

# Parking Permit Policies and Procedures



Boston University Parking & Transportation Services

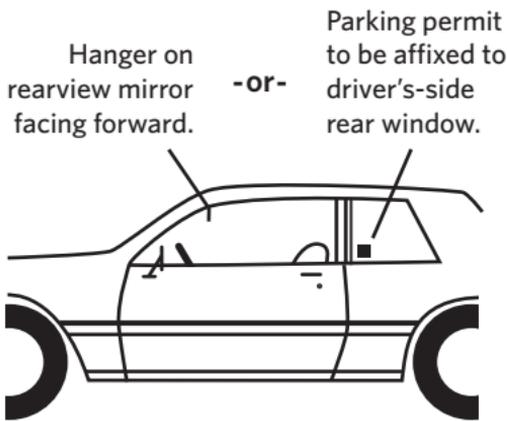
## Table of Contents

Basic Parking Rules	2-3
Returns and Refunds	4
Lost/Stolen Permits	4
Permit Replacement Fees	4
Refunds	4
Accessible Parking (HP) Permit Holders	5
Student Permits	6
Eligibility Requirements	6
Application Process	6
Payment Options	6
Student Permit Types	7
Charles River and Fenway Campus Map	8-9
Faculty and Staff Permit Types	10
Faculty and Staff Permits	11-13
Application Process	11
Payment Options	11
Carpool Policies	12
Carpool Benefits	12
Carpool Discount	13
Agganis Arena Parking Restrictions	14
Emergency and Special Situations	14-15
Snow Emergencies	15
Motorist Assistance	15
University Tenant Parking	15
Violations, Towing, and Fines	16

**Boston University offers a variety of parking permit 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.**

**BASIC PARKING RULES**

- To park in any of our University parking facilities, students, faculty, and staff must display valid parking permits or cash ticket receipts within their vehicles.
- 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.
- Current permits must be permanently affixed and prominently displayed to a stationary driver's-side rear window or on a University-provided hanger.



- With the exception of a Carpool Permit issued by Parking & Transportation Services, 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. For employees, disciplinary action may include the imposition of fines, restitution, and termination of employment. Student offenders will be referred to Judicial Affairs for review and investigation under the Code of Student Responsibilities. Disciplinary action may include sanctions such as University suspension and the imposition of fines and restitution.
- Liability: Boston University assumes no responsibility for vehicle damage, theft, or theft of vehicle contents when the vehicle is parked on University property.
- If you are a permit holder in good standing and during an emergency you use a vehicle not registered with Parking & Transportation Services, or, for any reason, cannot display your permit within your vehicle, you must park at one of the attended lots and request a Substitute Vehicle Pass Form from the parking lot attendant. If you anticipate using your substitute vehicle for more than a week, please contact Parking & Transportation Services at 617-353-2160.
- Obtaining a parking permit 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.

## **RETURNS AND REFUNDS**

Your permit must be returned to Parking & Transportation Services when your employment status at the University changes (e.g., termination, leave of absence, etc.)

To stop your deductions or receive a refund:

- Permits no longer used must be immediately returned to receive a weekly prorated refund.
- Permit fees will continue to accrue for employees using the payroll deduction option until the permit expires or is returned.

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

## **LOST/STOLEN PERMIT FEES**

A \$75 lost/stolen permit fee will be assessed to those who are not able to return their permit to Parking & Transportation Services at the time of its refund, or replacement, or early termination. The fee must be paid before a new or replacement permit will be issued.

## **PERMIT REPLACEMENT FEES**

A \$25 replacement fee will be assessed to anyone who is issued more than two permits between September 1 and August 31 of the following year. This \$25 replacement fee will also be assessed to any additional replacement permits issued during this permit year.

## **REFUNDS**

Parking permits become void when removed. Permit holders must remove their permits from their vehicle and return them or their remaining backings to Parking & Transportation Services to receive a weekly prorated refund.

## **ACCESSIBLE PARKING (HP) PERMIT HOLDERS**

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 (permit color).

Employees and students with state-issued HP placards or HP vehicle registrations must bring their state-issued document(s) with them to the Parking & Transportation Services office when they submit their completed parking permit application.

Employees and students who seek temporary, time-specified use of accessible parking on the Charles River Campus 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.

Checks and credit cards are accepted forms of payment. The maximum duration for a temporary accessible parking permit is eight weeks.

If you hold an active University parking permit when you request accessible parking, you will be required to return the active permit to Parking & Transportation Services before an accessible parking permit will be issued. Please call 617-353-2160 or email [parking@bu.edu](mailto:parking@bu.edu) in advance if you need to leave your vehicle parked on campus without a permit while completing this permit exchange.

For those whose disability prevents them from completing any of these transaction at the Parking & Transportation Services office, call 617-353-2160 or email [parking@bu.edu](mailto:parking@bu.edu) to make alternate arrangements.

## **STUDENT PERMIT ELIGIBILITY**

Freshmen 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 Allston, Brighton, Brookline, Fenway/Kenmore, Bay Village, and Back Bay are not eligible to purchase a parking permit.
- Students residing outside of the neighborhoods noted above must 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.

## **STUDENT APPLICATION**

For Boston University students, parking permits are purchased, exchanged, or returned at Parking & Transportation Services, 1019 Commonwealth Avenue, Suite 101. To obtain a parking permit, you must present your valid Boston University Terrier Card and a completed and signed application. With the exception of carpool permits issued by Parking & Transportation Services, 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.

Students applying for a student overnight parking permit must also provide a vehicle registration issued in their name or in the name of their parent or legal guardian.

## **STUDENT PAYMENT OPTIONS**

Parking permit purchases may be made with check or credit card.

## STUDENT PERMITS

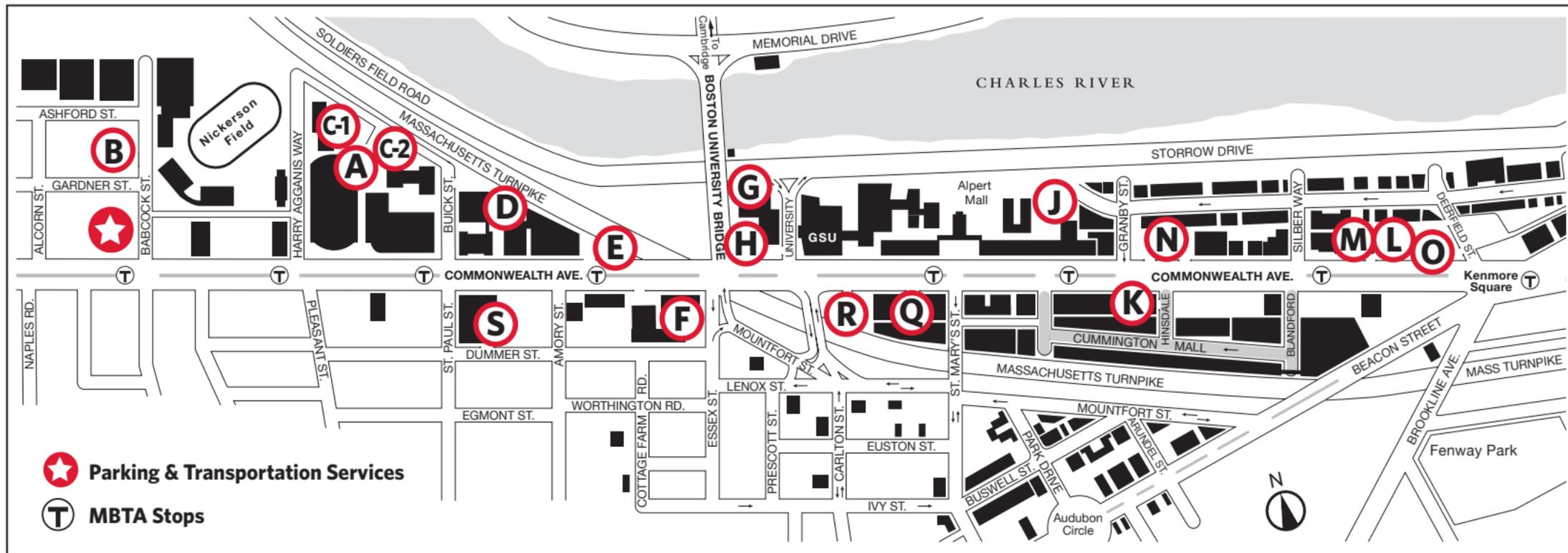
**Parking Lots and Garages** - see next page for locations

<b>Blue</b> day commuter	before 2:30pm	A*	B		C-2*		F																					
	after 2:30pm	A*	B		C-2*	D	E	F	G	H	J	K	L	M		Q		25	55	65	85	43						
<b>White</b> evening commuter	after 2:30pm	A*	B		C-2*	D	E	F	G	H	J	K	L	M		Q		25	55	65	85	43						
	no classes before 6:00 pm // no parking before 2:30 pm																											
<b>Motorcycle</b> annual only			B		C-2*	D	E	F	G	H	J	K	L		Q	R	S	25	55	65	85	43						
	lined spaces only																											
<b>Black (pay-on-entry)</b> occasional commuter	before 2:30pm	A*	B		C-2*		F																					
	after 2:30pm	A*	B		C-2*		F		H		K		M															
<b>Peach</b> West Campus resident overnight				C-1	marked spaces in C-1 only																							
<b>Cyan</b> West Campus resident overnight			B	lot B only																								
<b>Orange</b> on-campus resident overnight	not valid in any lot or garage // parking as posted on Back St, Bay State Rd alley, Buswell St alleys, and rear of Audubon Circle Area see map of all Orange Permit space locations at <a href="http://bu.edu/parking">bu.edu/parking</a>																											
<b>Commercial Lots</b> no permit needed	A*	B		C-2*												N	O											

See [bu.edu/parking](http://bu.edu/parking) for lot locations and hours of operation. No overnight parking without overnight permit.

\*see page 14 for Agganis Arena (Lot A and C-1) restrictions.

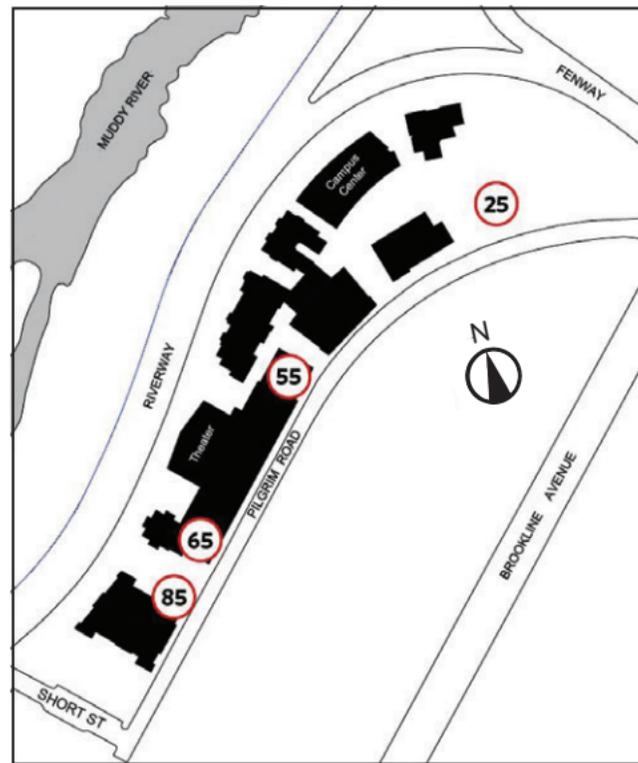
# CHARLES RIVER CAMPUS PARKING



- (A) Agganis Arena Garage**  
925 Commonwealth Avenue  
(enter behind building)
- (B) Langsam Garage**  
142 Gardner Street
- (C-1) 33 Harry Agganis Way Lot**  
925 Commonwealth Avenue  
(enter on Harry Agganis Way)
- (C-2) Agganis Arena Lot**  
925 Commonwealth Avenue  
(enter on Harry Agganis Way)
- (D) Buick Street Garage & Lot**  
25 Buick Street
- (E) CFA Lot**  
855 Commonwealth Avenue
- (F) Essex Street Garage & Lot**  
148 Essex Street
- (G) Lower Bridge Lot**  
3 University Road

- (H) Upper Bridge Lot**  
1 University Road
- (J) CAS Lot**  
240 Bay State Road
- (K) Warren Towers Garage**  
700 Commonwealth Avenue  
(entrance on Hinsdale Mall)
- (L) 575 Commonwealth Avenue**
- (M) Rafik B. Hariri Building Garage**  
595 Commonwealth Avenue
- (N) Granby Street Lot**  
665 Commonwealth Avenue
- (O) Kenmore Lot**  
549 Commonwealth Avenue
- (Q) 730/750 Commonwealth Avenue**
- (R) 766 Commonwealth Avenue**
- (S) 890 Commonwealth Avenue**  
(entrance on Dummer Street)

## FENWAY CAMPUS PARKING



- (25) 25 Pilgrim Road Lot**
- (55) 55 Pilgrim Road Garage**
- (65) 65 Pilgrim Road Garage**
- (85) 85 Pilgrim Road Lot**
- Not shown:*
- (43) 43 Hawes Street Lot**  
Brookline

**FACULTY & STAFF PERMITS****Parking Lots and Garages** - see previous page for locations

<b>Green</b> day commuter	A*	B		C-2*	D	E	F	G	H	J	K	L	M		Q	R	S	25	55	65	85	43
<b>Off-Peak Green</b> night commuter	A*	B		C-2*	D	E	F	G	H	J	K	L	M		Q	R	S	25	55	65	85	43
<b>Carpool</b> <i>Commute Better Together</i>	A*	B		C-2*	D	E	F	G	H	J	K	L	M		Q	R	S	25	55	65	85	43
<b>Motorcycle</b>		B		C-2*	D	E	F	G	H	J	K	L			Q	R	S	25	55	65	85	43
<b>Red (pay-on-entry)</b> occasional commuter	A*	B		C-2*			F		H	J	K		M									
<b>Commercial Lots</b> no permit needed	A*	B		C-2*											N	O						

See [bu.edu/parking](http://bu.edu/parking) for lot locations and hours of operation. No overnight parking without overnight permit.

\*see page 14 for Agganis Arena (Lot A and C-1) restrictions.

## **FACULTY AND STAFF APPLICATIONS**

Boston University Charles River Campus employees can renew or apply for parking permits online via the Employee Self-Service tab on BUworks Central. The permit will be held at Parking & Transportation Services for pickup.

If you do not have access or do not wish to use the online application process, please visit Parking & Transportation Services. If you have questions or are unsure about which parking permit is right for you, visit our website at [bu.edu/parking](http://bu.edu/parking), email us at [parking@bu.edu](mailto:parking@bu.edu), or call us at 617-353-2160.

## **FACULTY AND STAFF PAYMENT OPTIONS**

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 \$265\* 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.*

## **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 return any other BU-issued parking permit(s) prior to receipt 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.

Carpool parking permit must be displayed at all times when vehicle is parked on campus. If multiple vehicles registered to the group are found on campus without displaying the appropriate permit, daily parking pass, or transient parking ticket, 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**

Carpool permit holders are eligible for discounted daily parking passes and a designated parking space. They are also eligible for Allston Brighton TMA's Guaranteed Ride Home and Carpool Subsidy (gas card) programs. Visit [allstonbrightontma.org](http://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.

## **DISCOUNTED DAILY PARKING PASSES**

Each registered participant of an eligible group may purchase 12 daily parking passes (sold in groups of six) each permit year at a discounted price of \$10.00 each from PTS; passes do not expire and are only refundable if the purchaser elects to leave their carpool.

Passes can only be used at attended lots.

Carpoolers must show their BU ID when using a parking pass.

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.

Any carpool member who leaves their carpool (all members, if the carpool dissolves) must return any unused daily parking passes to Parking & Transportation Services for a full refund.

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 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 Red permits and students with valid Blue permits 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, which may include the parking area at 25 Buick Street Garage & Lot (Lot D) and Langsam Garage (Lot B), 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](http://agganisarena.com) to view the upcoming events calendar.

## **EMERGENCY** and Special Situations

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](http://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.

## **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. Tow fees currently average \$130-\$175, plus \$35/day in storage fees for each additional day the vehicle is left at the tow yard; drop charges are \$60-\$90. 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.

1. Unauthorized parking in a handicap 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. Delinquent parking fines/nonpayment of fees
8. Violation of permit restrictions
9. Parking in a restricted zone
10. Obstruction of a dumpster
11. Blocking driveway, building entrance/exit, or delivery zone
12. Parking after closing in:
  - Agganis Arena Garage (Lot A, 925 Commonwealth Avenue)
  - Rafik B. Hariri Building Garage (Lot M, 595 Commonwealth Avenue)

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.

Boston University  
Parking and Transportation Services  
1019 Commonwealth Avenue  
Boston, MA 02215  
(617) 353-2160  
parking@bu.edu  
bu.edu/parking