

September 3, 2020

Dear Howard University Employees,

The Office of Parking and Transportation Services offers two campus parking options to provide faculty and staff the flexibility they need, especially during these uncertain times. In addition to annual parking permits, we have added daily permits to our offerings for Fall 2020 to accommodate the changing needs of our employees.

All employees who would like to park on campus at any time are required to register for parking and to purchase and display a parking permit, as parking regulations are being enforced at all lots. Employees who are working remotely, and are not parking on campus do not require a parking permit, and as such, should not apply for one.

ANNUAL PARKING REGISTRATION

Annual parking registration remains open. Parking hangtags will not change for the 2020-2021 academic year, however, registrants will require a sticker for 2020-2021 for the hangtag to be valid.

Faculty and staff members who received parking assignments in previous years and wish to register for an annual permit this academic year must access their parking account to register or to make updates to their vehicle registration profile, among other updates. Any employee who has never obtained a parking assignment and wishes to secure annual parking should contact the Parking Coordinator for their department. If you are not sure who the Parking Coordinator is for your department, please contact the administrative office for your school or college.

To register for an annual parking permit or to create a new account, please [CLICK HERE](#).

ANNUAL PARKING PERMIT PAYMENT SCHEDULE AND DISTRIBUTION

Automated payroll deductions cannot occur unless an employee registers for annual parking and chooses one of the available payment schedules. Two payment schedules are currently offered—a bi-weekly payroll deduction and a one-time payroll deduction. One of these payment schedules must be selected in the drop-down menu before finalizing your employee parking registration.

- **Bi-Weekly Payroll Deduction:** Employees who select a bi-weekly payroll deduction will have their first deduction occur when payroll deduction resumes.
- **One-Time Payroll Deduction:** Employees who select a one-time payroll deduction will have the full cost of their parking permit deducted when payroll deduction resumes.
- **Reminder:** Payroll deductions resume September 11, 2020.
- **Please Note:** Payroll deduction is not available for daily parking permits.
- To ensure adherence to social distancing requirements, appointments will be required for the pickup of 2020-2021 parking permits and stickers. Please contact parking@howard.edu.

DAILY PARKING REGISTRATION

Employees have the potentially cost-effective option to register for daily parking throughout Fall 2020. We hope that this new, flexible parking option can accommodate blended work arrangements.

Daily parking permits may be purchased as needed but does not provide for in and out parking privileges.

Employees interested in a daily parking permit are required to register via the Google document attached to the link below until the online portal is updated to accept daily parking registrations.

Employees interested in registering for daily parking permits, please [CLICK HERE](#).

DAILY PARKING PERMIT PAYMENT AND DISTRIBUTION

- The daily parking rate for all University lots is \$10.00 with no in and out privileges.
- Credit card payments will be accepted at the point of pickup of daily permits for University lots. Daily permit holders will receive date stamped parking permits from the Office of Parking and Transportation Services and will pick up their daily parking permit from the Bison One Card Office located in the iLab.
- To ensure adherence to social distancing requirements, appointments will be required for the pickup of 2020-2021 daily parking permits. Please contact parking@howard.edu.

HOWARD CENTER DAILY PARKING PAYMENT OPTION

Employees parking at Howard Center have the option to purchase daily permits from the Office of Parking and Transportation Services (instructions above) or through TagB at <https://tagbgroup.com/portal/client-registration/>. After online payment, daily permits are printed from the TagB parking portal. TagB will verify the purchase upon arrival at the lot.

PERMIT RETURN POLICY

Employees separating from the University must return their permits to the Parking Office or Human Resources. If the permit is not returned to the Parking Office or Human Resources, you will be charged accordingly.

For more information, questions or concerns, please email us at parking@howard.edu.

Excellence in Truth and Service,

Office of Parking and Transportation Services