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Boston University offers a variety of parking permit and daily parking options to meet the needs and schedules of faculty, staff, and students. All rules and regulations associated with these permits are strictly enforced by Parking & Transportation Services at all times with the aid of mobile and stationary License Plate Recognition (LPR) technology.

BASIC PARKING RULES FOR PERMIT HOLDERS AND DAILY PARKING PROGRAM ENROLLEES

• To park in any University parking facilities, permit holders must display a state-issued license plate that is associated with an active University Parking Permit or Daily Parking Account. Hanger or window-mounted Parking Permits, if issued, must be displayed as well.

• University parking permits are for use on University property only. Many areas in the vicinity of campus are governed by municipal authorities, where University parking permits are not valid.

• Permits provided without a hanger must be permanently affixed and prominently displayed on a stationary driver’s-side rear window.

- or -

Hanger on rearview mirror facing forward. Parking permit to be affixed to driver’s-side rear window.

• Permits provided on a hanger, must be displayed in the windshield with the permit number visible.

• A person may obtain a maximum of one permit, which is not transferable. Permits found within vehicles for which they have not been issued are considered stolen. Such permits will be confiscated and the vehicle will be towed, without notice, at the vehicle owner’s risk and expense.
• Multiple vehicles may be registered to a single permit, but a permit entitles its owner to park only one vehicle on campus at a time. If more than one vehicle is parked on campus at the same time, the vehicle without a permit will be subject to towing and fines.

• Falsifying parking permits will result in immediate revocation of all parking privileges, confiscation of the falsified permit(s) by the Boston University Police Department, towing of the vehicle, possible prosecution, and disciplinary action. Disciplinary action may include the imposition of fines, restitution, and termination of employment or referral to Judicial Affairs.

• Liability: Boston University assumes no responsibility for vehicle damage, theft, or theft of vehicle contents when the vehicle is parked on University property.

• Permit holders and Daily Parking Program enrollees are responsible for notifying Parking & Transportation Services via web form (bu.edu/parking/app) about any changes to vehicle information on file. Failure to notify PTS regarding new vehicles, rental vehicles, loaned vehicles, etc. may result in denied entry/exit to gated lots. Updates to the system can take up to three business days. In the interim, a BU ID can be tapped on entry/exit kiosks if a license plate is not recognized.

• With the exception of vehicles parked by customers who have taken a transient parking ticket upon entry, all vehicles parking on campus must be on file with Parking & Transportation Services. To update vehicle information, please submit an update at bu.edu/parking/app

• Obtaining a parking permit or enrollment in the Daily Parking Program does not guarantee a parking space will always be available on campus in the most convenient location.

• It may be necessary to move your vehicle at the request of Parking & Transportation Services to accommodate major University events, construction projects, and unforeseen circumstances.

• The unavailability of a convenient parking location, severe weather, or running late for a class or meeting are not considered valid excuses for violating any parking regulations. All
University parking spaces are clearly identified by either signs or pavement markings. If an area is not specifically marked for parking, you should assume that you cannot park there.

**CANCELLATIONS, RETURNS AND REFUNDS**

To stop your deductions or receive a refund for your Parking Permit it must first be cancelled via Transportation Request form (bu.edu/parking/trf). Permits (hangers and decals), if issued, should be destroyed. They do not need to be returned.

Display of permits after cancellation may result in disciplinary action including towing at the vehicle owner’s risk and expense.

Permit fees will continue to accrue for employees using the payroll deduction option until the permit is cancelled or expires. Deductions will continue as long as paychecks are issued – even during leaves of absence or after termination.

If you have difficulty cancelling your permit, please email us.

**REPLACEMENT PERMITS**

Permits must be replaced by Parking & Transportation Services whenever your permit has been lost, stolen, or defaced in any way. In these instances, Parking & Transportation Services will issue a replacement permit free of charge.

**BU IDs AND PROXIMITY CARDS**

University-issued IDs and Proximity Cards serve as secondary credentials for some permit types and parking options. If your BU ID is lost, stolen, or damaged, visit the Terrier Card website, bu.edu/terriercard, for replacement instructions. A replacement fee may apply.

**ACCESSIBLE PARKING**

Vehicles with Boston University Accessible Parking Permits are permitted to park in designated Accessible Parking spaces on the Charles River Campus as authorized by their particular permit type.

Employees and students with state-issued Disability placards or license plates must submit
corresponding state-issued document(s) when applying for an Accessible Permit.

Employees and students who seek temporary, time-specific use of accessible parking should contact Disability Services at 617-353-3658. Disability Services will inform you how to certify your need for temporary accessible parking accommodations.

Once Parking & Transportation Services receives the certification from Disability Services, you will be authorized to purchase a temporary University Accessible Parking Permit at the regular permit price. If you are not already an active University parking permit holder of the same permit type, the temporary accessible permit must be paid for in full at the time it is obtained.

If you hold an active University parking permit when you request accessible parking, please email us at parking@bu.edu. You will then be set up with the appropriate access.

STUDENT PERMIT ELIGIBILITY

First year students are not eligible to purchase any type of parking permit.

Overnight parking permits are restricted to those students who reside on campus through the Office of Housing and Residence Life.

The following process and eligibility requirements must be met to purchase a Blue (Commuter) parking permit:

• Students residing in the following ZIP codes: 02134, 02135, 02445, 02446, 02115, 02215, 02116 are not eligible to purchase a parking permit. These ZIP codes contain the Town of Brookline and the following Boston neighborhoods: Allston, Brighton, Fenway/Kenmore, Back Bay, and Bay Village as well as segments of other nearby neighborhoods.

• Students residing outside of the neighborhoods noted above may be asked to provide a copy of their current apartment lease or a current utility bill to confirm their residence location at time of purchase.

• Blue Permits are limited and issuance is subject to availability.
VIRTUAL PERMITS
Student Permits are “virtual permits.” No physical permit is required. License plates serve as credentials. Should the system fail to read a license plate in a gated lot, the permit-holder’s BU ID will serve as a secondary credential.

STUDENT APPLICATION
For Boston University students, parking permits are purchased via StudentLink, under the “personal” tab.

A person may purchase a maximum of one permit and that permit can be used only for the vehicle(s) for which it is issued.

STUDENT PAYMENT OPTIONS
Parking permit purchases may be charged to a credit card or, if eligible, Student Account.

FACULTY AND STAFF APPLICATIONS
Boston University Charles River Campus employees can renew or apply for parking online via the Employee Self-Services tab on BUworks.

Once your renewal or application is processed, you will receive an email with further instructions should you need to take any further action.

Green Permits will be mailed to the employee’s home address on file with the University. To verify or change this address, visit BUworks - Employee Self Service – Personal Information – Personal Profile.

When applying, applicants will need to provide their BU ID and pertinent information about any vehicles they wish to park on campus (year, make, model, color, registration number). Most applications can be completed via BUworks – Employee Self Service – Campus Services.

For applications that cannot be processed via BUworks, you may be asked to fill out our general parking application at bu.edu/parking/app.

If you have questions or are unsure about which parking permit is right for you, visit our website at bu.edu/parking, email us at parking@bu.edu, or call us at 617-353-2160.
TAX SAVINGS THROUGH PAYROLL DEDUCTION

We highly recommend that employees take advantage of tax savings that are available by electing to pay their parking fees by payroll deduction.

Employee parking deductions may be sheltered (not taxed) from federal, FICA, and state withholding taxes. Up to $270* per month for parking expenses may be paid for with sheltered dollars.

Please note: This tax savings only applies to parking fees paid by payroll deduction for the employee’s own personal use.

*Amount subject to change.

TRANSIT STATION PARKING BENEFIT

The Transit Station Parking Benefit is solely for use at transit station parking lots and garages. It is not to be used to pay for parking at Boston University.

FACULTY/STAFF CARPOOL PERMIT POLICY

All carpool participants must be eligible for payroll deduction and agree to pay for Carpool Permit costs split equally through pre-tax payroll deduction.

Parking & Transportation Services (PTS) will issue one carpool permit which is transferable only between vehicles registered to the group.

Applicants must cancel any other BU-issued parking permit(s) prior to issuance of a carpool permit.

Participants must notify PTS in writing of any changes to the group’s status (gaining or losing members, including leaves of absence) within five (5) business days.

If multiple vehicles registered to the group are found on campus without a permit or indication of proper payment, vehicles may be towed without notice; multiple infractions may result in loss of the privilege to participate in this program.

Employees may not obtain a payroll-deducted MBTA transit pass or other parking permit while holding a carpool permit.

PTS will review all applications and make determinations of eligibility for new enrollments based on the goals of the program.
PTS reserves the right to review and change the terms of this program at any time.

REGULAR CARPOOL PROGRAM BENEFITS
Faculty/Staff carpool permit holders are eligible for discounted daily parking and a designated parking space. They are also eligible for Allston Brighton TMA’s Guaranteed Ride Home program and various carpooling incentives.
Visit allstonbrightontma.org for details.

DESIGNATED CARPOOL PARKING SPACES
PTS will provide one designated parking space for an eligible group at the group’s request; however, vehicle(s) registered to the group are only permitted to park in this designated location. If a registered vehicle is found in another parking space without a daily parking pass or transient parking ticket, PTS may revoke designated parking privileges. Those who cancel their carpool permits are not guaranteed to retain their reserved space upon carpool permit reinstatement. Reserved spaces are issued on a first-come, first-served basis.

DISCOUNTED DAILY PARKING PASSES
Each registered participant of an eligible faculty/staff carpool group may purchase 12 daily parking passes each permit year at a discounted price of $8.00 each from PTS; passes expire at the end of the school year – 8/31.
Passes can only be used at gated lots equipped to scan passes.
Passes may only be used by the participant who purchased the pass. Passes are not valid for event or Red Sox game parking.
For any designated parking space or daily parking passes used at Agganis Arena lots (A & C-2), parking restrictions during weekday, evening and major University events apply.
If passes are found to be misused in any way, carpool privileges may be revoked.
DISCOUNTED CARPOOL PROGRAM
(Commute Better Together)

In addition to the benefits listed above, certain faculty/staff carpools are eligible for an ongoing 50% discount on their carpool permit. This program is designed to reduce the number of cars on campus and reward employees who would otherwise be driving alone. In addition to the basic carpool eligibility requirements, all discounted carpool permit applicants must:

• be able to prove ownership of a motor vehicle and list that vehicle on their permit application,

• have held a Green Permit for at least 90 consecutive days in the last 12 months OR have been hired within the last 90 days.

AGGANIS EVENT RESTRICTIONS

While Boston University's Agganis Arena parking facilities are designated for event patrons, the garage (Lot A) and the surface lot (C-2) are available to Charles River Campus employees with valid Green and Off-Peak Green Permits, and students with valid Blue and White Permits, and Daily Parking Program participants on a space-available basis.

During events, permit holders will be restricted from parking in the Arena facilities. Parking restrictions will begin 90 minutes prior to the start of weekday and evening performances. In addition, Arena parking facilities will be closed to permit holders on the day of some weekday and weekend matinee performances and for major University events (Spring Open House, Commencement, etc.). Permit holders wishing to park in the area during a scheduled Arena event will be directed to an alternate parking facility, subject to availability.

Parking & Transportation Services and the Agganis Arena staff will notify permit holders in advance of event parking restrictions through the use of flyers, signs, and event calendars. Please visit the Agganis Arena website at agganisarena.com to view the upcoming events calendar.
SPECIAL SITUATIONS
(Construction, University Events, and Emergencies)

Significant construction projects, major University events, and unforeseen emergencies may require Parking & Transportation Services to close or restrict parking within a campus area.

Parking & Transportation Services will attempt to notify all affected permit holders of the times, dates, and locations of these parking disruptions in advance.

Should you have any parking or transportation questions related to these special situations or if you need assistance locating a vehicle moved in response to them, please contact Parking & Transportation Services at 617-353-2160, Monday through Friday, 9 a.m. to 5 p.m., or the Boston University Police Department at 617-353-2110, evenings, weekends, and holidays.

SNOW EMERGENCIES

Please visit the “General Information” page of bu.edu/parking for parking instructions in case of snow emergencies. Snow removal may require the relocation of authorized vehicles within the confines of a parking area. Any unauthorized vehicles will be towed from the campus without notice at the vehicle owner’s risk and expense during a snowstorm.

MOTORIST ASSISTANCE

Call 617-353-2160, Monday through Friday, 9 a.m. to 5 p.m., to request any of the following types of free motorist assistance:

• Jump-starting a dead battery
• Calling for a tow service if a major repair is needed or to retrieve keys accidentally locked inside your vehicle—Boston University Police will also respond

You must be an active Boston University parking permit holder or a guest of the University to qualify for these services. You must also show a valid driver’s license that matches the vehicle’s registration before any vehicle services can be rendered.

Additionally, the disabled vehicle must be located
on Boston University property because Parking & Transportation Services is prohibited from providing motorist assistance to vehicles located on city streets.

UNIVERSITY TENANT PARKING

A University tenant is defined as anyone renting an apartment through Boston University Rental Property Management. Rental Property Management maintains their own parking spaces for tenants.

For further information, please contact Rental Property Management at 617-353-4102.

ELECTRIC VEHICLE (EV) CHARGING

Chargepoint EV charging stations can be found in multiple lots. Vehicles parked in EV spaces must be plugged in to the charger and relocated after four (4) hours. Locations, rates, and restrictions can be found on the Parking & Transportation Services website.
VIOLATIONS, TOWING, AND FINES

The following infractions may result in the immediate tow of vehicles from University property, without notice, at the vehicle owner’s risk and expense:

1. Unauthorized parking in an accessible space
2. Parking in a fire lane or tow zone
3. Trespassing/no permit
4. Expired permit
5. Falsified permit or permit that does not match the vehicle(s) registration
6. Use of lost or stolen permit(s)
7. Violation of permit restrictions
8. Parking in a restricted zone
9. Obstruction of a dumpster
10. Blocking driveway, building entrance/exit, or delivery zone
11. Parking after closing in Agganis Arena Garage (Lot A, 925 Commonwealth Avenue) Rafik B. Hariri Building Garage (Lot M, 595 Commonwealth Avenue)

Tow fees currently average $145–$165, plus $35/day in storage fees for each additional day the vehicle is left at the tow yard; drop charges are $50–$110. Tow fees are subject to change without notice and must be paid to the tow company when the vehicle is retrieved from the tow yard.

If your car is towed, call Parking & Transportation Services at 617-353-2160, Monday through Friday from 9 a.m. to 5 p.m., for vehicle retrieval instructions.

After 5 p.m. or on weekends, call the Boston Tow Line at 617-343-4629.