



Parking and Transit Services Manual (PTS)

Effective: 3/1/2010



PTS Manual Revision Notice__

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Policy	Summary of Changes
PTS 102 Temporary Parking Permits	Revision of Policy Revised to state that temporary permits cannot be purchased online for rental vehicles; that proper identification must be provided to the appropriate campus parking office to obtain a temporary permit; and that a copy of the temporary permit will be provided to the Appeals Office
PTS 103 Permits for Persons with Disabilities	Revision of Policy Revised to state that on-campus transportation is available only at the Tempe campus, and that a statement in the signed doctor's note that a temporary disability placard has been issued by the Department of Motor Vehicles is a reason to request a permit
PTS 104 Special "A" Permits, Gold Permits, All Access Campus Permits, and Vendor Permits	Revision of Policy Revised to change the title and to state that the Gold Permit replaces the Emeriti Permit, that retired staff are eligible to purchase a Gold Permit, and that vendor permits authorize parking in specific lots on each campus
PTS 105 Replacement of Lost, Damaged, or Stolen Transit Passes, Permits, and Gate Access Cards	Revision of Policy Revised to change the title and policy to include transit passes, and to state that reports of lost, damaged, or stolen transit passes are forwarded to the Commuter Options Office
PTS 201 Visitor Parking	Revision of Policy Revised to include designated day-pass lots for visitor parking; to state that visitors are required to pay a fee when parking in a designated lot, that visitor permits may be purchased at any campus parking office, and that departments may purchase parking validation stamps from any campus parking office
PTS 202 Conference Parking	Revision of Policy Revised to state that arrangements for conference parking must be made through the appropriate campus parking office and to identify a link for a list of all ASU campus parking offices and contact information
PTS 203 Events Parking	Revision of Policy Revised to state that arrangements for events parking must be made through the appropriate campus parking office or by the sponsoring department's use of the Events form, and to identify a link for a list of all ASU campus parking offices and contact information
PTS 204 Reserved Parking	Revision of Policy Revised to state that "per FIN 401-03, when an employee is assigned to more than one campus, the department may purchase, subject to availability, the second permit from local funds"
PTS 301 Parking Citations	Revision of Policy Revised to include a link to the <i>ASU Parking and Rules Regulations</i> , which includes the updated violation codes
PTS 401 Parking Citations Appeals	Revision of Policy Revised to state that the appellant should file an ASU Parking Citation Appeal form and supporting documents to the Parking Office on the campus where the citation was received, and to change the name of "Appeals desk" to "Parking Office"
PTS 402	Revision of Policy

Parking Citations Appeals Board	Revised to state that the Parking Citations Appeals Board comprises “up to” nine members of students, faculty, and staff each, and to clarify that the responsibilities of the Parking Citations Appeals Board (PCAB) secretary are those of the PCAB chair
PTS 403 Administrative Dismissal of Citations	Revision of Policy Revised to state that the authorizing administrator provides copies of the decision to the “Appeals Office,” not the “Appeals Program Coordinator”

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