



EMORY
UNIVERSITY



**Transportation
and
Parking Services**

**Rules, Regulations &
Commute Information**

2010-2011

Welcome!

Whether you are a student, employee, patient or visitor, we are glad you are here! Parking is a limited resource at Emory. To ensure that this resource can efficiently serve as many people as possible, we ask that you observe all parking regulations on campus.

Emory is committed to its role as a responsible partner and leader in developing and maintaining a sustainable, pedestrian-focused campus environment. We encourage faculty, staff, and students to work together in considering their commute options.

The Emory campus is located in an urban area and, as a result, parking is limited. This handbook describes the regulations that are necessary for the safety and convenience of the entire community and for ensuring maximum use of limited parking space. These regulations apply on the streets, roads, alleys, sidewalks, driveways, walkways, loading zones, parking spaces, parking lots and decks on all parts of Emory's campus.

Penalties for violations include ticketing and fines, towing, immobilization, and revocation of parking and commute alternative program privileges.

Your cooperation is appreciated.

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TRANSPORTATION AND PARKING SERVICES

The mission of Transportation and Parking Services is to support and promote the academic, research, business, and service objectives of Emory University and Emory Healthcare through effective and proactive parking and transportation operations, facilities, and programs.

The department's goal is to serve the Emory community with fairness, courtesy, consistency, and efficiency.

We strive on a daily basis to provide:

- Well-maintained parking
- Pleasant, courteous, and helpful customer service
- Programs that support Emory's sustainability goals
- Enforcement to protect the rights of permit holders and visitors
- Support for campus events

Parking on the Emory Campus either requires the display of a valid permit or is designated for visitors.

The parking system at Emory is designed to protect the parking privileges of the permit holders and visitors. The parking program is intended to provide students, employees, patients, and visitors with safe, secure, and convenient parking. Although we cannot guarantee the most convenient parking space will always be available, the Emory community will be best served if all users of campus parking follow the guidelines and regulations listed in this handbook.

Any parking-related problem, question, or suggestion should be referred to Emory Transportation and Parking Services (TPS) at (404) 727-7275 or at parking@emory.edu.

CAMPUS PEDESTRIAN ZONE

Emory University's establishment of the central Pedestrian Zone (PZ) supports the Strategic Vision and Campus Master Plan to create a safer, greener central campus for pedestrians and cyclists and to minimize the disruption of University activities through the elimination of unnecessary vehicular traffic. The Pedestrian Zone presently encompasses Asbury Circle from Fishburne Drive to Eagle Row, and Dickey Drive from the access gate to Asbury Circle.

Infrequent vehicular access to the PZ is obtained by request only through Parking Services at parking@emory.edu, stating the time period and reason for access to the Pedestrian Zone. University vehicles that require regular access to the PZ are issued an access card or smart card by Parking Services. Private vehicles are assigned parking

within the Pedestrian Zone in accordance with the permit registration process and in coordination with the Office of Disability Services, as needed.

GENERAL GUIDELINES

- Only authorized vehicles are permitted to access the Pedestrian Zone.
 - Access to the zone must be for University business purposes.
 - All vehicles (including University vehicles) must observe the service zone requirement of being parked for no more than 30 minutes.
 - Scooters and motorcycles are not allowed within the Pedestrian Zone.
-

VISITOR PARKING

Visitors are encouraged to use the visitor parking areas designated on campus.

With the limited amount of visitor parking, employees and students should not use visitor parking. Visitor parking areas are controlled 24/7. Rates apply during normal business hours and vary by location. Each visitor parking area has designated accessible spaces.

TPS recognizes there are many University activities in the evenings and weekends around campus. With the limited visitor parking, the gates on select employee/student permit parking decks are raised after 4:00 pm during the week and University holidays. During these times, visitors are welcome to park in these areas. To avoid parking citations, visitors parking in permitted areas must vacate these decks by 6:00 am on weekdays. The access gates are raised at 4:00 pm, Monday – Friday, for the following decks:

- Fishburne
- Peavine
- Michael Street
- Lowergate South
- Starvine/Clairmont
- 1599 Clifton

VISITOR PARKING INFORMATION

DECK/LOT	ENTRANCE LOCATION	BUSINESS HOURS	RATES	
Fishburne	Fishburne Lane		0 – 15 min	Free
			15min –1 hr	\$2
Michael Street	Rollins Way off of Houston Mill Road	7:00am – 5:00pm	1 – 2 hrs	\$4
			2 – 3 hrs	\$6
Peavine	27 Eagle Row		3 – 4 hrs	\$8
			4 – 24 hrs	\$10
			Lost Ticket \$20	
			0 – 15 min	Free
			15min –1 hr	\$2
Oxford Road	1390 Oxford Road	7:00am – 5:00pm	1 – 2 hrs	\$4
			2 – 3 hrs	\$6
			3 – 4 hrs	\$8
			4 – 24 hrs	\$10
			Lost Ticket \$20	
			0 – 30 min	Free
			30min –1 hr	\$2
Lowergate	1717 Lowergate Dr.	24/7	1 – 2 hrs	\$4
			2 – 3 hrs	\$5
			3 – 4 hrs	\$6
			4 – 7 hrs	\$7
			7 – 24 hrs*	\$12
			Lost Ticket \$20	
			<i>*patient parking capped at \$7</i>	
			0 – 30 min	Free
			30min –1 hr	\$2
1525 Clifton	Gatewood off of Clifton Road	8:00 am – 5:00 pm	1 – 2 hrs	\$4
			2 – 3 hrs	\$5
			3 – 4 hrs	\$6
			4 – 7 hrs	\$7
			7 – 24 hrs*	\$12
			Lost Ticket \$20	
			<i>*patient parking capped at \$7</i>	

MyACCOUNT

TPS offers employees and students an opportunity to conduct parking business on line through the <http://transportation.emory.edu/parking/fines.html> website. You can register for parking, update your personal information, your vehicle information, pay citations or appeal a citation.

PERMITS

Parking on Emory's campus is by permit only. No motor vehicle may be parked on Emory property unless the appropriate permit is displayed and the vehicle has been registered. Permits are required for all areas.

GENERAL GUIDELINES

- Employees and students must provide current vehicle registration with their permit application.
- TPS makes final determination on permit assignment based on the requested location and the parking allocation schedule.
- All parking permits are the property of Emory. Permits are to be returned immediately upon termination of employment, when a student is no longer registered for class, or at the request of the University.
- Permit ownership is nontransferable.
- All parking permits must be obtained and used according to Emory TPS rules and regulations. Acceptance of a permit indicates acknowledgement and agreement to abide by the parking rules and regulations.
- Occasionally, TPS will reserve spaces for special events, which will make them temporarily unavailable to permit holders. We attempt to minimize this inconvenience whenever possible.
- Parking privileges may be revoked or suspended for violation of parking regulations. See Parking regulations, pages 16-17.
- Annual permit holders who are temporarily unable to access the permit should contact TPS for a temporary pass. Certain limitations may apply.
- Falsifying information in order to obtain a permit is a violation of parking regulations.
- The Eagle – Occasional Use Parking Permits – may only be used in access controlled parking decks. The Eagle shall not be used in surface lots and is subject to enforcement. In place of the Eagle permit, daily scratch-off permits are provided to employees with surface lot parking.

- Replacement cost of a lost or stolen permit is \$20, nonrefundable.

VEHICLE REGISTRATION

All University faculty, staff, Healthcare employees, students, temporary employees, contractors, vendors or others who regularly park vehicles on Emory property must register their vehicles with Parking Services and display a valid parking permit when parked on campus. Commuters who use more than one vehicle must register all vehicles with Parking Services and can then move the valid permit between the registered vehicles. Registration can be accomplished by web, mail, email or in person at the Parking Services office.

GENERAL GUIDELINES

- Vehicle registration information includes: make, model, year, license plate number, and state of issue.
- The person to whom a vehicle is registered or assigned will be held fully responsible for all violations assigned to that vehicle.
- When a registrant disposes of or sells a vehicle, the permit should be removed and Parking Services notified so the registrant will no longer be held responsible for citations the vehicle might receive.
- All vehicles that belong to the immediate family of an employee or student, whether registered with Emory or not, will be considered the responsibility of that individual. Any parking violations charged against that vehicle will be the responsibility of the individual.
- Permit owners are responsible for maintaining current vehicle information with Parking Services.
- Unregistered vehicles with outstanding citations will be identified through the vehicle plate information obtained from the U.S. state registration system. An additional fine of \$15.00 could be applied if a vehicle is not registered with Parking Services.

EMORY UNIVERSITY EMPLOYEES

Emory University employs faculty and staff on a full time, part time, temporary, contract, affiliated and sponsored basis. There are several parking permit options depending on eligibility for University employees to purchase parking.

GENERAL GUIDELINES

- Payroll eligible employees may purchase a permit on line or in person.
- All other employees must purchase a permit in person at the Parking Office. TPS staff will assist you in purchasing the most cost effective permit.
- University Employee biennial permit provides unlimited access to assigned parking location. Permit is valid until August 31, 2012.
- University Employee annual permit provides unlimited access to assigned parking location. Permit is valid until August 31, 2011.
- University Faculty/Staff Eagle permit provides one access to assigned parking location per use. For employees registered in a Commute Alternative Program, the first 20 daily swipes are free. Permit may be reloaded for \$80/20 daily swipes. Permit is valid until August 31, 2011.
- Any unused, purchased daily swipes will carry over to the following year. Registration for an Eagle permit for the next permit year is required to carry over the unused, purchased daily swipes.
- Options for temporary, contract, affiliated, and sponsored employees include annual, monthly, or the occasional permit. Permit validity depends on duration purchased.

Permits may be purchased online at <http://parking.emory.edu> or in person at the Parking Office, 1701 Lowergate Drive. See permit chart below for available permit registration options.

UNIVERSITY EMPLOYEE PERMIT PRORATION & REFUNDS

For payroll deduction eligible employees, the cost of the annual permit is divided up into 12 months and automatically deducted from the purchaser's paycheck. Employees may opt to deduct parking permit fees on a pretax basis, in accordance with Emory Payroll and IRS regulations.

The permit charge will be pro-rated daily on the annual permit fee including any portion of the month in which the permit is purchased. Prorated fees begin September 1st.

The refunded balance for a returned permit will be a pro-rated amount of the paid annual fee, minus any other charges including citations. The permit return date will be

used to determine the amount of the refund. Refund requests for permits not returned to the parking office will not be processed.

There is a \$10 processing fee for returned permits.

EMPLOYEE PERMIT SCHEDULE

PERMIT TYPE	FEE		EXPIRATION DATE	PAYMENT METHOD	ONLINE REGISTRATION
University Faculty/Staff Biennial	\$630 2010/2011	\$TBD – 2011/2012	8/31/2012	Payroll Deduction	Yes
Commute Alternative Program (CAP) University Faculty/Staff and Healthcare Employee Eagle	First 20 daily swipes \$0 Additional \$80/20 daily swipes		8/31/2011	Cash, Credit Card, Check	No
				Payroll Deduction	Yes
University Faculty/Staff and Healthcare Employee Eagle	\$80/20 daily swipes		8/31/2011 Unused carry over	Cash, Credit Card, Check	No
				Payroll Deduction	Yes
Healthcare Employee Triennial	EHC Permit Guidelines		8/31/2013	Dept. Paid (Payroll Deduction, as required)	Yes
Reserved Space	\$1500		8/31/2012	Cash, Credit Card, Check, Dept. Paid	No
				Payroll Deduction	Yes

HEALTHCARE EMPLOYEES

Emory Healthcare subsidizes a portion of the parking fees for most Healthcare employees. The subsidy level of a Healthcare permit is dependent on the assigned parking location. Parking on Emory's campus is by permit only. All Healthcare employees who park on the Clifton Road campus, regularly or occasionally, must register for a parking permit. Visitor parking is for patients and visitors. Healthcare employees who park in visitor parking will be subject to enforcement. Employees shall not park in visitor parking.

GENERAL GUIDELINES

- Healthcare Employee Triennial permit provides unlimited access to assigned parking location. Permit is valid until August 31, 2013.
- Healthcare Employee Eagle permit provides one access to assigned parking location per use. For employees registered in a Commute Alternative Program, the first 20 daily swipes are free. Permit may be reloaded for \$80/20 daily swipes, but the permit expires on August 31, 2011.
- Any unused, purchased daily swipes will carry over to the following year. Registration for an Eagle permit for the next permit year is required to carry over the unused, purchased daily swipes.

EMORY UNIVERSITY STUDENTS

Active University students may register online for a parking permit at <https://myaccount.parking.emory.edu> or in person at the Parking Office. Freshman resident students are not permitted to bring a vehicle to the Emory campus. Violation of this and other University policies may be a violation of the Undergraduate Code of Conduct (see <http://www.conduct.emory.edu/policies/code/index.html>).

GENERAL GUIDELINES

- Annual student permit provides unlimited access to assigned parking location. Permit is valid until August 31, 2011.
- Student Eagle permit provides one access to assigned parking location per use. Only commuter students may purchase an Eagle permit. After each entry, a daily swipe is deducted from the total swipes loaded on the permit. Permit may be reloaded for \$80/20 daily swipes, but the permit expires August 31, 2011.
- Any unused, purchased daily swipes will carry over to the following year. Registration for an Eagle permit for the next permit year is required to carry over the unused, purchased daily swipes.
- Student Summer permit provides unlimited access to assigned parking location. Permit is valid from June 1 – August 31, 2011.

STUDENT PERMIT PRORATION AND REFUNDS

Parking fees for online registration are sent to Student Accounts. Students may register in person at the Parking Office to pay by cash, credit card, check, or Student Account.

Annual student permits are valid from September 1 – August 31. The permit charge will be a pro-rated amount of the regular annual permit fee including any portion of the month in which the permit is purchased. Prorated fees begin October 1.

The refunded balance for a returned permit will be a pro-rated amount of the paid annual fee, minus any other charges including citations. The permit return date will be used to determine the amount of the refund. No refunds will be provided for annual permits returned after March 30. Refund requests for permits not returned to the parking office will not be processed.

There is a \$10 processing fee for returned permits.

STUDENT PERMIT SCHEDULE

PERMIT TYPE	FEE	EXPIRATION DATE	PAYMENT METHOD	ONLINE REGISTRATION
Student Annual	\$654	8/31/2011	Cash, Credit, Check	No
			Student Account	Yes
Student Eagle (Commuter Student Only)	\$80/20 daily swipes	8/31/2011	Cash, Credit, Check	No
			Student Account	Yes
Student Summer (June 1 – Aug 31)	\$150	8/31/2011	Cash, Credit, Check	No
			Student Account	Yes

ALL OTHER PERMITS

For non-Emory employees, contractors or vendors, TPS offers several parking options to facilitate access on campus to conduct your business. TPS staff can assist you in determining the appropriate permit based on access frequency and duration. Permits must be purchased in person at Parking Services.

Retired University employees, with some restrictions, are eligible for an annual permit. Retirees must register for the permit in person at Parking Services. In some circumstances, correspondence and registration can be handled through email, contact parking@emory.edu.

University employees, University department vehicles, and vendors that use Service Spaces must apply for an Official Business permit. Emory employees that utilize their personal vehicle for University business must also possess a valid annual permit.

"ALL OTHER" PERMIT SCHEDULE

PERMIT TYPE	FEE	EXPIRATION DATE	PAYMENT METHOD	ONLINE REGISTRATION
Emory Parking Annual	\$780	8/31/2011	Cash, Credit Card, Check, Department Charge	No
Retired		8/31/2001		No
Official Business		8/31/2011		No
Monthly	\$65/month	End of purchased calendar month	Cash, Credit, Check, Department Charge	No

MOTORCYCLE/SCOOTER

Employees and students must register their motorcycle/scooter if it will be parked on campus. There is no fee for the motorcycle/scooter annual permit.

Motorcycles/scooters are not allowed within the campus pedestrian zones, which includes sidewalks and pedestrian paths.

ACCESSIBLE PARKING

Accessible parking is located in multiple locations across campus and is clearly indicated on the campus parking map. Employees and students with accessible parking needs are encouraged to contact the Office of Disability Services. Parking Services coordinates with ODS on employee and student accessible parking needs.

Only those with state-issued disabled plates or placards and a paid Emory permit may use permit designated accessible spaces.

Visitors with state-issued disabled plates or placards may park in accessible spaces in visitor designated areas.

RULES & REGULATIONS

Please note that these regulations will be enforced at all times, including periods when classes are not in session. All vehicles on campus are subject to Emory's parking regulations. Each operator is responsible for knowing and abiding by these rules. Because of the significant demand for parking on campus, Emory has adopted a policy of strict enforcement to better protect the parking privileges of those who observe the regulations.

These regulations are subject to change. Significant changes will be reflected in the Rules & Regulations section of the Transportation and Parking Services website.

Parking on the Emory Campus is either designated for visitors or requires the display of a valid permit. The responsibility for finding a legal space rests with the motor vehicle operator. Inability to locate a convenient parking space is not a valid reason for violating parking rules and regulations.

GENERAL GUIDELINES

- Permits are only valid when issued through TPS.
- Permit ownership is nontransferable.
- Because parking on campus is limited, permit holders may have only one vehicle on campus and occupy only one space at a time. Commuters who use additional vehicles must register all vehicles with TPS and can then move the valid permit between the registered vehicles.
- Permits are assigned to specific locations. Vehicle operators should park only in areas and at times allowed by the permit displayed.
- Barricades, roped-off areas, and signs indicating parking for special events take precedence over general parking designations.
- Motorcycles and scooters are required to park in areas designated solely for that purpose and are required to register and display a motorcycle/scooter parking permit.
- Motorcycles and scooters are not allowed in the Pedestrian Zone.
- Bicycles are required to park in areas designated solely for that purpose.
- All vehicles that belong to the immediate family of an employee or student, whether registered with Emory or not, will be considered the responsibility of that individual. Any parking violations charged against that vehicle will be the responsibility of the individual.
- TPS will use state agencies to identify unregistered vehicles. Registration is required if a vehicle is parked on the Emory campus.

CITABLE VIOLATIONS

The following are violations to parking regulations that, in addition to a citation, could also result in the vehicle being immobilized or towed from campus with no prior notice:

- **Vehicles parked in a fire lane or restricted zone.** Campus fire lanes must always be kept clear to allow appropriate response from emergency teams if necessary. All fire lanes on campus will be designated in one or more of the following ways:
 - Traffic sign indicating fire lane
 - "Fire lane" painted on the pavement
 - Yellow curb
 - Diagonal yellow lines on pavement
- **Vehicle not parked between two white or yellow lines, including unmarked curbs on campus.**
- **Vehicle is parked in an area not specifically designated for parking.**
- **Vehicle is parked illegally in a space designated as accessible.**
- **Only those with state-issued disabled plates or placards and a paid Emory permit or pass may use the disabled spaces or in a designated visitor area.** Permit holders needing disabled parking should register with the Office of Disability Services and Parking Services. The Eagle permit may not be used in a surface accessible permit required space.
- **Vehicle is parked illegally in a reserved space.**
- **Vehicle is displaying a lost, stolen, invalid, or fraudulent annual or short-term pass.** In addition to the \$500.00 fine for displaying a lost, stolen, invalid, fraudulent annual permit or short-term pass, the car will be towed at the owner's expense, the violator could have his/her parking privileges revoked, and the owner may be referred for criminal prosecution.

CITATIONS & FINES

"ONLY TICKET" POLICY

Emory TPS has enacted an "Only Ticket Policy". The University will automatically void a parking citation at the completion of the fiscal year, September 1 – August 31, for no

permit and incorrect zone citations only, if it remains the only ticket issued. If any second ticket is issued, the owner is responsible for paying all fines.

FINES

Individuals with outstanding fines will not be allowed to purchase new permits/passes until the fines are paid in full. Outstanding fines can also result in loss of parking access, immobilization of vehicle, or the vehicle being towed.

Fines for violations are printed on each citation placed on vehicles.

- **Employees – All fines are due within seven calendar days of the issue date.** If fines are not paid within seven days, an invoice will be sent. If payment is not received, permit termination action will be initiated. Subsequent vehicle registration will be withheld and permits will not be reissued until all outstanding fines have been addressed. Commute option termination will be initiated.
- **Students – All fines are due within seven calendar days of the issue date.** If fines are not paid within seven days, the fines will be charged to the student's bursar account. Students with delinquent accounts could have academic records placed on hold. Registration materials, transcripts, and grade reports could be withheld pending settlement of all accounts per Student Account policy.

Fines are payable online at <http://parking.emory.edu>, in person at the Parking Office with cash, check or credit card or by mail, do not send cash through the mail. See contact information on the citation.

TOWING, IMMOBILIZATION, RELOCATION

Emory reserves the right to tow, immobilize, and/or relocate any vehicle parked in violation of these regulations at the owner's expense. This may happen with no warning, even if the owner has no previous violations, see previous section. Vehicles that have three or more unpaid violations and/or have been identified as habitual violators are also subject to tow/immobilization.

Emory uses S&W Towing for towing and relocation services; they can be reached at 770-493-9083; S&W Towing, 2158 Tucker Industrial Blvd, Tucker, GA 30084. The fee is set by S & W Towing.

If you suspect your vehicle has been towed, immobilized, or relocated, you should first contact Transportation and Parking Services at (404) 727-7275 to verify the location of your vehicle.

Abandoned or derelict vehicles will be towed, stored, and/or disposed of at the discretion of Emory University. A vehicle is considered derelict if it is:

- Not properly licensed

- Inoperative or partially dismantled
- Parked on Emory property (without authorization) for more than 72 hours.

Emory is not responsible for damage to a vehicle resulting from towing or immobilization.

APPEALS

GENERAL GUIDELINES

- **Any vehicle owner/operator receiving a parking violation notice may contest that violation if there are grounds for appeal.** Appeals of violation notices must be submitted to the TPS Appeals Committee (in writing) within seven calendar days of the violation. Lack of knowledge of these regulations does not constitute valid grounds for appeal.
- **Citation appeals must be received within seven calendar days of the date of issuance.** The elapse of seven calendar days results in the violator's forfeiture of the right to appeal the citation.
- **Appeals for parking violations are heard by the TPS Appeals Committee.** This committee is composed of employee and student representatives. The committee meets monthly during the academic year to adjudicate written appeals. The appellant will be notified of the committee's decision in writing after the appeal hearing. The committee's decision will be reached on the merits of the submitted written appeal and with regard to Emory's parking regulations. If the committee upholds the citation, the fine must be paid within 7 calendar days.

SUBMITTING AN APPEAL

Appeals may be submitted in one of the following ways:

- Online at <http://parking.emory.edu>
- In the form of a letter addressed to the Emory TPS Appeals Committee, c/o Emory Transportation and Parking Services, 1701 Lowergate Drive, Atlanta, GA 30326
- By email to parking@emory.edu

VEHICLE STORAGE

Transportation and Parking Services offers free vehicle storage during Fall Break, Winter Break, and Spring Break. For vehicle storage during these periods, an authorization form must be completed. In addition, a valid parking permit or a TPS issued break storage placard must be displayed on the vehicle and the vehicle must be parked in the appropriate zone. All documentation and information is available from Parking Services. The vehicle storage location during each of these break periods will be determined by the office of Parking Services and printed on each break storage placard.

Vehicle storage on campus is prohibited during the summer. For a list of vehicle storage facilities in the area that will accommodate vehicle storage during the summer months, please contact Parking Services.

- At other times during the academic year: Commuters may not leave a vehicle unattended on campus for more than 72 consecutive hours without the express written consent of Parking Services, permit required.
- Campus residents may not leave a vehicle unattended on campus for a period exceeding 12 days without the express written consent of Transportation and Parking Services, permit required.

The University is not responsible for any damage to or theft from vehicles or theft of vehicles parked on Emory property. This is the sole responsibility of the vehicle owner or operator.

VEHICLE SAFETY

Emory provides parking for students, staff, faculty, and visitors. Emory University is not responsible for any damage to or theft from vehicles or theft of vehicles parked on Emory property. This is the sole responsibility of the vehicle owner or operator.

We recommend that you take every reasonable precaution to prevent theft and vehicular damage. Such measures include closing all windows, locking all doors, parking in designated areas only, following all traffic signs, and refraining from displaying valuables such as purses, bags, and electronics.

Should a theft or vehicle damage occur while parked on Emory property, contact Emory Police Department for reporting and investigative purposes at (404) 727-8005.

MOTORIST ASSIST PROGRAM (MAP)

Emory Transportation and Parking Services along with Emory Police Department operate a service for stranded motorists on Emory's Clifton Corridor and Clairmont Campuses. MAP provides free battery jump starts services 24 hours a day.

Stranded motorists on campus can contact 404-727-7275 to request assistance and staff will be dispatched to assist with a jump start. Emory Police Department provides lockout service. Vehicle operators will be required to sign a Waiver of Liability form and produce identification to show they are authorized to have access to the vehicle.

In the event that TPS staff or EPD cannot assist with the problem, the motorist will be provided information on other services available in the area.

COMMUTE ALTERNATIVE PROGRAM (CAP)

Emory is committed to its role as a responsible partner and leader in developing and maintaining a sustainable, pedestrian-focused campus environment. The Commute Alternative Program (CAP) contributes to a sustainable campus, by reducing traffic congestion and improving air quality. We encourage students and employees to explore alternative transportation options for their commute to work and to class.

Participation in a Commute Alternative Program (CAP) that includes a subsidy is limited to Healthcare employees and University faculty and staff. Status as an employee is determined by Emory Human Resources.

We are here to help you identify the best commute option. Contact Transportation Services at 404-727-3104 or shuttles@emory.edu to discuss the available programs.

CLIFF SHUTTLE SYSTEM

Emory invests in providing transportation to its campus, around the Clifton Corridor and between its other campuses. Cliff shuttles provide service and connectivity for the Clifton Corridor, the Clairmont campus, the Briarcliff campus, Oxford, Publix, Toco Hills, Executive Park, Emory University Hospital Midtown, Grady Memorial Hospital and the North DeKalb and South DeKalb Park-and-Ride lots.

- All Cliff shuttles are accessible to persons with mobility impairments.
- Most Cliff shuttles have bike racks.
- All Cliff shuttles are fueled by natural gas or biodiesel.

The Cliff system is open and available to the Emory community and visitors, with some restrictions on the commuter Park-and-Ride service. Visit

<http://transportation.emory.edu> for specific route and schedule information. The following routes are commuter focused:

- North DeKalb Park-and-Ride
- South DeKalb Park-and-Ride
- Executive Park
- CCTMA / Decatur

BICYCLING

Bicycling around Emory's campus can be an ideal way to get around, whether it's for exercise or transportation. The Bike Emory program offers discounts on bicycles, accessories, and provides a free bike loan program on campus to Emory faculty, staff, and students. For more information, visit <http://bike.emory.edu>.

WALK/DROP OFF

Many students, faculty, staff and Healthcare employees who live near Emory opt to walk to work or class or to be dropped off on campus. Cliff shuttles and Zipcar provide options to walkers during inclement weather to run errands off campus.

STUDENT CAP

TPS offers programs for residential and commuter students. Between the Cliff shuttle system, Zipcar, and MARTA, TPS provides service on and around campus and connections to shopping, cultural venues, and other Atlanta offerings.

CLIFF SHUTTLE SYSTEM

The Cliff system is open and available to Emory students. Visit <http://transportation.emory.edu> for specific route and schedule information. TPS provides service on and around campus to grocery stores, restaurants, book stores, and other retail businesses thru the Cliff shuttle system.

- Publix (Monday – Friday)
- Toco Hills (Saturday – Sunday)
- Lenox (Saturdays Academic year only) Sponsored by College Council

TRANSIT PASS PROGRAM

The MARTA UPASS program offers students, with a valid Student ID, a reduced fare MARTA monthly transit pass available at the DUC and the Parking Office. MARTA fare structures are subject to change, so contact the Parking Office for the current UPASS rate.

CARPOOLS

Students may join together and share the cost of an annual permit. One student is responsible for the purchase of the entire permit. (See permit fee schedule on page 12.)

HEALTHCARE / UNIVERSITY EMPLOYEE CAP

We encourage employees to work together in considering their commute options. Participation in a Commute Alternative Program (CAP) that includes a subsidy is limited to Healthcare and University full time, ETS, and in some cases, temporary employees. Status as an employee is determined by Emory Human Resources.

We offer these programs: carpool, vanpool, transit, Cliff, bike, and walk/drop off. For more details on the options listed here, please visit <http://transportation.emory.edu> or call (404) 727-1829.

GENERAL GUIDELINES

- An employee must register to receive the benefit offered in these programs:
 - Carpool
 - Vanpool
 - Transit (MARTA, CCT, GCT, GRTA)
 - Cliff
 - Bike
 - Walk/Drop off
- Employee registration may be completed online <http://parking.emory.edu> or in person at the Parking Office.
- When an employee accepts the CAP benefit, the employee asserts that the CAP for which the employee is registered is their primary commute mode.
- Once registered in a CAP, an employee is eligible for the Eagle, our Occasional Use Parking Permit, with 20 free daily swipes. Employees must apply for the Eagle permit. Any unused free daily swipes do not carry over to the next fiscal/permit year.
- Additional swipes are available for \$80/20 daily swipes. Registration for an Eagle permit for the next permit year is required to carry over the unused, purchased daily swipes.
- For employees registered in a CAP and eligible to use accessible parking, TPS provides Daily scratch-off permits if the employee parks in surface lot accessible spaces.
- Employees registered in a CAP will only receive one Eagle with 20 free daily swipes. If an employee switches from one CAP to another, the employee will not receive another Eagle permit with 20 free daily swipes during a fiscal year.
- Employees cannot be registered for an annual permit and enrolled in a CAP at the same time. If an employee chooses to switch from an annual permit to a commute program, the employee must return the annual permit.
- Employees that change CAP programs are eligible to receive only one CAP subsidy per month.
- Falsifying information in order to obtain a CAP benefit is a violation of parking regulations and may be a violation of the Emory's Standard of Conduct Policy.

- If an employee is going on extended leave, contact the Parking Office so that the CAP subsidy/benefit may be temporarily suspended. Your participation in the program will continue once you return from leave.
- Benefits are non-transferrable.

We must be good stewards of the University resources and need your assistance in being fiscally responsible. As such, TPS validates employee participation and compliance with the CAP and parking rules. Employees found to be in violation may have their CAP and parking privileges revoked or suspended.

NOTE: *If an employee registered in a CAP receives a citation, outside of the “Only Ticket Policy” page 17, the employee must pay the citation within 7 days of receiving the ticket. Failure to pay outstanding fines will result in revocation of the commute alternative benefit. Employees will be notified 14 days prior to the revocation of the benefit. For example, an employee in the MARTA or vanpool program receives a citation for illegal parking. If the employee does not pay the fine within the specified time frame, the subsidy will be suspended: the MARTA pass will be deactivated; the vanpool subsidy will not be paid.*

CLIFF SHUTTLE SYSTEM

The Cliff system is open and available to the Healthcare and University, with some restrictions on the commuter Park-and-Ride service. Employees are not required to register to use Cliff for their commute, but registration helps us track participation and plan resources. Also, to qualify for the Eagle, the employee must register for Cliff as their primary commute.

These Cliff routes qualify as a CAP:

- North DeKalb Park and Ride
- South DeKalb Park and Ride
- CCTMA / Decatur
- Executive Park

TRANSIT PASS PROGRAM

Emory University and Healthcare provide qualified full and part time (>20 hours) employees with a subsidized monthly transit pass, including MARTA, GCT, CCT, and GRTA. Registration for the program must be completed by the 10th of the month to receive a benefit for the following month. For MARTA only, new employees who begin work between the 10th and the end of the month may be given temporary transit pass privileges or an option to purchase temporary parking for the remainder of the month.

GENERAL GUIDELINES

- Employees that reside within 1 mile of campus are not eligible for MARTA.
- Transit passes are non-transferrable and are for the sole use of the recipient.
- The MARTA Breeze card is a permanent card. If an employee loses their Breeze card, there is a \$5.00 replacement fee.
- For GCT, GRTA, and CCT, the transit pass must be picked up by the 7th of the month. If a card is not picked up by the 7th, an employee must wait until the following month to receive a transit pass. If an employee knows that they will be on leave and will not pick up their card, notify the Parking Office in person or by email parking@emory.edu.

VANPOOLS

Vanpools provide an inexpensive commute option for small groups of commuters who live and work in the same area, have similar work hours, and want to share their commute in a leased van. Vanpools consist of eight to 15 commuters who enjoy the economy of sharing gas and other expenses and the convenience of sharing a ride.

GENERAL GUIDELINES

- Eligible full time Healthcare and University employees must register with Parking Services to qualify for the \$51 per month subsidy for the cost of the vanpool. The subsidy is sent directly to the vanpool provider. The subsidy is not for gas or other incidental costs associated with the vanpool.
- Employees must register with Parking Service for a vanpool by the 10th of the month to receive the benefit for the following month. If an employee switches from daily parking to a vanpool, the employee must return the annual parking permit. A temporary permit will be issued to continue parking for the remainder of the month. Employees will be charged a pro-rated rate for any parking used during the month.
- Vanpools are an arrangement between the riders, the driver, and the vanpool provider. Emory only facilitates vanpool formation, with recruitment for vanpools, and with the provision of the subsidy to the vanpool provider for qualified, registered employees. Employees are responsible for their share of the cost of the vanpool that exceeds the monthly subsidy.
- Primary drivers of the vanpool must submit monthly rider rosters to TPS to maintain the subsidy for the Emory employees registered for the vanpool.

Qualified vanpools are eligible for a Georgia Regional Transit Authority (GRTA) subsidy. Program requirements change annually; contact TPS at 404-727-1829 for current information.

CARPOOLS

Carpooling is an ideal cost saving arrangement, particularly for those individuals who commute long distances to and from work each day, have limited access to public transit, and arrive and depart from work on a relatively set schedule.

CARPOOL PERMITS

Permit Type	Eligibility	Annual Fee	Expiration Date
Employee 2 Person	2 University Faculty Staff/Healthcare employees	\$315	8/31/2011
Employee 3 + Person	3 or more University Faculty Staff/Healthcare employees	No Cost	8/31/2011

GENERAL GUIDELINES

- Carpool parking assignments are determined by TPS with consideration of requested location.
- For employee carpools, the primary driver must apply for the carpool. Registration can be completed online at <http://parking.emory.edu>. Once the primary driver has registered, the process to register the other rider(s) in the carpool will be communicated to the primary driver by TPS staff.
- 2 person employee carpools share in the cost of the subsidized annual permit rate. The monthly cost can be pretax payroll deducted from the primary driver at \$26.50 per month or the monthly cost can be pretax payroll deducted between the two carpool participants at \$13.25 per month.
- 3 + person employee carpools receive a subsidized annual permit.
- 3+ person employee carpools are eligible for one assigned reserved space or dual deck access with no reserved space.

ZIPCAR

Zipcar provides Emory faculty, staff, Healthcare employees, and students with convenient and eco friendly way to get around – whether it’s running an errand or taking a road trip. There are 7 Zipcars located strategically on campus.

All memberships, reservations, and payments are administered by Zipcar.

\$25 to join; hourly rates vary; visit <http://www.zipcar.com/emory> to join.

You only need to be 18+ to join. Members 18 – 20 years of age can only reserve cars assigned to the Emory campus. Members under 21 have access to thousands of Zipcars across the world.

SAFERIDE

TPS in conjunction with Emory Police Department provide Saferide service to ensure the safety of employees and students who travel areas of campus that are not directly served by shuttle service or if the shuttle service is not in operation. The intent of the program is to provide a safe escort to an employee or student who feels unsafe travelling to their destination. The Saferide may be a walking, golf cart or vehicle escort to your destination. Saferide operates from 9:00 pm – 5:00 am.

The NightOwl shuttle provides service on campus between the Clairmont Campus and the Peavine Deck. The shuttle operates until 2:00 am with service until 3:00 am on Fridays and Saturdays during the academic year. Students are encouraged to utilize the NightOwl to travel to/from key points on campus such as Clairmont, Eagle Row and the Library.

GUARANTEED RIDE HOME

RideSmart's regional [Guaranteed Ride Home Program](#) (GRH) provides commuters who carpool, vanpool, bike, or use transit with a reliable ride home if an unexpected event occurs during work hours. Commuters may take up to 5 trips home or to their car each year. Registering is simple!

Commuters must fill out, sign, and return the [2010 Program Application](#) to RideSmart via:

- Fax - (770) 357-3740
- Mail - RideSmart, 40 Courtland Street NE, Atlanta, GA 30303; or
- E-mail – MyRideSmart@AtlantaRegional.com

Once registered, commuters will receive a confirmation letter as proof of their enrollment. For more information about the Guaranteed Ride Home Program or other commuter options, visit MyRideSmart.com, call 1-877-433-3463 (toll-free in Georgia or Louisiana) or (404) 656-4270 directly. A RideSmart representative will be happy to help you.

Renew your GRH incentive in January each year. The GRH program is a regional program offered to commuters and is not an Emory University program.

REGIONAL INCENTIVES

The Clean Air Campaign provides commuters (employees) with incentives for participation in transit, carpools, vanpools, bike, walk and telework/compressed work schedule through the Commuter Rewards program. The concept is simple. Use a commute alternative. Log your commute and win cash. There are three programs:

- Cash for Commuters – for commuters driving alone that switch to an alternate commute
- Commuter Rewards – for users of commute alternatives
- Carpool Rewards – for carpools only (3+ person carpools)

Visit www.commuterrewards.com to apply

CONTACT INFORMATION

EMORY TRANSPORTATION SERVICES

1945 Starvine Way, 4th Floor | Decatur, Georgia 30033

Tel 404.727.1829

Email shuttles@emory.edu

Web <http://transportation.emory.edu>

EMORY PARKING SERVICES

1701 Lowergate Drive | Atlanta, Georgia 30322

Tel 404.727.7275

Email parking@emory.edu

Web <http://parking.emory.edu>

CCTMA

1945 Starvine Way, 4th Floor | Decatur, Georgia 30033

Tel 404.727.1829

Email shuttles@emory.edu

Web <http://www.cctma.com>

EMORY POLICE DEPARTMENT

1784 North Decatur Road | Decatur, GA 30033

Emergency Tel (24/7) 404.727.6111 or 911

Non-emergency (24/7) 404.727.8005

Administrative Telephone (Bus. Hrs) 404.727.6115

Email EPD@emory.edu

Web <http://www.campserv.emory.edu/epd/>

EMORY OFFICE OF DISABILITY SERVICES

Administration Building, Suite #110 | Atlanta, Georgia 30322

Tel 404.727.9877 [voice] | TDD: 404.712.2049

Web <http://ods.emory.edu>

MARTA

2424 Piedmont Road, NE | Atlanta, Georgia 30324-3311

Tel 404.848.5000

Email custserv@itsmarta.com

Web <http://www.itsmarta.com>

CLEAN AIR CAMPAIGN

55 Park PI NE Ste 250 | Atlanta, Georgia 30303

Tel 404.817.7762

Email mail@cleanaircampaign.org

Web <http://www.cleanaircampaign.org/>

VPSI

1343 Canton Rd., Suite D | Marietta, GA 30066-9806

Tel 770.427.7665 Toll free 800.826.7433

Email faye.green@vpsiinc.com

Web <http://www.vpsiinc.com>

Transportation and Parking Services

Contact Information

Transportation Services Office

Clairmont Campus, Starvine Deck, 4th flr

Office hours : Mon-Fri 8:00am-5:00pm

Tel | 404.727.1829 Fax | 404.727.5930

Email | shuttles@emory.edu

Web | <http://transportation.emory.edu>

Parking Services Office

1701 Lowergate Drive, Lowergate Deck

Office hours : Mon-Fri 8:30am-4:30pm

Tel | 404.727.7275 Fax | 404.727.2673

Email | parking@emory.edu

Web | <http://parking.emory.edu>



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