credit will be issued at the original purchase price toward the purchase of new coupons for unused Daily Pass coupons returned to our office by the date identified in the coupon book.

Displaying Your Permit

Our permits are designed to be user-friendly for customers while enabling proper enforcement on campus parking lots. For your reference, rules for using the permits are printed on the reverse side of each permit. Please be advised that citations will be issued for permits that are not properly displayed according to the instructions outlined below and on the permit.
Hangtags must be securely hung from your car’s rearview mirror, with the front of the tag (showing the letter designation) facing toward the front of the vehicle. The hangtag must be visible through the front windshield, with no obstructions, and must never be displayed on the dash. You should remove your hangtag while the vehicle is in motion. If your car is a convertible, you can request a bumper sticker permit.

**Daily permit hangtags** must be displayed as indicated above. These permits require a validation for the day of use (with either a Daily Pass coupon or DMT). The validating ticket must be placed on the vehicle dashboard, with date facing up, to be considered valid.

**Daily Pass coupons** (Emeriti or Night/Weekend) are used in conjunction with Daily permit hangtags. These coupons must be clearly displayed without obstruction on the vehicle dashboard, numbered side up. Mark an “X” in ink through the month and day, then carefully punch through the date with the end of your pen. Also in ink, fill in the date of use on the line indicated.

**Dispensing machine tickets (DMTs)** may be used alone (during night/weekend periods) or in conjunction with your Daily Permit hangtag as validation for the day parked. DMTs must be clearly displayed without obstruction on the vehicle’s driver-side dashboard, with date side up.

**Scratch-off hangtags** are used by Occasional Need, Daily, and Visitor Parking customers. A Scratch-off hangtag may be displayed in lieu of a Daily Permit hangtag. You must validate the tag by scratching off the appropriate date of use. Then display it like any other hangtag as indicated above.

A **Carpool permit** must be displayed from the rearview mirror like any other hangtag. For Student Carpool permits, a hangtag for each carpool member must be displayed face-up on the vehicle’s driver-side dashboard. Missing hangtags must be replaced with a DMT ticket for the day of use.
We offer a wide array of permits and programs to meet the varied needs of our largest customer group: UC faculty & staff.

**Payroll Deduction Program**

Payroll deduction is an easy way to manage your transportation expenses. The Payroll Deduction program automatically deducts fees monthly from your gross salary for most permit types and transportation programs. You need only apply once. Employees with career status and those with casual (not casual restricted) status through the end of the fiscal year are eligible to participate. The annual Transportation Fee is prorated and added to your monthly payroll deduction.

Once you sign up for monthly payroll deduction, the permit fee will be deducted from your paycheck until you file a cancellation form and return your parking permit to the Parking & Transportation office. The cancellation deadline is the 10th of each month to stop deductions in the following month. Please see the P&T website for details and important cancellation deadlines.

Payroll deduction for those who go out on disability or leave of absence from employment remains in effect until the Parking & Transportation office receives a signed cancellation form and permit. A double deduction will be made the following month for any missed payroll deductions based on an employee’s absence. If you cancel your payroll deduction and later decide to reinstate it within the same fiscal year, a $30 reinstatement fee will be assessed.

**Pre-tax Program**

If you are a career faculty or staff member, you are eligible to participate in the Pre-tax Program, which allows you to deduct from your gross salary, before taxes, the cost of many transit and parking products. Because this reduces your tax burden, you save on transportation expenses. Your rate of savings depends
on your tax bracket and ranges from 12 to 40 percent. For more information, visit our website or contact the P&T department to apply.

- Parking via Pre-tax: Annual Permits and Parking Value Cards (which allow you to buy DMTs for daily parking at the lot) are available for pre-tax purchase.
  - Public transportation via Pre-tax: UC employees can purchase transit tickets for BART, AC Transit, and other agencies through payroll deduction with pre-tax dollars. This program works well for those who need the same transit tickets each month. Federal tax law allows employees to spend up to $100 per month pre-tax on transit expenses. Eligible employees can receive a $10-per-month subsidy toward their monthly purchase. (Permit holders are not eligible for this subsidy.)

Renewal Periods

Faculty/Staff parking permits expire and become invalid on June 30th of each year. Permits for the subsequent period (starting July 1st) may be purchased during the renewal period, which generally runs from mid-May through the end of June. Renewal periods are announced by e-mail, in campus newspapers, and on our website.

Purchasing a Permit

Parking permits and faculty and staff permit renewals may be purchased online or at the Parking & Transportation office (see guidelines in “Where to Buy,” above). When buying a permit in person, please bring the following items with you to confirm your eligibility:

- Valid Cal photo ID or employee ID. P&T will use these to verify your employment status through the Human Resources Management System (HRMS). If the employee is not in HRMS, an Employment Verification Form must be completed by the Human Resources department.
- A completed Parking Permit Application form (available on our website).
- Payment in full for the permit, or a completed application for monthly payroll deduction for qualifying permits.
Faculty/Staff Permit Eligibility

Parking privileges are determined in part by the eligibility group to which you belong. Staff with less than 20 years of service are eligible to purchase an F permit. Faculty members, employees with certain title codes, and staff with 20+ years of service may buy a C permit. Emeriti may buy a reduced rate C permit, and disabled people may purchase a permit that allows them to park in any location (see “Disabled Parking” above for details).

Permits for Students

We offer a wide array of parking options and transportation programs to meet the varied transportation needs of UC students. Many of these programs provide low-cost transportation options that eliminate the need for a car. We recommend that you read about these programs on our website before you buy a non-refundable parking permit.

The Class Pass provides free rides on BearTransit campus shuttles and AC Transit buses throughout the East Bay and San Francisco. Get your Class Pass sticker by applying online at our website. BearTransit campus shuttles take you around the campus and vicinity. BearTransit Night Safety Shuttles run from dusk until 2:30 am on standard routes, and To-Your-Door shuttles will drop you off anywhere within service boundaries between 7:30 pm and 6 am. City CarShare provides its members with low-cost vehicles for short runs and weekend getaways. Bicycling is a convenient transportation method; P&BT provides free bike licensing and other bike facilities and programs to affiliates. Visit our website for details on these programs.

Student Permit Eligibility

Student permits are sold for the current semester. In order to purchase a student parking permit, you must:

- Be a currently registered student at UC Berkeley, per the Registrar’s office, and
- Live outside of a two-mile boundary from campus
Student vehicles must display one of the following when parked, or risk citation:

- Student Semester permit (pre-paid parking for the semester)
- Student Daily permit combined with a dispensing machine ticket (DMT) for the day of use

A very limited number of permits are issued to students in residence halls. Res Hall students must apply for Res Hall parking and receive approval from the Parking & Transportation department.

On specified dates between semesters, you may park without a valid Student Semester or Daily permit in lots for $7 per day if you display a DMT purchased at the lot for the day of use. Please visit our website between semesters for specific dates and details.

**Purchasing Permits**

Student Parking permits are available for purchase throughout the semester and are valid for the current semester. Permit prices are prorated from the purchase date, based on the remaining days of validity. Permits are available from the Parking & Transportation office or online (see guidelines under “Where to Buy,” above).

When buying a permit in person, please bring the following items to confirm your eligibility:

- A completed and signed Parking Permit Application form (available at our Parking & Transportation office or on our website).
- Your Cal Photo ID card or driver’s license, to verify registration status. (If you are unsure whether or not you are registered, please call InfoBears at (510) 642-9400 or visit http://infobears.berkeley.edu:3400/infobears.) Graduate students should contact their home department (not the Graduate Division) with registration status inquiries.
- Payment in full for the cost of the permit and Transportation Fee (if applicable).

**Renewal Periods**

Parking permits expire and become invalid on the date marked on the permit. Permits for the following semester are available for sale during the last few weeks of the current semester, generally in mid-August.
for the Fall semester, in December for the Winter session, in January for the Spring semester, and in late May for Summer sessions. Check our website for purchase dates.

**Permits for People with Disabilities**

Please see “Disabled Parking” above for eligibility, application, usage, and enforcement guidelines.

**Visitor Parking**

Parking on campus is limited for non-affiliates, and lots are often filled to capacity during peak hours. Please refer to “What You Need to Know to Park on Campus” and “Using the Campus Parking System” above; also see our website for visitor parking tips and costs, as well as maps showing lot locations.

**Parking Locations**

Public hourly parking is offered at the following locations:

- **MLK Student Union Garage**
- **Lower Hearst Structure, Level 2**
- **Lawrence Hall of Science**
- **Botanical Garden (Mon–Sat 7 am–2 am; Sun 10 am–2 am)**

The City of Berkeley operates municipal lots within a few blocks of campus, and privately owned public lots are also available. For lot locations, see our website and the City of Berkeley’s website, [www.ci.berkeley.ca.us](http://www.ci.berkeley.ca.us).

During off-peak hours (weekdays 5 pm–2 am, weekends 5 am–2 am), most campus parking lots are open to the public. You must display a DMT (available for purchase at lot machines), use parking meters, or pay a kiosk attendant upon exit. Please consult posted signs prior to entering the facility for parking rates, instructions, and important notices. Lot enforcement is maintained during off-peak hours, and there are no parking attendants on duty.
**Campus Guests**

Parking for campus guests and vendors is often prearranged by a campus department. If you are coming to campus by invitation or for a clinic appointment, please inquire with the sponsoring department or clinic representative to arrange your parking or to direct you to nearby on- or off-campus public parking. Inquiries about permits for temporary or vendor use should also be referred to the sponsoring department. If you have further questions, contact the Visitor Parking Coordinator at (510) 642-1201.

**Visitors to Campus and the General Public**

Parking on campus for visitors is available in limited quantity, and the campus is well-served by public transit. Please consider using local transit resources: BART and AC Transit service the campus at 10- to 15-minute intervals. BearTransit shuttles service the campus vicinity, with reasonable fares to the public: Visit our website for route information. If you need to drive to campus during business hours, plan extra time to find parking. Review the Campus Parking map on our website for parking tips, city and off-campus parking options, and locations of public parking lots on campus.

**Parking for Special Events**

Our Event Services unit coordinates parking for dozens of events annually, including concerts, weddings, and sporting events. Parking availability is quite limited during business hours, and we try to schedule events during off-peak times. Event attendees should consult with the sponsor of the event for parking availability on campus and nearby. Visit our website for information on reserving parking for an event and for event parking guidelines.
Frequently Asked Questions

Our expanded website FAQ has even more answers to your questions about our services. You can also call our Parking & Transportation office during business hours.

I forgot my permit today—what do I do?

If you have inadvertently forgotten your permit, you can get a one-day replacement permit. Faculty/Staff and Central Campus permit holders may visit the East or West Gates or the Parking & Transportation department during business hours, and Student permit holders must stop by the P&T office for temporary one-day permits. A valid UC Berkeley parking permit must be displayed at all times while parking on campus. Unfortunately, we cannot accept handwritten notes as a substitute for a Temporary permit, and your vehicle may be cited if you do not display a valid permit. P&T will charge the daily parking fee if you forget your permit more than five times in a fiscal year.

I’ve lost my parking permit—what do I do?

Visit the Parking & Transportation office as soon as possible to report the lost permit. Replacement permits are available for a $25 fee. If you lose the replacement permit, you will be charged $50 for the second replacement permit. If you lose the second replacement permit, you will be charged full price for subsequent permits. If you find the permit after reporting the permit as lost, immediately return it to the P&T office. Do not park with a lost permit. If you park with a permit reported as lost, you risk a $200 citation.

Can I get a parking permit for one day? One week? One month?

P&T offers low-cost Daily Parking permits (Faculty/Staff Daily, Student Daily, and others): You pay a small fee for the permit and a fee just for the...
day parked. New Directions program participants are also offered per-day parking at a reduced cost.

**Can I park in campus disabled spaces using my CA placard?**

Your California DP placard must be displayed with a Daily parking permit (secured from the East or West Gate kiosk) during daytime parking periods. You may park with a CA DP placard during night/weekend periods without validation. Please see “Disabled Parking” and “Visitor Parking” above for further details.

**Can I park in the Hill Area parking lots (Space Sciences Lab, Lawrence Hall of Science) with my permit?**

Yes. Faculty/Staff and Central Campus permits are valid in Hill Area lots. However, Hill Area permits are only valid on lower campus after 5 pm and on weekends.

**My carpool partner(s) will not be commuting to campus today. What should I do?**

Student Carpool permit holders must commute to campus with another student carpool permit holder, and two Student Carpool permits must be displayed on the dash at all times. If you are not commuting to campus with a carpool partner, purchase a DMT and display it on your dashboard alongside your Student Carpool permit. After 5 pm and on weekends, you may park with your Student Carpool permit only; a DMT is not necessary.

Faculty and staff may not use their Carpool permit if a carpool member is absent. Through the New Directions program, faculty and staff carpoolers can purchase up to 48 days of discounted daily “Occasional” parking for days when they need to drive alone. Daily Scratch-off hangtags are sold at a reduced rate for Occasional use in parking lots. If a carpooler uses all 48 days of discounted Occasional parking permits within a fiscal year, a Daily Parking permit can be purchased for use.
Additional P&T Services

Transportation Alternative Programs

Transit Ticket Sales
Transit tickets for BART, AC Transit, and inter-campus shuttles are available at the Parking & Transportation office. Faculty and staff receive discounts on transit tickets through the Pre-tax and New Directions programs. Employees may pick up tickets monthly at the Parking & Transportation office or can opt to have them mailed to their home address. Students receive BART ticket discounts each semester and unlimited free rides on AC Transit through the Class Pass program.

New Directions Program
The New Directions program provides faculty, staff, and students with incentives to use transportation alternatives. The program offers public transit discounts, carpool and vanpool discounts, bicycling resources, walking information, and Guaranteed Ride Home benefits. Visit the P&T website for more information.

Bicycle Programs
P&T offers many free and discounted services to affiliates who cycle to campus. Visit our website or call (510) 642-2987 for details.
- Free bicycle licensing
- Bicycle lock discounts
- Secure Bike Parking facilities

Upcoming Transportation Programs
New commute alternative programs will soon be available to affiliates. Check our website for details.
- Secure bicycle parking facilities are now available: Apply online at our website
- BearPass: AC Transit unlimited ride program for employees
Campus Transit Operations

BearTransit

BearTransit campus shuttles can take you to and from your parked car, or from BART to your office, meeting, or classroom. Five daytime routes run between from 6:45 am to 9 pm. Night Safety Shuttles are available from dusk to 2:30 am with regular service to BART, Moffitt Library, and residence halls. To-Your-Door service within defined boundaries is also available on specified routes and by request until 6 am.

BearTransit shuttles are free to campus affiliates with display of a valid UC Berkeley ID card. Service is available to non-affiliated community members for cash fares as posted on our website. Annual shuttle passes for departments may be purchased at our offices. Visit our website for shuttle route, fare, and schedule information.

Charter Services

You can arrange for bus and driver services, special charters, and vans through our Charter Operations office. Our deluxe passenger buses are ideal for large groups, visits to campus, field excursions, and special events. Call (510) 643-7701 for information.
P&T Contacts

Website:  www.berkeley.edu/transportation
Phone:    (510) 643-7701
Fax:       (510) 642-9004
Address:  2150 Kittredge Street
           First Floor
           Berkeley, CA 94720-5740

E-mail Contacts:

Parking & Transportation, general
   prktrans@berkeley.edu

Citation Appeals
   ucappeal@berkeley.edu

Special Events
   eventprk@berkeley.edu

Visitor Parking
   gatelist@berkeley.edu

Charter Services
   charter@berkeley.edu

Public Office Hours

Monday, Tuesday, Thursday, Friday:
   7:30 am–4:30 pm

Wednesday:
   10 am–6 pm