INTRODUCTION
This booklet is the official UNMC/Nebraska Medicine Parking Handbook. These regulations are necessary to facilitate the safe, orderly conduct of business as related to parking. All employees, students, faculty members and tenants utilizing parking are obligated to obtain, read and abide by the current parking regulations.

PARKING QUESTIONS?

• Call 402.559.8580
• Authorization
• Appeals Information
• Wait List
• Report Violation

WEB SITE:
unmcparking.t2hosted.com

The parking committee welcomes any suggestions regarding the improvement of traffic conditions and of the parking system. Suggestions may be presented in writing to the Parking committee by emailing: parking@unmc.edu

PARKING SERVICES

Manager: Robert Jennings
Email: robert.jennings@unmc.edu

601 S Saddle Creek Rd
Annex 22 Room 1007
Telephone: 402.559.5899
Fax: 402.559.3500
GENERAL PARKING REGULATIONS

Permits
All motor vehicles parked on campus, except patient/visitor vehicles, must have a valid permit.

How to Park
The required method of parking is with the front end of the vehicle pointed into the parking stall.

In parallel parking spaces, and in some other cases, safety may indicate that vehicles be parked otherwise.

Compact car stalls are for compact cars only. No trucks, SUV, or Vans can park in these stalls.

Designated Parking Areas
Vehicles may be parked only in the designated parking area covered by the permit displayed. If a permit holder is unable to comply, he or she must notify parking for authorization at 402.559.8580 immediately. A personal note left in the vehicle, explaining the reason for using parking space not covered by the permit is unacceptable and in violation of the parking regulations.

Employees with a valid parking permit can park in any employee lots after 5:00 p.m. to 8:00 a.m., Monday thru Friday and on holidays with a valid permit properly displayed. The parking holidays are:

- New Year’s Day...January 1
- Memorial Day...Last Monday in May
- Independence Day...July 4
- Labor Day...First Monday in September
- Thanksgiving Day...Fourth Thursday in November
- Christmas Day...December 25
Closed Areas
UNMC/Nebraska Medicine reserves the right to close any campus parking areas, temporarily or permanently.

Selling Parking Spaces and Permits
Designated parking areas on campus shall be subject to annual permit fees, monthly charges or other charges. Due to limited parking, some lots are oversold by varying degrees to maximize space utilization. On occasion, parking space may not be available.

Assigned Space Availability
If no parking space is available in your assigned lot, park in the nearest employee parking lot and call Parking Authorization at 402.559.8580.

Off-Site Employees
Off-site employees must park in daily rate parking if they are here in a professional/learning capacity. Daily rate parkers must download the Park Omaha App on their smartphone. Our zone is 222. The rate is $3.00 to park for 21 hours. The fee must be paid 30 minutes after arriving on campus and parking. Patient/Visitors parking areas are not available for temporary parking.

Special Campus Events
Temporary parking assignments for special events or campus activities are coordinated by Parking Services. Please call 402.559.8580 for more information.

Company Owned Vehicle
Company-owned service vehicles are subject to the same rules and regulations governing privately owned vehicles/motorcycles except that company-owned service vehicles may park in the areas designated for company-owned vehicles or in spaces leased by departments.

Motorcycle
If you have a valid permit, you may get your motorcycle authorized to park throughout the “motorcycle season.” You may park it in your designated lot, or one of the two motorcycle areas on campus. 1st one is located in lot 2 in the northwest and southwest corners on each level, the 2nd is located between lots 1A and 1C, against the back wall and is posted with a sign.
Loading Zones
Employees or students that need to use loading zones or other parking areas for loading or unloading purposes must call Parking Services for authorization at 402.559.8580. The maximum time allowed for this purpose is two (2) hours or as designated on posted signs.

Freight loading zones are reserved for the exclusive use of commercial or company owned vehicles during loading or unloading. Other vehicles stopping in these zones for loading or unloading purposes may not remain longer than five (5) minutes, or as designated on posted signs.

Passenger loading zones are reserved for the exclusive use of vehicles during the loading or unloading of passengers. Vehicles in passenger loading zones should not be left unattended, or parked with a vehicle operator, for longer than fifteen (15) minutes.

No Parking Zones
Vehicles shall not be parked at any time in the following areas:
- Within an intersection
- In any area designated “fire lane”
- On a crosswalk, sidewalk, or on the lawn
- In any area not designated as a parking area
- In a bus zone
- In a handicapped zone
- Where official traffic signs prohibit stopping
- In a passenger loading zone
- Along painted yellow or red curbs or lines

Continuous Parking in Excess of 48 Hours
Only company-owned vehicles may be parked continuously in one place for a period in excess of forty-eight (48) hours on campus property. Any other vehicle parked in violation of this regulation is subject to the vehicle being removed from the campus and stored at the expense of either or both the owner and the operator.
PARKING AUTHORIZATION

Parking Authorization can be obtained by calling 402.559.8580. Failure to obtain authorization may result in a parking citation. To ensure that a citation will not be issued, the following information is required for authorization: vehicle make, vehicle model, vehicle color, and license plate number.

Individuals parking a vehicle without a valid permit displayed (i.e. rental) or in an area other than the assigned lot are required to call Parking Services for authorization at 402.559.8580

Health Care, Visitor, and Off Duty
Employees, students, faculty members, tenants or individuals (i.e. spouse, relative, or friend) driving a vehicle registered to an employee, or at an employee’s address/insured by employee, student, faculty member or tenant coming to campus for a health care or other “off duty” visit may park in a patient/visitor lot by notifying Parking Services for authorization.
Employees, students, faculty members and tenants are also required to obtain authorization to park other vehicles (not registered to the employee, student, faculty member, or tenant) in a patient/visitor area for health care or “off duty” visits.

OBTAINING AND DISPLAYING PARKING PERMITS

Applying for Permits
Any person eligible to obtain a permit for campus parking shall complete a standard parking permit application.

I.D. Required
Employees and students will be required to present valid campus photo identification.

Permit Holder Use Only
Permits may be used only by the person to whom they are issued and only on the vehicles used by that person. Only one (1) vehicle per permit holder may be parked in the designated lot at any given time. Parking Services' authorization must be obtained for any variation.
Placement of Permit
Current parking permits must be properly displayed on all motor vehicles parked on campus except company owned vehicles and vehicles of patients and visitor.

A valid parking permit consists of one movable permit or temporary permit. The permit must be affixed on the inside of the front windshield, lower left hand corner (driver’s side). Temporary permits must be displayed on dash of vehicle at all times. Any variation from this is a violation. All previous and/or expired permits should be removed from the vehicle. Permits must be visible at all times while on campus.

Reporting Lost or Stolen Permit
If the employee permit is lost or stolen, it must be reported to Parking Services during business hours. A replacement permit may be purchased for $25.00. If the original permit is recovered within fourteen (14) days of replacement purchase, the replacement fee will be refunded. If another vehicle is found displaying a permit that was reported lost or stolen, the vehicle will be immediately towed.

PARKING PERMIT FEES

Payment Method
Parking fees for full-time employees are paid by payroll deduction.

Rates for Part-time Status
All part-time employees designated .50 FTE or less qualify for a discount at one-half the lot rate. Casual labor employees must pay cash in advance.

Rates for New Hires
New employees obtaining parking between the first and fifteenth of the month will be charged a fee for the entire month. A fee will not be charged for the month when parking is obtained after the fifteenth. If cancelling parking, permit must be returned by the fifteenth of the month to not be charged for parking.

Renewable Permits
Permits are renewable in June of each odd numbered year. Permits not renewed by June 30 are subject to cancellation and loss of parking space and priority. Parking permits can be renewed via campus mail, or visit parking website at http://unmcparking.t2hosted.com
Access Card/Transmitter Deposit
A $50.00 deposit is required to obtain an access card/transmitter. The deposit will be refunded when the card or transmitter is returned.

STUDENT PARKING

Student Lot Assignment
Students will be assigned to park in designated student lots. A current map of the assigned student lots can be obtained from Parking Services.

Placement of Permit
A valid student parking permit consists of one transferable permit or a temporary paper permit. Permit must be affixed on the inside of the front windshield, lower left hand corner (driver’s side). The temporary permit must be placed on the dash, while parked. Any variation from this is a violation.

Reporting Permit Lost or Stolen
If the student permit is lost or stolen, it must be reported to Parking Services during business hours. A replacement permit may be purchased for $25.00. If the original permit is recovered within fourteen (14) days of replacement purchase, the replacement fee will be refunded.

Student Refund Policy
Student parking fee refunds will be made on annual permits only, within the first two weeks of the effective date of the permit or date of purchase, whichever is later at the ratio of 75% of the original fee. Refunds are only issued if the student has completely withdrawn from all classes on campus. The student must provide paper work from the registrar to receive a refund.

Student Parking Citation Holds
Student transcripts of the permanent record, grade reports and registration may be withheld until all outstanding citations have been cleared.

PRIORITY PARKING ASSIGNMENTS

Parking for employees is assigned according to the order of priority. Another factor taken into consideration is the length of employment, based upon the hire date listed with the human resources department. Priority rankings are based on an individual’s primary appointment. Courtesy appointments do not apply.
PRIORITY PARKING ORDER

**Priority 1**
**UNMC:** Chancellor, vice-chancellors, deans, and directors reporting directly to the chancellor.

**Nebraska Medicine:** CEO and senior vice-presidents. Assigned parking will be of their choice subject to availability.

**UNMC:** Associate and assistant deans, deputy directors, associate and assistant vice-chancellors, associate and assistant directors, and department chairs who report to above.

**Nebraska Medicine:** Vice-presidents. Assigned parking will be of their choice subject to availability.

**Priority 2**
**UNMC and Nebraska Medicine:** Clinical physicians. Assigned parking will be made without a waiting period subject to availability.

**UNMC and Nebraska Medicine:** House officers and fellows shall receive parking based upon seniority of the house officer.

**Priority 3**
**UNMC:** Faculty members, administrative department heads, physician assistants, nurse mid-wives.

**Nebraska Medicine:** Directors.

**UNMC Physicians:** Managers and directors.

**UNMC:** Research associates, post-doctoral research associates, staff.

**Nebraska Medicine:** Managers, staff.

**UNMC Physicians:** Staff.
CHANGE OF PARKING ASSIGNMENT

Placing Name on Wait List
Anyone interested in changing his/her parking assignment should visit the parking website at unmcparking.T2hosted.com or call Parking Services at 402.559.8580, to be put on the wait list. Lot assignments are based upon the priority and hire date as stated under the priority parking assignments.

Assigned Space Relinquished
An individual who relinquishes an assigned parking space loses seniority parking in that lot and may be reassigned to a parking space according to the priority criteria.

Returning on-Campus
Employees returning to work on campus, who have been working off site, will be eligible for reinstatement to their previous parking assignment, subject to availability. Space will be lost after thirty (30) days.

MEDICAL PARKING ASSIGNMENTS

Temporary Medical Parking
Individuals requiring temporary parking assignments, for medical reasons, should visit or contact their own physician to complete the proper paperwork. Assignments are subject to space availability.

Permanent Medical
Any employee requesting a special parking assignment on a permanent basis due to a medical disability must qualify for, and obtain, a state issued ADA permit. All requests will be considered after submission of required documentation. Medical parking assignments are intended to reasonably accommodate the individual based on the individual’s needs. The designated ADA stalls on campus, as requested by ADA, are reserved for patients/visitors and are not intended to be used for employee/student medical parking assignments.
CAMPUS PARKING LOTS – EMERGENCY BLUE LIGHT PHONES

Monthly Rate
- $85
- $42
- $36
- $29
- $16

Daily Rate
- $3 per day

Emergency Blue Light Phones can be used to report Emergencies and to contact Security.

Smoking is NOT Permitted on the UNMC or Nebraska Medicine Campuses.
**CONDITIONAL PARKING PRIVILEGES**

**Conditional Privileges**
Conditional parking privileges will be granted at no additional cost to employees who have purchased a valid parking permit. Conditional privileges are intended only for employees regularly scheduled to work conditional hours that start before 5:30 a.m., or end after 8:30 p.m., Monday through Friday. All employees meeting this requirement must submit a completed parking application, signed by their manager, to Parking Services for processing. For designated conditional parking areas, contact Parking Services at 402.559.8580.

Employees who are issued conditional parking privileges and who are on campus during day hours, working, attending in-service training, meetings, etc., must park in their designated primary lot. If shift privileges are abused, parking privileges will be revoked for one (1) year.

**CURRENT VIOLATION LIST AND FINES**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee/Student Parking in Patient/Visitor Lot</td>
<td>$100</td>
</tr>
<tr>
<td>Unauthorized ADA Stall 1st Offense</td>
<td>$100</td>
</tr>
<tr>
<td>Unauthorized ADA Stall 2nd Offense</td>
<td>$300</td>
</tr>
<tr>
<td>Unauthorized ADA Stall 3rd Offense</td>
<td>$500</td>
</tr>
<tr>
<td>Unauthorized Fire Lane</td>
<td>$100</td>
</tr>
<tr>
<td>Employee/Student Parked in a Reserved Stall</td>
<td>$50</td>
</tr>
<tr>
<td>Counterfeit Permit</td>
<td>$50</td>
</tr>
<tr>
<td>Permit – False Pretenses</td>
<td>$50</td>
</tr>
<tr>
<td>Stolen Permit – Use</td>
<td>$50</td>
</tr>
<tr>
<td>More than 1 Vehicle/Permit Holder Parking in Assigned Area</td>
<td>$50</td>
</tr>
<tr>
<td>Obstructing Traffic</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to Obey Traffic Sign</td>
<td>$25</td>
</tr>
<tr>
<td>Parking Unauthorized Area</td>
<td>$25</td>
</tr>
<tr>
<td>Valid Permit not Displayed</td>
<td>$25</td>
</tr>
<tr>
<td>Improper Placement of Parking Permit</td>
<td>$10</td>
</tr>
<tr>
<td>Parked Over Stall Lines</td>
<td>$10</td>
</tr>
<tr>
<td>Dead Storage of Vehicle</td>
<td>$10</td>
</tr>
<tr>
<td>Parking in Crosswalk</td>
<td>$10</td>
</tr>
<tr>
<td>ADMIN Boot Fee</td>
<td>$35</td>
</tr>
</tbody>
</table>
Issuance of Citations
Citations are issued in accordance with Parking Regulations. Parking in an unauthorized space or lot without permission is an example of a violation which would cause a citation to be issued. Failure to read or understand this handbook and the regulations contained within does not remove responsibility for any citations incurred fines.

Citation Responsibility
The permit holder, the vehicle operator, and/or the registered owner, all may be held responsible for vehicles which violate the campus parking regulations.

Failure to be informed of overdue citations (other than the original citation issued) does not relieve the obligation for payment for past citations.

Clearing Citations
Payment of the fine will clear the citation. Fines are payable to UNMC and may be paid at Parking Services or by mail addressed to UNMC Parking Services, 985001 Nebraska Medical Center, Omaha NE 68198-5001 or http://unmcparking.t2hosted.com. Fine schedules are printed on citations and are available upon request.

Permits may only be renewed and/or cancelled after all citations have been cleared.

Student transcripts of the permanent record, grade reports and registration may be withheld until all citations have been cleared.

APPEAL PROCEDURE FOR PARKING CITATIONS

14 days to Appeal
 Appeals are registered with campus parking. File an appeal or download the form at:
   
   http://unmcparking.T2hosted.com

Appeals must be received in writing within fourteen (14) calendar days from the date appearing on the citation. Appeals will not be considered after that time.
Denied Appeals
If an appeal is denied, the written appeal may be submitted to the parking committee for further review. Notification to Parking Services must be received within fourteen (14) calendar days from the date of the initial denial.

The parking committee will usually render a decision at the same meeting at which an appeal is presented. The appellant will be notified within fourteen (14) days of the committee’s decision.

An appeal should be based on the fact that the citation was issued contrary to these regulations or in error.

NUISANCE VIOLATOR
Any individual may be deemed a nuisance violator if the individual abuses parking privileges or fails to satisfy payment for parking permits or fines. Once an individual’s name appears on the nuisance violator list, any vehicle owned and/or operated by that individual may be automatically towed if in violation. Names of individuals appearing on the list will be removed after a one (1) year period if no further parking violations occur during that time. Individuals removed from the nuisance violator list are subject to being placed on the list again if they abuse parking privileges.

Booting Process
Any individual deemed a nuisance violator, who has three (3) delinquent citations, and/or owes $100 or more in outstanding parking fines constitutes non-compliance with Parking Regulations and will be placed on the immobilization list. Once an individual’s name appears on the list, any vehicle owned and/or operated by that individual may be automatically immobilized at any time until all outstanding citations and fees are cleared.

Towing Process
Parking Services may remove from campus property any vehicle that is improperly parked and/or deemed a nuisance violator. Any cost of towing is the responsibility of the permit holder or owner.
Loss of Parking Privileges
Loss of parking privileges for a period of six (6) months will result from, but is not limited to, the following infractions:

- use of counterfeit permit
- use of an unauthorized or stolen permit
- falsifying information on a parking permit application
- obtaining additional permits under false pretenses
- continuous abuse of parking privileges
- parking more than one (1) vehicle per permit holder in a designated lot at any given time
- any individual deemed a nuisance violator

Reinstate Privileges
Individuals may re-apply after six (6) months for reinstatement of their parking privileges.

PARKING ON OTHER UNIVERSITY CAMPUSES

Visiting Other Campuses
Personnel parking their vehicles on University of Nebraska campuses, other than their home campus, will be subject to the parking restrictions and regulations of the campus that they are visiting.

Honoring University of Nebraska Permits
Parking permits from other University of Nebraska campuses will be honored on campus in designated lots. UNL, UNO, UNK faculty or employee can park in any employee surface lot, with a valid permit displayed.

Visiting Students
Students from other campuses (i.e. Creighton University) who are on campus as a visiting student or employee, must obtain and display a valid UNMC permit. Visiting students are eligible for student parking as long as the student is not also an employee. UNO, UNL, UNK students with a valid permit, can park in UNMC student lots.
JUMP START/VEHICLE UNLOCK SERVICE

A service has been contracted to provide campus jump starts and vehicle unlocks. This service is provided free of charge to patients and visitors, as well as employees, students, faculty and tenants who have a valid parking permit on campus. Employees, students, faculty and tenants who request the jump start or vehicle unlock service will not be charged for this fee, if their vehicle is parked in their designated lot. If you use this service and don’t pay for parking, a $50.00 citation will be issued. Individuals requiring jump start services or vehicle unlock can contact Security Dispatch at 402.559.5111 and arrangements will be made.

LIABILITY/POLICIES

Damage Liability
No liability or responsibility is assumed for damage to any vehicles parked in or on these parking facilities, nor for injury to any persons using the parking facilities.

Tow or Immobilize Liability
No liability or responsibility is assumed for any vehicle and/or owner when it becomes necessary to tow or immobilize any vehicle which is in violation of these parking regulations.

Returned Check Policy
Individuals who stop payment on checks used to pay parking fees or fines, or who write insufficient funds checks for parking fees or fines, will automatically be deemed a nuisance violator.

The permit renewal may be held and/or the individual’s transcripts, diploma and registration may be held. The individual will be required to pay with cash or a money order to satisfy the amount of the check and any additional violation penalties or fees. Returned check fee: $35.00.
Parking Cancellation Policy
Employees are responsible for cancelling their own parking assignments. It is not the responsibility of the manager or department to cancel an employee’s parking. Parking Services will not cancel parking without the employee’s consent and will not issue refunds.

Parking cannot be cancelled if the permit holder has any outstanding fines. An employee must return their parking permit when requesting cancellation. If the permit is not returnable, a cancellation fee of $25 must be paid.

PARKING AFFILIATION DEFINITIONS

Employee
Employee refers to a person with a full-time, part-time, temporary, casual, or on-call basis appointment as faculty, staff, trainee, independent contractor and other persons whose conduct in the performance of work is for UNMC, UNMC Physicians, Nebraska Medicine, Clarkson College, Midwest Eye Care or the North/South Tower Doctor’s building, whether or not they are paid by any group mentioned above.

Conditional Employee
An individual regularly scheduled to work shift hours that start before 5:30 a.m. or end after 8:30 p.m., Monday - Friday.

Student
Anyone, other than an employee as defined above, who is registered at or attends UNMC or Clarkson College on either a full-time or part-time basis.

Volunteer
An individual who works in a regular assignment as coordinated by Nebraska Medicine’s Guest and Volunteer Services. A volunteer donates time and skills for the reason of personal fulfillment, not professional development. Individuals on campus for internships/externships, paid or unpaid, do not qualify for volunteer parking.
TRAVEL SMART

Looking for free alternatives to parking on campus? The TravelSmart program offers benefits for employees who carpool, ride the bus, and walk or bicycle to work! More information is available at:

http://livegreennebraska.com/travelsmart/

Helpful Tips

Day Parking
Employees with a valid permit working any time between the hours of 6:00 a.m. and 8:00 p.m. (day shift), Monday-Friday, may park in their assigned parking lot only.

Overnight Parking
Employees with a valid permit working overnights (arriving after 5:00 p.m. and leaving before 8:00 a.m.), may park in any employee parking lot. Employees may not park in any patient/visitor lot or area, and may not park in “Reserved” parking stalls in any lot.

Weekend/Holiday Parking
Employees with a valid permit working on weekends (Saturday-Sunday), or on a holiday in which all clinics are closed, may park in any employee parking lot. Employees may not park in any patient/visitor lot or area, and may not park in “Reserved” parking stalls in any lot.

“Conditional” Parking
Employees with a valid permit working a shift that is scheduled to begin at/before 5:30 a.m., OR scheduled to end at/after 8:30 p.m., qualify for conditional parking privileges. When working a qualifying shift, the employee may park in the “Conditional” parking stalls in Lot 5. “Conditional” parking stalls are located on Levels 2A, 2B, and 3A in Lot 5, on 42nd and Dewey. If all “Conditional” parking spaces are full, you may park above Level 3A, and call Parking Services at 402.559.8580 for authorization.

Parking Authorization
Employees and individuals (i.e. spouse, relative, or friend) driving a vehicle registered to an employee, or registered at the employee’s address, coming to campus for a health care or other “off duty” visit may park in a patient/visitor lot by notifying Parking Services at 402.559.8580 for authorization. Employees are also required to obtain authorization if driving a vehicle without their permit displayed (i.e. rental vehicle).
Daily Rate Parking

Daily Rate Flex Parking stalls are intended to be used for people who normally walk, bike, carpool, or take the bus to campus as part of TravelSmart as well as off-site colleagues coming to campus to cover shifts or attend meetings. If you have a parking permit, please park in your assigned lot.

The Parking Handbook is available at:


Your parking account can be managed at:

https://unmcparking.t2hosted.com/

Any questions, please call Parking Services at 402.559.8580.