

# Facilities Ancillary Services Best Practice

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## Registration of License Plates & Guest Parking Coupon Code Requests Nanaimo Campus

### INTRODUCTION (Purpose and Importance):

The purpose of this best practice is to outline the proper protocol for registration of licence plates and issuing of the various types of parking permits/passes.

### Registration of License Plates

#### A. Contractor Parking Passes

Contractors that are required to be on VIU property will need to have their vehicle registered into the License Plate Recognition (LPR) system, which is maintained through the Facilities Services Office, Building 120.

- Facilities Office staff will register all contractor license plates into the LPR system with an expiry date. If additional parking is required past the expiry date, the contractor will be responsible to ensure that their license plate has been registered accordingly
- Contractors that are on-site for project related work will also be required to have their license plates registered into the LPR system
- \*If a department hires a Contractor for specific work outside the Facilities Services scope, the department is responsible to cover the cost of the parking by requesting a guest parking permit code. (see Guest Parking Permit Code below).
- IT Designated Parking Spots – Individuals that are parking in these spots will email [Facility@viu.ca](mailto:Facility@viu.ca) for approval. The email is to be forwarded to the Manager, B/G to approve. Once approved by the Manager, B/G, Facilities Office staff will enter the license plate into the LPR system.

#### B. CUPE Parking Pass Donation

In November each year, CUPE Local 1858 requests a donation of a one-semester parking pass, for the CUPE Social.

- The CUPE representative will send the request to Facilities Services
- Facilities Services Office staff will forward the request to the Manager, Buildings & Grounds, Facilities Services who will then forward request to the Facilities Services Director for final review
- If approved, the Facilities Office staff will print out the parking pass and have it authorized by the Director, Facilities Services and notify the requestor that the parking pass is ready for pick-up
- If request is not approved, notification will be forwarded to the CUPE representative from the Facilities Office Coordinator or Manager, Buildings & Grounds.

#### C. Designated IT Parking Stalls

- Individuals parking in any designated IT parking stall will need to get confirmation from IT to parking in the designated spot and email [facility@viu.ca](mailto:facility@viu.ca) and the plate will be entered into the system.

### Types of Parking Permit Requests

#### I. Gold Parking Permits

- All preapproved VIU Positions (President, Vice Presidents, Associate Vice Presidents, Director of Facilities Services, and other positions previously approved) will be authorized to park in any Nanaimo parking spots with the exception of the Disability Parking spots that require a government issued disability parking pass.
- VIU Elders will also be included in the preapproved positions under the **non-pay pass** as their role at VIU fits with the category.
- In June of every year, the Facilities Office Coordinator will confirm/register VIU Board member license plates into the LPR system
- Requests for gold parking permits to be forwarded to Associate VP, Facilities and Ancillary Services for approval.

## II. **Guest Parking Coupon Code**

*\*Guest parking coupon codes replace the one day/guest parking permit booklets and are for departmental guest parking or non VIU sponsored events.*

- Coupon codes can be purchased for any dollar amount needed
- Options at the pay station/meters are full day (8am-8pm) @ \$8.00 or half day (4 hrs.) @ \$5.00
- An authorized signature for the department FIS Work order number will be required to purchase a code
- Only one 7-digit code will be issued
- Once the code amount has been depleted, the user will be prompted to buy a daily parking permit
- Code amounts can be tracked and remaining balances confirmed by sending an email to WestPark Guest Services at [guestservices.bc@group-indigo.com](mailto:guestservices.bc@group-indigo.com).

The coupon code options are \$8.00/day (8am-8pm) for full day or \$5.00/half day (4 hrs.). These codes are not to be issued to a regular/contract employees. Incorrect use of the permit code will result in a violation notice being issued. The permit code, once entered and authorized at one of the pay stations/meter on campus, allows the vehicle to park at one of the two options listed above and can only park in the **designated lots as follows: General, Employee, Short Term and Economy**. Guests must visit a Pay Station to validate the code and enter their license plate.

### **Facilities Services Department Process**

- When a department requires a guest parking coupon code, the Facilities Services will email them the coupon code request form.
- The department will complete the following information:
  - The coupon code amount required
  - Ordered by, local, email, FIS work order number and authorized signature and email the form back to [facility@viu.ca](mailto:facility@viu.ca)
- Facilities Office Coordinator will authorize the FIS work order number (date stamp and initial) and email the form to [kristy@westpark.com](mailto:kristy@westpark.com), [Sheldon.melnyk@group-indigo.com](mailto:Sheldon.melnyk@group-indigo.com) and copy the department requestor.
- Once the code is generated WestPark will forward the permit code to the department requesting the code.
- Authorized request forms are saved in the Facilities shared drive under Parking/Authorized Guest Parking Permit Requests.
- WestPark will:
  - and/or forward request form to VIU Accounts Payable to charge department accordingly.

## III. **Guest Parking Permit Code ~ Complimentary Parking Passes**

*\*Requests for complimentary parking are only for VIU sponsored events.*

- Department requests for complimentary parking are emailed to Facilities Services (one weeks' notice is required).
- Requests are forward to the Manager, Buildings & Grounds to review.
- Manager will email department, copying Facilities Office Coordinator to advise if request is approved/not approved.
- If approved, Facilities Office Coordinator will fill out the request form as follows:
  - Coupon code dollar amount required
  - Ordered by, local and email
  - Under Facilities Services office use only: authorized by (name of manager) and date of email request
- Manager or Facilities Office Coordinator to authorize and initial for no JV required.
- If request is not approved, Manager, Buildings & Grounds will email requestor and copy WestPark Guest Services and the Facilities Office Coordinator.

## IV. **Short Term Disability Parking Pass (Student)**

If a student sustains an injury, they can request short-term parking accommodations as follows:

- A current parking permit would need to be in place
- Student to provide a doctor's note to Disability Services for confirmation
- Disability Services to forward details to Manager, Building & Grounds for review

- If approved, Manager, Building & Grounds will respond back to Disability Services, copying the WestPark Guest Services
- Parking passes will be available through Disability Services office.

V. **Short Term Disability Parking Pass (Employee)**

If an employee sustains an injury/illness, they can request short-term parking accommodations as follows:

- A current parking permit would need to be in place
- Employee to provide a doctor's note to the Human Resources office for confirmation
- Human Resources to recommend pass to Manager, Building & Grounds
- Manager, Buildings & Grounds will notify WestPark Guest Services of approval
- Parking pass will be available through the Facilities Services Office

VI. **Government Issued Disability Parking Pass (Employees)**

If an employee has mobility limitations, they can apply for a government issued disability parking pass which would allow them to park in disabled parking spaces and any non-designated parking spaces on campus.

- The employee is required to notify the Manager, Buildings & Grounds, Facilities Services to approve this request and provide the expiry date of the disability parking pass.
- Facilities Service Office staff will enter the employee's name, license plate and expiry date into the LPR system
- The end-date of the permit will be based on the expiry date of the government issued disability parking pass
- Facilities Services Office staff will make a note in the LPR system, that the permit is a government issued disability parking permit.
- The employee must ensure that the permit is clearly visible.

**Cowichan/Powell River Employees**

As Cowichan and Powell River employees do not pay for parking at their place of work, each campus will be required to purchase coupon codes for their staff members to use when coming to the Nanaimo campus.