

**UNIVERSITY OF CALIFORNIA, DAVIS HEALTH**

**PARKING & TRANSPORTATION SERVICES**

**COURIER PERMIT JUSTIFICATION**

This form should be completed to request a new, or renew an existing courier permit. All requests for courier permits must be approved before they are processed, denied requests will not be processed. Each department approved will receive 2 Courier permits at no charge; departments needing additional will be recharged \$99.00 per month. Each permit including the first two must be justified to be issued. Please email completed form to: **HS-PARKING@UCDAVIS.EDU**

Please remember the free and environmentally friendly options available to replace Courier permits:

The Med Transit program connects the main hospital to most areas of the campus. From the Midtown Clinic to the Broadway Building the shuttle goes there. Visit <http://www.ucdmc.ucdavis.edu/parking/courtesy/> to plan your trip.

The campus is Bike and Walk friendly. In less than 15 minutes you can walk one side of the campus to another. For bike rack options, Check out <http://www.ucdmc.ucdavis.edu/parking/green/?tab=bike> for bike resources.

Zipcar is another option available to departments. Departments who use Zipcar do not need a courier permit to park at the Medical Center and are allowed in Parking Structure 1.

Department name: \_\_\_\_\_

Date: \_\_\_\_\_

Person making request: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Budget Manager: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Cost Center: \_\_\_\_\_

Courier Permit #\_\_\_ A new justification form is required for each subsequent Courier Permit.

Access card requested YES            NO            \*\$20.00 processing fee for all access cards requested\*

Please describe the business need for this Courier Permit.

Please list the individuals who will be using this Courier permit and list the permit they hold.

**Effective July 1, 2017 departments requiring Courier Permits will need to complete a justification for each Courier Permit requested. Additionally, there will be a monthly charge of \$99.00 per Courier permit for the third and each subsequent Courier Permit approved. Departments needing an access card for Parking Structure 1 to go with their Courier permit will be assessed a processing fee of \$20.00 per access card requested. Courier permits used fraudulently or which are recorded as violating time limits may be confiscated by Parking Services.**

**These changes are being made to address abuse of Courier permits and therefore ensuring better access to Courier stalls. Additionally, these changes will assist the University in reducing our carbon footprint and the number of trips made to the campus each day.**

**Below, are some reasons that do not justify a need for Courier permits.**

- 1. I attended meetings all day in the main hospital, and need a convenient place to park.
  - a. Not a justifiable reason. Courier permits have a one hour daily maximum in Parking Structure 1, and a daily maximum of three hours. Courier permits do not allow long term parking, and are meant for urgent needs.****
- 2. I attend many meetings in various buildings.
  - a. Not a justifiable reason. The Medical Center is walkable and bike friendly, additionally the Med-Transit shuttle connects off campus buildings with the main hospital. The Medical Center has a duty to limit the daily trips made to the campus.****
- 3. There are five people in our department that courier items throughout the day. We need five courier permits.
  - a. Courier permits are allowed to be shared amongst the department. Individuals may carpool or departments may leave the courier department in a secured location for people to use when needed rather than in their car. The general guideline is that one courier permit is to be shared with at least 5 people.****