

## **CCS Administrative Procedure**

### **5.05.01-A Employee Parking Fee**

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Implementing Board Policy [5.05.01](#)  
Contact: Chief Administration Officer, 434-5037

#### **1.0 Purpose**

All employees who park at CCS facilities, both on campus and off campus, are required to purchase a virtual parking permit.

#### **2.0 Limitations and Requirements**

- 2.1 A valid employee virtual parking permit is required for employees parking day or night at CCS facilities.
- 2.2 The fee for the virtual parking permit is established by the board of trustees of Community Colleges of Spokane.
- 2.3 Employee virtual parking permits are subject to State of Washington retail sales tax according to RCW 82.04.050(3d).
- 2.4 Anyone parking on campus must have a valid permit or park at a paid meter.

#### **3.0 Virtual Parking Permits**

##### **3.1 Annual Employee Virtual Parking Permit**

- 3.1.1 Annual employee virtual parking permits are issued online or from the college cashier's office upon payment of the appropriate fee as published in the Schedule of Parking Fees and Fines. Annual virtual parking permits are valid for the year purchased from September 1, through August 31. The vehicle license plate must be provided for each vehicle to be parked on campus.
- 3.1.2 Annual virtual parking permits are sold from September 1 through December 15.
- 3.1.3 Pre-tax, payroll deduction is available for annual virtual parking permits only.
  - 3.1.3.1 Employees may choose to make the deductions in twenty-four (24) installments per year totaling the annual virtual parking permit fee.
  - 3.1.3.2 Employees may choose a one-time payroll deduction for the full amount of the annual virtual parking permit fee. This option is non-refundable as tax laws do not allow for refunds once the pre-tax amount has been deducted.
- 3.1.4 Annual virtual parking permit fees paid in cash are non-refundable except in accordance with section 5.3, below.

##### **3.2 Quarterly Employee Virtual Parking Permits**

- 3.2.1 Employees may purchase quarterly virtual parking permits for the appropriate fee as published in the Schedule of Parking Fees and Fines.
- 3.2.2 Payroll deduction is not available for quarterly virtual parking permits.
- 3.2.3 Quarterly virtual parking permit fees are non-refundable.

3.3 Invited guests may be provided permits by the sponsoring department.

3.4 Departments are not authorized to use Department funds to purchase employee or volunteer virtual parking permits.

3.5 Visitors may park in metered parking or obtain a daily virtual parking permit for the established fee as published in the Schedule of Parking Fees and Fines.

#### 4.0 Parking Regulations

- 4.1 The employee is responsible for maintaining current and accurate information in their parking account.
- 4.2 Parking must be in designated spaces.
- 4.3 Violators are subject to fines and other measures as described in WAC 132Q-20-260.
- 4.4 Refer to WAC 132Q-20 for a complete list of traffic and parking rules and regulations.

#### 5.0 Commute Trip Reduction Participants

- 5.1 Bus Riders, Carpools or Van Pools. Employees who purchase monthly bus passes or ride in a carpool or van pool are eligible to purchase quarterly virtual parking permit at a 75 percent reduction from the quarterly virtual parking permit fee.
  - 5.1.1 Individuals electing this option must purchase their parking virtual parking permit on a quarterly basis rather than annually.
  - 5.1.2 Individuals must agree to ride the bus or carpool a minimum of three (3) days per week.
  - 5.1.3 Employees who carpool may purchase additional virtual parking permit(s) at full price as published in the Schedule of Parking Fees and Fines.
- 5.2 Biking/Walking. Employees who pledge to bike/walk a minimum of three (3) days per week, five (5) months per year are eligible to purchase quarterly virtual parking permit at a 75 percent reduction from the quarterly virtual parking permit fee.
- 5.3 Change in Commute Status for Annual Permit Holders. Staff or faculty who purchased annual parking permits and change commute status during the period of the permit are entitled to refunds issued at the college cashier's office as follows:
  - 5.3.1 Fall Quarter: 90 percent
  - 5.3.2 Winter Quarter: 60 percent
  - 5.3.3 Spring Quarter: 30 percent
- 5.4 Participants must complete a Commute Trip Reduction form. The form is available from the college cashier's office.

#### 6.0 Related Information

- 6.1 [WAC 132Q-20](#) – Traffic rules and regulations
- 6.2 Administrative Procedure [2.00.01-D](#), Commute Trip Reduction Program
- 6.3 [Schedule of Parking Fees & Fines](#)
- 6.4 [Parking Citation Appeal](#)