

	PVAMU PARKING DEPARTMENT	
	Policy 05- Contract Vendor Parking	
	<u>Effective Date:</u> May 1 st ,2022	<u>Replaces:</u> NEW
	<hr/> Associate Vice President of Public Safety	
	<u>Reference:</u>	

I. Purpose

The purpose of the policy is to provide guidance for parking of contractors, vendors & service companies. Contractors, Vendors, and Service companies provide a valuable service to the University. Contractor, Vendor, and Service Company parking provisions on campus must prioritize student and faculty parking.

II. Contractor/Vendor Permits

A. Contractor/Vendor parking passes may be issued daily, weekly, or monthly, depending on the terms of their contract. The University or designated contractor shall provide a list of vendors, contractors, or sub-contractors authorized to perform work on campus to the Parking Manager to include their term of the contract prior to the vendor, contractor, or sub-contractor parking on campus. There is **no free** permitted parking for contract workers. Generally, ParkMobile spaces around campus will be used for contractors/vendors’ parking. Current rates shall be provided on the University Parking website.

III. Contractor/Vendor Campus Parking Procedures

- A. Parking permit must be obtained prior to parking on campus in order to avoid a parking citation. It is recommended that all vehicles display a company logo, but this does not override the need for a parking permit. Failure to park in a designated area with a valid parking permit may result in a citation being issued. Individuals are responsible for all citations issued to the vehicles registered to their company.
- B. Vendor/Contractor passes can be issued at Information Center from 7:00 a.m. to 4:00 p.m. Monday-Friday (excluding University holidays) and at the PMO from 8:00 a.m. to 5:00 p.m.
- C. All contractor/vendor vehicles must display the appropriate permits at all times while on campus. Contractor/Vendor vehicles on campus without a current permit displayed are subject to citation, booting, and/or towing.

IV. Registering for Parking

- A. Contractors/Vendors are required to bring vehicle information to the Information Center or the PMO prior to parking on campus:
- B. Contractors/Vendors must have the following information available when obtaining a parking pass:
 - a. License Plate number
 - b. Vehicle Make
 - c. Vehicle Model
 - d. Color of Vehicle
 - e. Valid Contractor ID badge
- C. Vendors or Service providers with no contractual relationship with the University must pay for a visitor pass and park in designated visitor lots/spaces.
- D. Parking within fenced staging or construction areas is limited and authorized by the construction company and approved by the PMO. Staging areas are not intended to be parking areas and are generally limited for the job superintendent, project manager, and high-level supervisors. The job superintendent will give the authorization to park within the staging areas.
- E. Vehicles parked outside the pre-arranged staging areas are subjected to citation, boot, and/or towing when parked outside the staging areas without a permit.