

MEMO

To: WFU Parking Decal Requestors

From: Jim Alty

Subject: Service Lane (SL) Parking Permit and Vendor Passes

WFU has specifically identified “Service Vehicle Only” parking spaces to allow for safe and timely delivery of various services to on-campus buildings and sites.

Vendor Passes and SL parking permits are intended to identify vendor vehicles and certain WFU employee personal vehicles that are authorized to park in service vehicle parking spaces. Designed WFU vehicles do not require a SL parking permit to park in service vehicle spaces or loading areas.

Vendors that provide regular on-going services to WFU departments are issued a Vendor Pass that allows parking in service lanes. Vendors can request a Vendor Pass; however, requests will be verified by the Parking Management Supervisor who has authority to approve / deny requests by vendors.

Requests by WFU employees for SL permits must be submitted in writing and approved by the Parking and Transportation Manager. Requests must specify the servicing requirement(s) of their position that would entitle the employee to an SL permit. Requests disapproved by the P&T Manager can be appealed to the AVP of F&CS for additional consideration. Appeals must include additional justification that addresses the reason for approval of an SL permit.