



EMORY
UNIVERSITY



**Transportation
and
Parking Services**

Handbook

2011-2012

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.

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.

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.

Your cooperation is appreciated.

EMORY UNIVERSITY
Transportation and Parking Services
Handbook
Effective August 1, 2011

Transportation and Parking Services
Starvine deck, Suites 400A and B, Clairmont campus
1945 Starvine Way, Decatur, GA 30033

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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 and services 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 is either designated for visitors or requires the display of a valid permit. 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.

TPS offers employees and students an opportunity to conduct business online through the MyAccount website: **<https://myaccount.parking.emory.edu>**. You can register for a parking permit, update your personal or vehicle information, pay citations or appeal citations. If you are not able to purchase a permit online, please visit the Parking office located on the Clairmont Campus in the Starvine Deck, 4th Level Suite 400B. The shuttles provide frequent service to the Starvine Deck; see **www.transportation.emory.edu** for shuttle routes and schedules.

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. Any shuttle-related problem, question, or suggestion should be referred to Emory Transportation and Parking Services (TPS) at (404) 727-1829 or at shuttles@emory.edu.

Visitor Parking

Visitors are encouraged to use the visitor parking areas designated on campus. TPS recognizes there are many University activities in the evenings and weekends around campus. With limited visitor parking, the gates on select employee/student permit parking decks are raised after 4:00 pm during the week, weekends, and University holidays. During these times, visitors are welcome to park in these areas. To avoid parking citations, unpermitted vehicles parked 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: Peavine, Michael Street, Lowergate South, Starvine/Clairmont Campus, and 1599 Clifton.

With the limited amount of visitor parking, University and Healthcare employees, contracted employees, and students should not use visitor parking. If you only need to park occasionally on campus, we offer an occasional parking permit for students and employees. Visitor parking areas are controlled 24/7. Rates apply during posted Business Hours and vary by location. Each visitor parking area has designated accessible spaces.

Visitor Parking Information

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

* Patient parking capped at \$7

Parking fees payable upon exit. Credit/debit cards are the preferred method of payment, but we gladly accept cash and/or TPS issued validations at all visitor parking locations.

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 Access and Disability Resources. TPS coordinates with ADR to evaluate employee and student accessible parking needs.

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

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

Permits

Parking on the Emory Campus is either designated for visitors or requires the display of a valid permit. Only permits issued by TPS are valid. Permits are the property of Emory University. Parking assignment is based on the requested location and the parking allocation schedule. Permits are non-transferrable and are for use by the permit holder.

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.

Any permit purchase requires submission of vehicle information for all vehicles which will be used with the permit. Vehicle information includes the Make, Model, Color, Style (2 dr, 4 dr, SUV, etc.) and State Issued License Plate number. Failure to maintain current vehicle information with Parking Services will result in additional fine.

Acceptance of a permit indicates acknowledgement and agreement to abide by the TPS Rules and Regulations.

How to get a Permit

Requests for a permit can be made:

- Online at the MyAccount website ***<https://myaccount.emory.parking.edu>*** (must be classified as an eligible students or employee to request a permit online)
- In person at the Parking office
- Departmental permits can be requested via email at ***parking@emory.edu***.

Permit Types, Cost, and Payment Methods

Permit type is classified by duration and use.

- **Annual permit:** Provides unlimited access to assigned parking area.
- **Occasional permit:** Provides one access to assigned parking area per use.

- **Temporary permit:** Provides unlimited access to assigned parking area during the time period purchased, up to six months.
- **Evening permit:** Provides unlimited access to assigned parking area after 2:00 pm, Monday – Friday. Permit is not valid for use in permit areas between 6:00 am and 2:00 pm, Monday – Friday.
- **Official Business permit:** Provides approval to park in Service Spaces on campus. Personal vehicles must also display a valid annual permit with Official Business to park in a Service Space. Must register in person at the parking office.
- **Motorcycle/Scooter decal:** Provides approval to park in designated motorcycle/scooter parking. Must register in person at the Parking Office.

Classification determines who can purchase a specific type of permit, the cost of the permit, and the accepted payment methods.

Student Permit

- Annual Permit is valid for academic year 2011 – 2012. Expires August 14, 2012.
- Cost is \$660 for academic year 2011 – 2012.
- Permits are posted to student account or paid in full in the Parking Office by cash, check or credit card.
- Student classification is determined by Registrar's Office.
- Freshmen are not permitted to bring a vehicle to campus or purchase a parking permit.
- The cost of a summer permit valid from May 15, 2012 – August 14, 2012 is \$150.

University Employee Permit

- Annual permit is valid until August 31, 2012.
- Cost is \$648 for FY 2012.
- Payroll eligible employees pay \$54.00 per month through payroll deduction.

- Non-payroll eligible employees or Emory contract employees pay the full amount of permit based on duration by cash, check or credit card in the Parking Office. Annual permit is \$648. Temporary permit cost is prorated based on time period purchased.
- Employee classification is determined by Human Resources.

Healthcare Employee Permit

- Annual permit is valid until August 31, 2013.
- 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.
- Healthcare classification is determined by Healthcare Human Resources.

Occasional Permit – the Eagle

- Occasional permit is valid until August 31, 2012; however, valid use of the permit is a function of the number of swipes purchased minus the number of times access is used.
- Cost is \$80/20 swipes.
- Occasional permit may only be used in access controlled parking decks. The occasional permit shall not be used in surface lots and is subject to enforcement. Daily scratch-off permits are provided to employees with surface lot parking.
- Students, Employees, Contracted Employees, and departments may purchase the occasional permit.

Evening Permit

- Annual permit is valid until August 31, 2012 and only after 2:00 pm, Monday – Friday. Permit cannot be used in permit area between 6:00 am and 2:00 pm, Monday – Friday.
- Cost is \$80 for FY 2012.
- Available payment methods depend on classification: student account, payroll deduction, or cash, check or credit card.

Alternative Transportation Permit

- Annual permit is valid until August 31, 2012.
- Eligible for registered University and Healthcare employee carpool and vanpools.
- Cost for a 2 person carpool is \$324.
- TPS subsidizes the cost of a 3 person Carpool permit.
- TPS subsidizes the cost of a Vanpool permit.

Temporary Permit

- Valid for duration purchased up to six (6) months.
- Cost is prorated on a daily rate based on classification of purchaser.
- Available payment methods depend on classification: student account, payroll deduction, or cash, check or credit card.
- Vendor maintenance and construction project parking costs and arrangements are determined on a case by case basis through the Parking Office.

Retiree Permit

- Annual permit is valid until August 31, 2012.
- TPS subsidizes the cost of the retiree permit.
- Retired University employees are eligible for the retiree permit as long as any employment with the University is less than half time of a full time employee.
- Classification is determined by Human Resources.

Motorcycle/Scooter

- Annual decal is valid until August 31, 2012.
- No fee for decal

Proration & Refunds

The cost of a permit is prorated based on the type of permit and the date of purchase during the academic year. Refunds are based on the return date and the original cost of the permit. Student annual permits cannot be returned for a refund after March 31, 2012.

Rules and 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.

- Parking privileges may be suspended or revoked for violation of TPS Rules and Regulations.
- Permits are only valid when issued through TPS.
- Permit ownership is nontransferable.
- Employees who pay for permit through payroll deduction should contact TPS if the employee will be on extended leave to avoid accumulation of permit fees and/or deactivation of permit.
- Falsifying information in order to obtain a permit is a violation of parking regulations.
- Replacement cost of a lost or stolen permit is \$20, nonrefundable.

- 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 the employee or student. 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 will be applied if a vehicle is not registered with Parking Services.
- Individuals with outstanding fines will not be allowed to purchase new permits 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.
- 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 to travel or park within the access controlled areas of Asbury Circle and Dickey Drive.
- Bicycles are required to park in areas designated solely for that purpose.

- TPS will use state agencies to identify unregistered vehicles. Registration is required if a vehicle is parked on the Emory campus.
- Motorcycles/scooters are not allowed within the campus pedestrian zones, which includes sidewalks and pedestrian paths.

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. Vehicles that have three or more unpaid violations are subject to towing or immobilization. This may happen with no warning, even if the owner has no previous 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:
 - o Traffic sign indicating fire lane
 - o "Fire lane" painted on the pavement
 - o Yellow curb
 - o Diagonal yellow or white 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.**
 - o Only those with state-issued disabled plates or placards and a paid Emory annual permit may use the disabled spaces or in a designated visitor area. Permit holders who need disabled parking should register with the Office of Access and Disability Resources and Parking Services. The Occasional permit (Eagle) may not be used in a surface or street accessible space.
- **Vehicle is parked illegally in a reserved space.**
- **Vehicle is displaying a lost, stolen, invalid, or fraudulent annual or short-term pass.**
 - o In addition to the \$600.00 fine for displaying a lost, stolen, invalid, fraudulent permit, the violator could have his/her parking privileges revoked, and the owner may be referred for criminal prosecution or referred to Student Conduct.

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.

Citations & Fines

Emory TPS has 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 or expired permit, improper permit display, incorrect zone, unauthorized parking, or overtime, IF it is the only ticket issued during that period. If any second ticket is issued, the owner is responsible for paying all 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. New 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 <https://myaccount.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. A citation that qualifies for the "Only Ticket Policy" does not need to be paid. See top of page 13 for details.

Appeals

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. The elapse of seven calendar days results

in the violator's forfeiture of the right to appeal the citation. Lack of knowledge of these regulations does not constitute valid grounds for appeal.

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.

Appeals may be submitted in one of the following ways:

- Online at <https://myaccount.parking.emory.edu>
- In the form of a letter addressed to the Emory TPS Appeals Committee, c/o Emory Transportation and Parking Services, 1945 Starvine Way Suite 400B, Decatur GA 30033
- By email to parking@emory.edu

Vehicle Storage

Parking Services offers vehicle storage during Fall Break, Winter Break, and Spring Break for annual permit holders. Short term break permits can be purchased for those who do not have an annual permit but want to store their vehicle on campus. To request vehicle storage during the academic year, send request to parking@emory.edu. The vehicle storage location during each of these break periods will be determined by Parking Services. Vehicle storage on campus is only available during academic year breaks and is prohibited during the summer.

At other times during the academic year: Commuters may not leave a vehicle in the same location for more than 72 hours without the express written consent of Parking Services, valid permit is required.

Campus residents may not leave a vehicle in the same location on campus for a period exceeding 12 days without the express written consent of Parking Services, valid permit is 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.

Bicycle Parking

- It is the policy of Emory University to remove bicycles and/or other vehicles secured in any way to objects other than designated bike racks. This policy applies specifically to railings, handrails, and guardrails, especially those railings or other objects that may be required by persons with mobility impairments.
- Bicycles parked in areas that restrict egress for life safety purposes or in any area that would impede or restrict pedestrian or vehicular traffic will be subject to impoundment. Bicycles that are abandoned for more than thirty (30) days in a bike rack will be impounded.
- The University is not responsible for damage to locking devices that require removal because they are secured to objects other than designated bike racks or are abandoned. If the bicycle is registered with Emory Police or the National Bike Registry, the owner will be contacted at the residence on file.
- Confiscated bicycles will be held for thirty (30) days, after which the bicycles will be recycled.

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.

Inclement Weather

During inclement weather conditions, Parking Services may close portions of parking decks and lots as a safety precaution. Areas closed should not be accessed by vehicles or pedestrians. If the University is officially closed or there is a delayed opening, please check our website www.transportation.emory.edu for updates on shuttle and parking services. When the University is officially closed for inclement weather, Healthcare employee permits will allow access to Lowergate parking deck. The Lowergate South deck will also be opened in support of Healthcare operations.

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-Motorist Assist Program-provides free battery jump and flat tire 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 404-727-1829 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 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 www.transportation.emory.edu for specific route and schedule information.

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 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 Commute Alternative Program

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.

The Cliff system is open and available to Emory students. Visit www.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. The following routes are focused on providing residential students with access to off campus businesses/services:

- Publix (Monday – Friday evening)
- 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.

Healthcare and University Employee Commute Alternative Program

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 **www.transportation.emory.edu** or call (404) 727-1829.

An employee must register to receive the benefit offered in these programs:

- Carpool
 - Vanpool
 - Transit (MARTA, CCT, GCT, GRTA)
 - Cliff Shuttle (Park and Ride, CCTMA, Executive Park)
 - Bike
 - Walk/Drop off
-
- Employee registration may be completed online **<https://myaccount.parking.emory.edu>** for carpool or vanpool or in person at the Parking Office.
 - 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.
 - For employees registered in a CAP and eligible to use accessible parking, TPS provide 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.

When an employee accepts the CAP benefit, the employee asserts that the CAP for which the employee is registered is their primary commute mode. 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 parking citation, outside of the “Only Ticket Policy” page 13, 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 encouraged but not required to register to use Cliff for their commute. 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
- South DeKalb
- CCTMA
- Executive Park

Transit Pass Program

Emory University and Healthcare provide qualified 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. Current subsidy amounts can be found on our website www.transportation.emory.edu or by contacting TPS 404-727-1829.

- 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.
- Emory Temporary employees will be issued a monthly or trip ticket instead of the permanent Breeze card.
- 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.

- Eligible full time Healthcare and University employees must register with Parking Services to qualify for a 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 15th 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 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 ***<https://myaccount.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 \$27 per month.

- 3 + person employee carpools receive a subsidized annual permit.
- 3+ person employee carpools are eligible to park in designated carpool spaces.

Support Programs

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 www.zipcar.emory.edu 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 >21 have access to thousands of Zipcars across the world.

Saferide

TPS and the Emory Police Department provide Saferide service for employees and students. The program provides a safe escort to an employee or student who feels unsafe travelling to areas of campus that are not directly served by shuttle service or when the shuttle service is not in operation. The Saferide may be a walking, golf cart or vehicle escort to your destination. Saferide operates from 9:00 pm–5:00 am. To request SafeRide, call 404-727-7555.

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 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 (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

CCTMA - Clifton Corridor Transportation

Management Association

1945 Starvine Way, Suite 400A | 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 Accessibility and Disability Resources

Admin. 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 Pl 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 and Parking Services

1945 Starvine Way, Starvine parking deck

Clairmont Campus, Suite 400B

Office hours : Mon-Fri 7:30am-4:30pm

Tel | 404.727.1829 Fax | 404.712.9219

Email | parking@emory.edu

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

Email | shuttles@emory.edu

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



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