

Faculty/Staff Parking and ORCA Information

Parking

Because street parking is limited and impacts our neighbors, the University asks each employee bringing a car to campus to utilize campus parking lots and obtain a parking permit. Spaces in the University's commuter lots are available on a first-come, first-served basis. A parking permit authorizes employees to park in designated areas in these lots, but is not a guarantee that a space is always available, especially during peak hours.

- Go to [SPU NuPark](#) to access the parking portal. Select the "Login" button.
- Vehicle registration must be completed for street parking as well as parking in campus parking lots.
- Complete the online application via the parking portal for a 2019-2020 Parking Permit. Parking decals will be sent to employees via campus mail. If you do not have a way to receive campus mail, you will receive an email notifying you when the decal is ready to be picked up from the Office of Safety and Security.

Parking fees will be collected through payroll deduction by pay period during the academic year—i.e., \$50 per month for monthly payroll and \$25 per pay period for bi-monthly payroll. There will be no charges for parking during July, August, or September. ***Faculty/Staff that purchase Day Book Passes will have their fee forwarded to their Student Financial Services (SFS) account. You will need to settle your Day Book Pass purchase with SFS for the charge, as it is processed separately.**

Permit Type	Term	Rate
Fac/Staff Permit – Monthly (payroll deduction required)	Monthly	\$50/month (\$450/year)
2 nd Vehicle: Fac/Staff Permit – Monthly	Monthly	\$4/month (\$36/year)
Street Parking (must register vehicle)	Each	No Charge
Motorcycle	Each	No Charge
2 Person Carpool (initial person pays, other riders reimburse their cost to driver)	Monthly	\$25/month, or \$225/year
3+ Person Carpool (primary driver must register and apply for permit)	Monthly	No Charge
Replacement Permit	Each	\$10.00
Daily Pass book (*charged via SFS account)	Each	\$60/book of 20; \$5/day

Commute Trip Reduction Program

SPU supports alternative transportation methods in a variety of ways, including: offering ORCA Cards which provide unlimited bus service from Metro, Community, Pierce, Everett, Kitsap, and Sound Transit; subsidizing Vanpool, VanShare, and carpools; offering ferry subsidies (available to employees who combine public transit, biking, walking, or ridesharing with their ferry rides); giving free lockers and access to showers for those who walk or bike to work at least three days a week; and offering Zipcar access which helps employees who regularly use alternative transportation to run errands or get to personal appointments during their workday free of charge.

Using alternative transportation reduces emissions, reduces the cost of commuting, and helps the University comply with City transportation regulations. For more information about SPU's Commute Trip Reduction Program, visit the [Office of Safety & Security website](#) or contact SPU's Transportation Manager, Heather Eide, at eideh@spu.edu. To participate in SPU's Commute Trip Reduction Program and access the benefits noted above, complete the 2019-20 CTR Participation Form and return it to Heather in the Office of Safety and Security, Suite 117.

Full-time University employees (at least .8 FTE or 32 hours a week) who live off-campus and utilize alternative transportation at least three days per week are eligible for the SPU ORCA Card. A one-time fee of \$25.00 will be charged as a payroll deduction for an ORCA Card for the 2019-20 fiscal year.

If you have questions or need assistance with this registration process, please contact Heather Eide at 206-281-2821 or eideh@spu.edu.