

Departmental Vehicle Off Campus Parking Permit (W3)

- For use in departmental vehicles primarily parking in the Russellville Rd. Lot, South Campus or off-campus.
- W3 permits are valid in all non-reserved spaces in Russellville Rd. Lot, South Campus or at off-campus locations at all times.
- W3 permits allow parking in University Service Vehicle Spaces (WS) for 30 minutes for loading and unloading.
- Vehicles belonging to regional campuses may park in all non-reserved parking spaces while visiting the main campus.
- No fee for W3 permits.

Shuttle Bus Advertising

Topper Transit carried over 800,000 passengers last year. PTS offers interior advertising on our buses. These are highly visible and an effective way to reach students to promote your department's program or special events. For more information visit: www.wku.edu/transportation/advertising.

15 Passenger Van Driver Training Program

By WKU policy, faculty, staff or students who wish to rent and drive a fifteen passenger van for a University related trip must go through a van safety driver training program. The training program is administered by PTS and entails a review of van safety procedures and a driving test. For more information or to schedule training, please call 270.745.2361.

VISITOR PARKING AND EVENT SERVICES

**Does your department invite guests to campus?
Are you planning a conference or event?
Have you considered parking?**

Whether you are expecting one visitor or hosting a major event, PTS can help. We offer:

- Visitor parking permits or validations
- Meter reservations
- Custom maps and wayfinding signs
- Shuttle services
- Other special needs including barricades, cones, and personnel

Event planning tips:

- Contact PTS early in the planning process.
- Try to schedule large events for off-peak times such as fall break, winter session or summer.
- Avoid football weekends, 10K or other large events where access to campus or parking can be difficult. We have those schedules.
- Consider transportation services to support your event.

For more information please call 270.745.2361 or e-mail transportation@wku.edu



DEPARTMENTAL PARKING

YouTube Channel: [#WKUknowParking](https://www.youtube.com/channel/UCWkUknowParking)



**Monday - Friday
7:30am - 4:30pm**

**Western Kentucky University
1906 College Heights Blvd. # 11096
Bowling Green, KY 42101-1096**

270-745-2361

www.wku.edu/transportation
transportation@wku.edu



PERMITS USED BY DEPARTMENT MEMBERS

Departmental Permit (DP)

- Departmental parking permits give employees 2 hour premium parking access to conduct University business.
- Deans, Department Heads or Directors may request up to two (2) Departmental Permits to be shared within the department.
- Permit fee is equivalent to Faculty/Staff Premium Parking.
- A personal faculty/staff permit must be displayed in conjunction with the Departmental Permit.
- Permit is valid in all non-reserved, non-gated parking spaces in any zone for up to two (2) hours while work is being performed.
- Permits do not allow parking at meters or University Service Vehicle spaces (WS).
- Citations issued will be the responsibility of the personal permit holder. PTS reserves the right to revoke permits that are used improperly.

Service Vehicle Permits (SV)

- Service vehicle parking permits facilitate work by WKU employees who use their personal vehicle during working hours to function as a University Service vehicle to transport tools and equipment to job sites to install, maintain or repair equipment.
- Deans, Department Heads or directors may request Service Vehicle Permits. Requests are reviewed on an annual basis.
- A personal faculty/staff permit must be displayed in conjunction with the Service Vehicle Permit.
- Permit is valid in all non-reserved, non-gated spaces, meters or University Service Vehicle spaces (WS) while work is being conducted.

- Citations issued will be the responsibility of the personal permit holder. PTS reserves the right to revoke permits that are used improperly.

PERMITS ISSUED TO UNIVERSITY VEHICLES

Service Vehicle Permits (WS)

All university vehicles parked on the main or south campus must display a current university vehicle permit. Service vehicles are used in support of the entire university. Departmental vehicles are used to support single departments.

- For use in service vehicles.
- Valid in "WS" University Service Vehicle spaces at all times, all non-reserved spaces, all gated lots and meters.
- No annual fee.

Departmental Vehicle Reserved Parking Permit (WR)

- For use in departmental vehicles with reserved parking spaces.
- One (1) WR permit is issued per departmental reserved space.
- WR permit must be displayed in the departmental vehicle parked in the assigned reserved parking space.
- WR permits are also honored in all other non-reserved, non-gated spaces.
- WR permits allow parking in University Service Vehicle Spaces (WS) for 30 minutes for loading and unloading.
- Departmental reserved spaces and WR parking permits are not for personal use.
- There is no fee for the WR permit; Departments are charged for each reserved space.

DEPARTMENTAL RESERVED PARKING SPACES

Spaces reserved for the exclusive use of the department to provide parking for departmental vehicles or guests.

- Departmental Vehicle Reserved Parking WR parking permit required.
- Guest parking: enforced according to agreement with department.
- Annual fee equivalent to Faculty/Staff Gated parking.

Departmental Vehicle Premium Parking Permit (W1)

- For use in departmental vehicles parking in Premium parking zones.
- W1 permits are valid in all non-reserved, non-gated spaces.
- W1 permits allow parking in University Service Vehicle spaces (WS) for 30 minutes for loading and unloading.

Departmental Vehicle Non-Premium Parking Permit (W2)

- For use in departmental vehicles parking in Non-Premium parking zones.
- W2 permits are valid in all non-reserved spaces in non-premium faculty/staff or student lots.
- W2 permits allow parking in University Service Vehicle Spaces (WS) for 30 minutes for loading and unloading.
- Permit Fee is equivalent to Faculty/Staff Non-Premium Parking.