

## **Interim University of Kentucky-Leased Official Vehicle Permit Policy and Procedures:**

March 1, 2021

### **Purpose:**

In response to the March 1, 2021 closure of the CAFE Motor Pool operations, the University has transitioned vehicle leasing needs to third-part private car rental companies. This interim policy serves to provide guidance and procedures for granting campus parking privileges for University-leased rental vehicles.

### **Background:**

Previously, Motor Pool vehicles were classified as official vehicles for the purpose of campus parking. This designation was easily identified by official vehicle license plates and the display of the Commonwealth of Kentucky seal on either side of each vehicle. Enterprise rental vehicles, however, are indistinguishable from other privately owned personal vehicles and therefore must display a valid parking permit to grant the appropriate campus parking privileges.

***Due to the reduced campus parking demand resulting from the ongoing pandemic, Transportation Services is implementing this interim policy to address the immediate need for parking accommodations for University-leased rental vehicles, allowing for data collection, impact assessment on campus parking resources and the potential establishment of associated parking fees in the future.***

### **Policy:**

University-leased rental vehicles are required to display a valid parking permit when parking on the University of Kentucky campus. Permits are eligible to be issued at no cost for the remainder of fiscal year 2020-2021. Parking permit policies related to University-leased rental vehicles beyond June 30, 2020 will be developed in the coming weeks and months and communicated in advance of the start of fiscal year 2021-2022.

### **Procedures:**

Colleges, business units and departments (departments) requiring on-campus parking privileges for University-leased rental vehicles must contact Transportation Services to arrange the issuance of appropriate parking credentials in advance of the vehicle parking on campus. Such arrangements may be made with Brandon Faulconer by telephone at (859) 257-4998 or by email at [Brandon.Faulconer@uky.edu](mailto:Brandon.Faulconer@uky.edu) or with Delbert Ault at (859) 221-0453 and [Delbert.Ault@uky.edu](mailto:Delbert.Ault@uky.edu).

When requesting an official vehicle parking permit, departments must identify a responsible individual identified as the point of contact for parking issues associated with any University-leased rental vehicle.

Departments must provide the license plate number of the vehicle and a copy of the vehicle rental agreement to Transportation Services as proof that the vehicle is an authorized official vehicle for the purposes of campus parking privileges.

**Regulations and Enforcement:**

- Official vehicle permits issued to University-leased rental vehicles are non-transferrable and only eligible to be used for the registered rental vehicle.
- Permits must be returned to the Transportation Services customer service center if the vehicle has been returned and the permit is still valid.
- Official vehicle permits are only eligible to park in intermediate and periphery parking areas, authorized departmental spaces, or in designated service areas for up to two hours. Official vehicle permits are prohibited from parking in core or reserved parking areas unless otherwise approved in advance by Transportation Services.
- Any citation issued to the vehicle will be the responsibility of the department and the individual identified as the responsible party.