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Performance Standards & Best Practices

Subject: Parking of Facilities Vehicles on Campus

Number: 017

Although parking can sometimes be a challenge at UAF, it is nonetheless important for us as University employees, to set a good example for others, especially visitors and vendors. It is also critical that employees adhere to the UAF Parking Manual. If your vehicle is seen in an unauthorized area it sends a confusing message about the acceptable areas in which to drive and park.

Please adhere to the following standards regarding this issue:

- **No vehicles shall be parked or driven in the core area.** This includes the quad area between Bunnell, Duckering and the Library, the asphalt walkways and gathering area between Gruening, Wickersham, Wood Center, Constitution Hall, the Fine Arts Complex and Library building. The only exception is major deliveries which shall be coordinated through the Superintendent of Operations.
- **No driving or parking of vehicles on the grass or pedestrian walkways.** Vehicles should remain on vehicular intended surfaces, roads and parking spaces, no exceptions.
- **Do not leave your vehicle idling near air intakes for building ventilation systems.** Please be aware that this is a health hazard for many employees, and watch for signage in sensitive areas.
- Vehicles assigned to employees working out of 803 Alumni Drive or utilizing adjacent parking lots must lock and park their vehicle for the evenings and weekends, in the location designated by your supervisor.
- There may be times when the Grounds Shop must take vehicles off road to perform landscaping and grounds maintenance. For those times, coordination shall be made through the Superintendent of Operations.
- If you must stop on a roadway or the shoulder of any road, you must utilize any emergency warning devices available to give notice to approaching vehicles that you are parked.

A handwritten signature in black ink, appearing to read 'S. Buel', written over a horizontal line.

Emergency Response:

An emergency is defined as an unexpected, serious occurrence or situation urgently requiring immediate action by Facilities Services' personnel.

Upon responding to the area of an emergency where no designated parking is available, it shall be permissible to park in an unauthorized area under the following conditions:

1. Notify FS Dispatch where you are parking;
2. Provide FS Dispatch with Vehicle E-number; and
3. Provide FS Dispatch with estimated parking time.

Emergency response is not expected to last more than 30 minutes.

Routine Deliveries of Tools, Materials and Equipment:

When FS parking is not available and work circumstances dictate that you must park in an unauthorized parking area for the purposes of loading, unloading, delivering tools, materials, and equipment; it will be permitted, so long as you notify FS Dispatch in the manner set forth above for "*Emergency Response*". Deliveries are not expected to take longer than 30 minutes.

FS Dispatch will be responsible for recording the employee's information and notifying Parking Services [474-7275] of the circumstances.

An employee's failure to notify FS Dispatch of their need to park in an unauthorized area leaves that employee vulnerable to citation by Parking Services at their own expense. The conditions for parking in unauthorized areas is intended to allow for exceptions to the Parking Manual when circumstances warrant, but should be used as a last resort when designated parking is not available and only if there is an immediate need.