

Parking & Transportation Services (P&TS)



Faculty and Staff Permit Information

Revised Date: 1/16/2019

Description: The permit purchasing process, types of permits, and fees are described below.

Step 1: Determine Eligibility

Permit types are determined by employment status and an active employment contract. Employees without an active contract are eligible to purchase a **Student Semester Permit**.

Step 2: Select Permit Type

Depending on bargaining unit and classification type, employees may purchase a **Represented Semester Permit (Units 1-10)**, a **Non-Represented Semester Permit (R-11)**, a **Motorcycle Permit**, an annual **Payroll Deduction Permit**, or a **Daily Parking Permit**.

All faculty/staff permits are valid in faculty/staff and student lots. Parking enforcement hours are Monday through Thursday (7 a.m. to 10 p.m.) and Friday (7 a.m. to 5 p.m.)

Other permits include:

Disabled Person (DP) Permit: Fill out the [Temporary Disabled Person Parking Permit Request Form](#) at [Disability Support Services](#) (657) 278-3117. Display both the DMV DP placard/plates and a valid CSUF parking permit. Permit is valid in any designated DP space, faculty/staff space, student space, Park and Pay space, or 30 minute zones.

Emeriti Permit: Permits are issued by [Human Resources, Diversity and Inclusion](#), and are valid in all faculty/staff and student lots.

University Support Permit: Available for approved Board Members. Permits are valid in 30 minute zones, faculty/staff and student lots.

Special Permit: Division Head approval is required. Permits must be displayed with a valid faculty/staff permit, and are valid in 30 minute zones, special permit zones.

Osher Lifelong Learning Institute (OLLI) Permit: Permits are distributed by the [OLLI](#) office and are valid in Lot J and student parking spaces.

Step 3: Purchase Permit

Purchase permits through the [online portal](#). Have the vehicle license plate number (last 7 digits of VIN # if no plate), make, model, and color ready at time of purchase. Verify all account information is correct including mailing and email address. Print out a Temporary Parking Permit while the physical one is being mailed.

Purchase a **Payroll Deduction Permit** in-person at the Parking & Transportation Services Office (T-1400) Monday through Friday (8 a.m. to 5 p.m.) with a valid CSUF Titan Card or other photo ID.

See prices on next page.

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Permit Prices and Refunds

For Payroll Deduction Permit prices, please refer to the [Payroll Deduction Permit information on page 3](#).

Spring 2019 Permit Prices

Dates	R11, ASC, ASI & Non-Union	Units 1, 4 & 8	Units 2, 5, 7 & 9	Unit 3	Units 6, 10 & Temp Agency	Motorcycle
1/14 – 2/14	\$144	\$63	\$67.10	\$59.35	\$54	\$100
2/15 – 3/14	\$108	\$47.25	\$50.32	\$44.52	\$40.50	\$75
3/15 – 4/11	\$72	\$31.50	\$33.54	\$29.67	\$27	\$50
4/12 – End of Term	\$36	\$15.75	\$16.76	\$14.86	\$13.50	\$25

Permit Refunds

Requests must be made at the Parking & Transportation Services office and must be returned to the office before the first day of classes for a full refund. Starting the first day of classes and every 30 days thereafter, the refund amount is reduced by 25%.

Spring 2019 Refund Prices

Dates	R11, ASC, ASI & Non-Union	Units 1, 4 & 8	Units 2, 5, 7 & 9	Unit 3	Units 6, 10 & Temp Agency	Motorcycle
1/14 – 1/18	\$144	\$63	\$67.10	\$59.35	\$54	\$100
1/19 – 2/14	\$108	\$47	\$50.32	\$44.52	\$40.50	\$75
2/15 – 3/14	\$72	\$31.50	\$33.54	\$29.67	\$27	\$50
3/15 – 4/11	\$36	\$15.75	\$16.76	\$14.86	\$13.50	\$25
4/12 – End of Term	\$0	\$0	\$0	\$0	\$0	\$0



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Payroll Deduction Permit Information

Step 1: Permit Eligibility

- Employees must be a salaried, permanent state employee, on a 12 month pay plan.
- Graduate students, lecturers, and intermittent/temporary employees with an employment date of less than 12 months are not eligible.
- No more than one permit will be sold to each employee.
- ASC/ASI employees must contact the Human Resources Department to purchase a permit.

Step 2: Purchase Permit

Purchase a permit in the Parking & Transportation Services Office (T-1400) with a valid CSUF Titan Card or picture ID to verify employment. A two-month initial payment will be required, and each month thereafter, the monthly fee will be deducted from the paycheck.

Step 3: Permit Fees

If the payroll deduction is initiated before the 15th of the month, the two-month initial payment applies to the current and following month. If the payroll deduction is initiated after the 15th of the month, the initial payment is applied to the following two months.

Faculty/Staff approved to receive a special or conditional use permit pay \$50 per month with an initial fee of \$100.

Payroll Deduction Rates

Classification	Monthly Fee
Non-Represented (MPP, ASC, ASI)	\$32
Units 6 and 10	\$12
Units 1, 4, and 8	\$14
Unit 3	\$13.19
Units 2, 5, 7, and 9	\$14.91

Canceling or Changing Payroll Deduction

Contact the Parking & Transportation Services Office (T-1400) for all payroll deduction cancelations/changes including extended leave, changes in bargaining unit or classification type, and termination.

- Failing to return the permit and cancel payroll deduction will result in a continued deduction.
- Refunds will not be issued for failing to cancel payroll deduction during extended leave.
- Return the permit before the last business day of the month to avoid a payroll deduction for the following month.

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Policies

Permit Placement

Please ensure permits are displayed at all times with the date and time clearly visible.

Replacement Policy

Permits not received in the mail must be reported to Parking & Transportation within one week of the expiration of the temporary permit in order to receive a replacement.

If a vehicle is issued a violation for displaying a lost permit, and the permit is recovered from the vehicle during the dates/period it is valid, the individual who lost the permit will be refunded the cost of the replacement permit purchased or administrative fee paid.

Daily Exemptions

Employees who forget a permit may request an exemption for the day. Call Parking & Transportation Services at (657) 278-3082 and provide a CWID, permit number, make, model, and color of the vehicle, license plate number, and the vehicle location.

After the information is verified, the vehicle will be placed on the daily "exemption list". Please note, only two requests will be honored each month.

Reporting a Lost or Stolen Permit

- File a report at the Parking & Transportation Services Office (T-1400).
- A replacement permit will be issued at the prorated rate during that time.
- Parking permits that are declared lost or stolen are not valid.
- Vehicles displaying a lost or stolen permit will be issued a parking ticket for displaying an invalid parking permit with a fine of \$350.
- If the permit is recovered by Parking & Transportation Enforcement Staff, the fees may be refunded.