

**EMPLOYEE PARKING/TRANSPORTATION APPLICATION**

Name (Last)	(First)	Employee ID#
Department		Contact Phone/Email
Employment Status <input type="checkbox"/> Full-Time Faculty <input type="checkbox"/> Part-Time Faculty <input type="checkbox"/> Full-Time Staff <input type="checkbox"/> Hourly/Part-Time Staff		

**SECTION A – FOR NEW EMPLOYEES ONLY. Please complete this section and submit to Human Resources (Building 99 –Room 200) if you are NOT interested in purchasing a parking permit.**

A Highline parking permit is not required for any of the following categories:

I utilize public transportation or another alternative form

I work off-site or online

I have a valid Washington State-issued “DISABLED” decal or plate

**SECTION B – Please complete this section and submit to the Public Safety Office (Building 6 – Room 104) to obtain a parking permit. The parking permit fee is deducted directly from employee’s paycheck. (\$7.66 for full-time and \$4.83 for part-time/hourly employees.)**

Select One:

New Parking Application

Renewal Parking Application

CWU/Kaplan Employee (must pay for parking on a quarterly basis directly at the Cashiers’).

I opt to have my parking fee deduction as (select one):

**Pre-Tax Deduction** Pre-tax parking deduction reduces taxable income.

**After-Tax Parking**

*My signature hereby authorizes payroll deduction for my parking permit fees. I acknowledge that I have read and understood the terms and conditions of the [Parking & Transportation Rules and Regulations](#). I further understand that any misuse of the parking permit or failure to abide by the rules and regulations could lead to the assessment of fines, impoundment of my vehicle, and/or suspension of all parking & transportation privileges.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Section C – To cancel parking payroll deduction AND to return your parking permit, please complete this section and submit to the Public Safety Office ((Building 6 – Room 104).**

CANCEL Parking Deduction

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**EMPLOYEE PARKING INFORMATION**

All vehicles must display a valid Highline College parking permit while parked on campus. The permit must be displayed clearly, via hanging face out on the rearview mirror or face up on the driver's side of the dashboard. All parking permits will remain the property of Highline College and must be surrendered to the College upon request or at termination of employment. Park in designated areas as in indicated by your permit. Parking space is available on a first-come, first-served basis. The availability of parking space is not guaranteed.

**LOST/STOLEN/MISPLACED PERMIT:** Highline College is not responsible for lost, stolen, or misplaced parking permits. A replacement fee of \$29 will be charged for all replacement permits, including second permit requests.

**REFUND:** Parking refunds are not allowed on pre-tax deduction once the fee has been deducted.

**DISCLAIMER:** Highline College and its employees are not responsible for fire, theft, damage, or loss of vehicle or any article left in the vehicle, including damage or loss resulting from acts of nature. All such risks are being assumed by the holder of the permit. Please lock your vehicle and keep all valuables out of sight.

**CWU/KAPLAN:** Employee parking permit is also available for interested CWU and Kaplan employees. Please complete this form, pay for the permit at the Cashier's Office and pick up the hang tag at the Public Safety Office by showing a Cashier's receipt.

**COMMUTE TRIP REDUCTION:** Highline College is committed to providing our employees with transportation in accordance with State Commute Trip Reduction laws. Highline College employees are eligible for a 50% reimbursement of their monthly bus pass expenses (maximum reimbursement of \$58.50). For more details visit: [humanresources.highline.edu/payroll/orccard](http://humanresources.highline.edu/payroll/orccard). Bicycling to campus is also encouraged and several bike racks are located on campus for this purpose.

**DISABLED:** A Highline College parking permit is NOT needed for employees with a valid DISABLED decal or plate. The DISABLED decal or plate must be displayed visibly at all times while parking on campus to be considered valid.

**CARPOOL:** Interested employees may apply for a carpool permit, please see the Public Safety Office (206-592-3281) for more details.

For more information, visit the Parking Information Website:

[Parking.highline.edu](http://Parking.highline.edu)

Public Safety: 206-592-3218

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**Public Safety Use Only:**

Issued Permit #: \_\_\_\_\_ Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources Use Only**

Input into PPMS By: \_\_\_\_\_ Date: \_\_\_\_\_