

# Joint Institution Parking Management Plan 2012 Annual Update

*"Recognizing the unique ability of the institutions to manage their own parking resources in a comprehensive and creative way"*

*Comprehensive Development Ordinance, City of Burlington, Article 8, Sec.8.3.1*

Champlain College, Fletcher Allen Health Care & the University of Vermont



Prepared by the Campus Area  
Transportation Management Association (CATMA)

January 2012





• American Red Cross • Champlain College • Fletcher Allen Health Care • University of Vermont  
*Connecting You With Transportation Choices!*

March 2012

David E. White, Director  
Burlington Department of Planning and Zoning  
135 Church Street  
Burlington, VT 05401

RE: 2012 Annual Update of Approved 2009 - 2014 Joint Institution Parking Management Plan

Dear David,

This 2012 Annual Update of 2009 - 2014 Joint Institution Parking Management Plan (JIPMP) as approved by the Development Review Board on September 28, 2009, is as required per Article 8, Section 8.3.4 of the current zoning ordinance regarding the implementation and performance of the approved JIPMP.

The 2012 Annual Update of the JIPMP uses statistics indicative of the Fall 2011 academic semester (November and December), which historically has a higher demand on parking and transportation infrastructure, incorporates the biennial CATMA Fall 2010 employee, Spring 2010 student surveys and is compiled in January and February and printed annually in March.

- This annual update incorporates actual peak parking demand inventory of actual parking utilization for each CATMA Member Institution based upon observed and current peak hour demand per the CATMA surveys consistent with Article 8, Section 8.3.3 (b).
- Specific CATMA survey data and current, joint Transportation Demand Management (TDM) initiatives continue to be detailed in the CATMA section of the annual update.

As our Transportation Management Association, membership and services continue to evolve, we are committed to continuing collaboration with the City and others in the region by representing CATMA members and providing leadership on key transportation and applicable land use issues.

Sincerely,

Robert H. Penniman  
Executive Director





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**APPENDIX A - ARTICLE 8: PARKING**

Comprehensive Development Ordinance, City of Burlington





# CHAMPLAIN COLLEGE - FALL 2011

## Sec. 8.3.3 (a)

### Employment

Champlain College employs a total of 597 individuals. This includes 325 full-time and 272 part-time employees.

### Enrollment

The College’s headcount for Fall, 2011 enrollment is as follows:

Full-time Undergraduates .....	2163
Full-time Graduates (Figure includes Distance Learning Students).....	333
Part-time/ Continuing Education .....	618
<b>Total .....</b>	<b>3114</b>

**It must be noted that of the 2496 Full-time students, 182 are online only and do not come to campus. 333 are graduate students online only and do not come to campus. 75 are at study abroad sites.**

**In addition, the 618 Part-time students include 586 who are online only and do not come to campus.**

## Sec. 8.3.3

### Parking Demand

#### Peak Parking Demand

The total parking demand is tied directly to the availability of empty spaces. The total number of parked vehicles as well as vacant spaces were counted for each parking lot and summarized by Off-Street Core Campus, On-Street Core and Off-Campus. These counts were taken in fall 2011 and represent a typical day during peak demand and demonstrate a surplus of 126 spaces in the Core Campus, with an additional 246 available spaces in Off-Campus.

Table 1: Parking Lot Capacities and Empty Space Count

Champlain College Peak Demand Lot Counts - Fall 2011				
Location	Capacity	Occupied Spaces - Peak Demand	Empty Spaces	Percent Full
Off-Street Core Campus	371	245	126	66%
On-Street Core Campus	173	36	137	21%
<b>Core Campus Sub-Total</b>	<b>544</b>	<b>281</b>	<b>263</b>	<b>52%</b>
Off-Campus	488	242	246	50%
<b>TOTAL</b>	<b>1032</b>	<b>523</b>	<b>509</b>	<b>51%</b>



CHAMPLAIN COLLEGE

Existing Spaces

The breakdown of existing parking as submitted in Champlain College’s Master Plan (August 1990) has been updated to reflect current availability. Champlain College’s parking inventory is 859; this includes 488 off-site leased spaces and 371 on-site spaces.

The specific breakdown by area is as follows:

**2011**

**Off-Site Leased Parking Facilities**

Gilbane .....	200
Lakeside .....	266
Quarry Hill .....	22
<b>Total .....</b>	<b>488</b>

**Off-street Campus (College owned)**

Coolidge lot .....	3
Cushing/Pearl lot .....	15
Durick lot .....	3
East House .....	42
Hauke Center lot .....	26
IDX Student Life Center .....	5
Jensen lot .....	9
North lot .....	10
Perry Hall .....	16
President’s house .....	2
Rowell lot .....	41
Sanders lot .....	12
South House .....	13
Whiting/McDonald lot .....	99
56 Summit St. lot .....	29
396 Main .....	20
381 Main .....	28
<b>Total .....</b>	<b>371</b>

**Total All Categories .....859**

To reflect Champlain College’s Master Plan (August 1990) four lots have been eliminated from the Off-street Campus Existing Spaces; Caretaker Cottage (Cannon), Hill lot, Lyman lot, West Hall in 2010. This year, Fall 2011, parking lots in Skiff and the Advising & Registration Center (ARC) were also eliminated due to construction of a new residence hall.

Additional parking spaces associated with leased buildings include 15 spaces at 40 Sears Lane that are not included in the campus parking inventory nor in the parking requirement calculations.



There are an additional 173 on-street parking spaces contiguous to Champlain College property, which may be used by Champlain College affiliates, but these are not included in the total spaces we claim as inventory.

## Vehicle Permits

All vehicles parked at Champlain College must display a valid parking permit. Permits are valid until December 31, 2011 and must be renewed each semester. Residential students are allowed to have cars on campus only if they qualify for permits based on work needs or medical needs.

The Fall 2011 breakdown of permits at Champlain College is as follows:

Day Time Commuters (on campus) .....	272
Day Time Commuters (shuttle lots) .....	105
Evening Commuters .....	44
Resident Permits (on campus) .....	27
Resident Permits (shuttle lots) .....	225
Faculty/Staff (Full Time) (on campus) .....	150
Faculty/Staff (Full Time) (shuttle lots) .....	105
Faculty/Staff (Part Time) (on campus) .....	63
Faculty/Staff (Part Time) (shuttle lots) .....	23
Evening Faculty/Staff (includes Full-time and Part-time) .....	12
<b>Total Permits .....</b>	<b>1026</b>

As can be seen above the commitment of Champlain College to reducing parking on campus has been quite a success with more than 45% of our total affiliates who now park at off-site lots instead of parking on campus.

The % of faculty/staff who have registered their vehicles is higher than it appears because of the 597 employees, we have 64 who teach online only and are never on site. Currently, 68 employees are in the Emergency Ride Home Program, having registered with CATMA as using a mode other than drive alone to commute to campus on a regular basis. Of these 68, 41 are registered in the Bike/Walk Reward Program.

The adequacy of the current parking inventory must be measured relative to peak parking demand rather than the total number of permits issued. The peak parking demand generally occurs between the hours of 12:00 and 1:00 pm on a weekday. This approach is used in the 2009-2014 Joint Institution Parking Management Plan (approved September 29, 2009) and is appropriate because not all permit holders occupy a parking space at the same time. Table 2 presents an estimate of the peak parking demand. The percent on campus during the peak is based on the annual CATMA survey.

Table 2: Peak Parking Demand Estimate, see next page.



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Table 2: Peak Parking Demand Estimate

<b>Champlain College Peak Parking Demand Estimate - Fall 2011</b>			
Permit Type	Permits Issued	% on Campus during Peak	Peak Parking Demand
Daytime Commuters	377	44%	166
Residential Students	259	100%	259
Faculty/Staff Full-Time	258	90%	232
Faculty/Staff Part-Time	95	6%	6
Peak Parking Demand			663
Vehicle Fleet			12
<b>Total Parking Spaces Required during Peak</b>			<b>675</b>
<b>Available Off-Street Parking Inventory</b>			<b>859</b>
<b>Difference (Inventory-Total Required)</b>			<b>184</b>

\*\*The percentage of daytime commuters on campus during the peak is derived from Figure 2 of the 2009-2014 JIPMP. The 44% used here is a weighted average of commuters within 1/2 mile of campus (100% are on campus during the peak) and commuters outside 1/2 mile of campus (34% are on campus during the peak)

\*\*Based on 2008 CATMA survey results.

As shown in Table 2, The College has sufficient space for the number of permits issued and in addition:

1. A significant number of Champlain College employees and commuter students register cars to receive a permit for occasional use; however, they typically walk to the campus, ride bicycles, take the bus join carpools, or are dropped off by others. In addition, the College has been able to move more than 84 employees to off campus locations at 40 Sears Lane and the new Lakeside campus to reduce vehicle trips to the core campus. This includes all of the Physical Plant vehicles, which had been parked on campus until the Fall of 2007.
2. The need for visitor spaces is not consistent with actual visits to the campus. Most visitors to the campus come to our Admissions Office, and it is rare to have more than three or four interviews scheduled at the same time.
3. In the fall of 2003, CATMA entered into an agreement with GP Burlington South, L.L.C. to lease a portion of the property on Lakeside Ave., in Burlington consisting of 200 parking spaces. Currently, Champlain College utilizes these spaces as part of their off-site inventory. These spaces are our secure overnight lot, where our resident students must park their cars during the week, unless they have qualified for an on-campus permit based on work needs or medical needs. Additionally, faculty and staff can park in the general parking area at Gilbane as well as the new 266 space facility that is part of the Miller Center, Lakeside campus by requesting a Gilbane parking permit. Shuttle service from the Gilbane lot to the Campus is provided by Mountain Transit through an agreement between Mountain Transit and Champlain College. The parking and shuttle at Gilbane are provided at no cost to Champlain constituents.; however shuttle riders must show a Champlain ID to ride for free.
4. It should also be noted that as of 11/15/11, 233 of our permits are day permits for Lakeside and another 225 are assigned to the Gilbane lot. In both cases, these vehicles are mostly off campus during the 8am-4pm time period. The campus workers who are outsourced, such as Sodhexo employees, are issued permits to Lakeside to minimize their impact on the Hill.





### Sec. 8.3.3

#### Vehicle Fleet

The Champlain College Physical Plant has 13 vehicles that are owned or leased for department use as follows:

- 2001 Chevy van - 7 passengers (owned)
- 2001 Chevy van - 7 passengers (owned)
- 2006 Chevy dump truck (leased)
- 2009 GMC- model 1500 Pick up (owned)
- 2005 Chevrolet pickup (owned)
- 2006 Chevrolet Pickup (owned)
- 2006 Chevrolet 1500 Pickup
- 2008 Pontiac Torrent - Security vehicle (owned)
- 2009 Honda CRV - Security vehicle (owned)
- 2010 GMC Savannah (owned)
- 2010 Toyota Tundra (leased)
- 2011 GMC pick up (owned)
- 2011 Ford Transit van (owned)

### Sec. 8.3.3

#### Programs, Policies, and Incentives

Champlain College, as a part of the permit application submitted to the City of Burlington and to the District 4 of Act 250 District Commission, developed a parking plan that was implemented for the fall 2003 term. This parking management plan was patterned after other established CATMA parking programs. It incorporates off-site, satellite parking, issuance of parking permits, imposition of fees for parking permits, and the development of parking zones tied to each of three permit types: on-campus parking lots, on-street parking and off-site parking. Not everyone is permitted to park within the core campus. Champlain College has 200 spaces for overnight parking at the Gilbane lot.

**Off-Site Parking:** We continue to require all residential students with vehicles to park them off campus at the Gilbane site and access the College by shuttles that serve this area. To encourage use of this lot, we expanded the shuttle with Mountain Transit scheduled from 9pm to 12 midnight Monday through Thursday and added a Saturday and Sunday shuttle from 11am-8pm so students can return their vehicle to the lot prior to Monday mornings. This also includes shuttle coverage to Spinner Place in Winooski by Mountain Transit Monday through Friday, starting at 7am. All students living at Quarry Hill, Spinner Place and resident students holding a Gilbane lot permit are automatically enrolled in CATMA's Emergency Ride Home Program.. Each of these students receive a Commute Smart Card from CATMA that provides a free taxi rides between main campus, Quarry Hill, Spinner Place and Gilbane lot whenever the Mountain Transit shuttles are not running.



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**Unlimited Access:** After a very successful one-month pilot of the CATMA Unlimited Access program in April 2006, Champlain College joined the program with the start of the fall 2006 semester. The CATMA Unlimited Access program is a partnership between CCTA and CATMA, which offers FREE bus rides 24/7 on all CCTA routes, including the LINK Express routes, to all faculty, staff, employees and students. All Champlain College faculty, staff and employees as well as residential and commuter students can now ride any CCTA bus for FREE by showing the bus driver their Champlain College ID, then swiping the ID through the fare box card reader on the bus.

The Unlimited Access Program is part of CATMA's and its members' efforts to reduce the number of vehicles on the "Hill". It was our hope that with the implementation of Unlimited Access at Champlain College, employees and students would consider leaving their cars at home and take the bus to work, to class, to shop, to eat, or simply to do errands.

This generous action on the part of the College eliminated almost 15,000 vehicle trips into the greater Burlington area over the first 10 months of the program. Based on the tremendous success of this program, the College continued to offer it during the 2007-2008 school year to promote transit use among our faculty and staff. The success of this program continued with almost 20,000 rides over that time period. During the 2008-09 school year 32,146 riders took advantage of this program. A tremendous success and one we continued to promote during the 2009-10 school year when we added another 36,958. During the 2010-2011 school year an additional 41,371 affiliates used this transportation option for a total of more than 145,000 riders since the program's inception.

**On-Campus Shuttles:** In recognition of the fact that Champlain College students residing at Spinner Place would require efficient transport to the main campus, the College has been providing shuttle service from Spinner Place to the main campus since it began to house students there in the fall of 2006. Currently, the shuttle contract is with Mountain Transit. From September 2006 through May 2007, shuttles between Spinner Place, the College campus and the Gilbane off-site parking lot accounted for more than 26,000 shuttle ride. From September 2007 through July 2008 we saw ridership increase to 52,319 trips. The tremendous success continued into the 2008-2009 school year, when ridership reached 70,445 for that time period. and reaching 78,884 for the 2009-10 school year. An additional 85,000 riders rode the Spinner shuttles in 2010-2011, marking a huge success in which over 312,000 vehicle trips to the campus from Spinner Place since Fall 2006 have been eliminated.

To continue to encourage our students to ride the shuttles, Champlain College partnered with CCTA in 2007 to build and install 2 new bus shelters on Maple Street to protect our shuttle riders from weather elements. We also introduced a GPS tracking system during the Fall of 2007 that allows students to determine when the next bus will be coming and increased ridership accordingly.

Also through CATMA, the College's students and employees can ride on the University of Vermont's off-campus evening loop (CATS) buses at no charge. This has provided Champlain College affiliates with free and reliable access to the University of Vermont campus as well as the Burlington downtown area.

**CarShare VT:** The nonprofit car sharing organization officially launched in the Burlington area in December 2008 Through CATMA's partnership with CarShare Vermont, Champlain College hosts a pod location with two Subaru Imprezas and University of Vermont's hosts two Subaru Imprezas on their campus. CarShare VT offers 8 additional pod locations with in the City of Burlington. Membership in CarShare Vermont is open to anyone over the age of 18, with some restrictions. All the vehicles are available to anyone registered as a member of CarShare.

This partnership includes a strategic marketing and outreach plan targeted at students, faculty and staff. This plan includes: email broadcasts, brochures and flyers, orientation packets, links on the CATMA and Champlain web pages, campus tours and campus communications. The CarShare program is also promoted through presentation on campus and a variety of tabling events: student orientation, faculty & staff tax-day breakfast, RAs resource fair, Student Ambassador Training, Brown Bag Lunch for faculty & staff and staff Council. CarShare has sponsored a \$10.00 free driving promotion for all Champlain students in August 2009, 50% off application fee for students in October 2009, and in Fall



2010 offered Champlain and UVM students \$15 in free driving credit upon sign up. In addition to its student and faculty members CarShare Vermont has two department memberships. In mid-October 2011, a new academic year pilot promotion was launched to encourage new membership in CarShare Vermont. All full-time students, faculty and staff are eligible for a waived \$150 annual membership fee for CarShare Vermont's Share-A-Lot plan.

**Commuter Challenge:** In May of 2008, Champlain College won 1<sup>st</sup> place in the Way To Go Commuter Challenge. The Challenge, started in 2006 as part of Way To Go Week, encourages the use of alternative modes of transportation. Awards go to the business with the highest percent of employees registered in the event, broken out into groups based on the total number of employees from micro to giant (under 2 to over 1,000). Although Champlain did not receive an award during the 2009 Challenge, it is worth noting that there was a 62% increase in the number of employees registered. It is also worth noting that in 2009 the date of Way To Go, May 4-8, was during senior week, when significantly fewer faculty and staff are on campus. In 2011 Champlain received Honorable Mention in the, Way To Go Commuter Challenge, held May 16-20 .

Since September 2006, Champlain College has received the annual **Best Workplaces for Commuters**<sup>SM</sup> designation by the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Transportation (DOT). Best Workplaces for Commuters<sup>SM</sup>, a voluntary partnership program designed to cut traffic congestion and traffic-related air pollution, recognizes employers that provide environmentally friendly commuter benefits to employees. Through Champlain College's membership in the Campus Area Transportation Management Association (CATMA) the private College is able to offer an array of benefits, including Unlimited Access, that help their employees pursue environmentally friendly and cost-effective commuting strategies. Offering these commuter benefits identifies Champlain College as an organization committed to reducing pollution, commuting costs, traffic congestion, and employee stress caused by single-occupant vehicle commuting. Champlain College joins two other CATMA members, Fletcher Allen and the University of Vermont, along with CATMA on the list as Best Workplaces for Commuters<sup>SM</sup>.

**Carpool:** As a member of CATMA, employees at the College can participate in "RidesWork", a confidential carpool matching service and the Emergency Ride Home (ERH) program, which provides a free taxi ride home in an emergency to everyone registered with CATMA as an alternate commuter. There are currently 68 Champlain College employees registered with CATMA in the ERH program.

**Bike/Walk:** All faculty and staff of Champlain College who agree to bike or walk to and from work at least three days a week on a consecutive basis are eligible for the program. There are 41 employees registered in the Bike/Walk program. A complete description of all the CATMA TDM programs and services, which are available to Champlain College constituents, can be found in the CATMA section of this chapter. The College continues to encourage the use of bicycles during warm months and has daytime storage rack space for employee and student bicycles.

### Sec. 8.3.3

## Monitoring, Compliance and Enforcement Systems

The Champlain College security staff monitors all campus lots. Patrols are made randomly to deter vandalism, assist motorists, and to ensure that all parking regulations are enforced. On Street patrols of contiguous streets are also performed regularly. Additionally, Champlain College provides security at the Lakeside/Gilbane lot from dusk to midnight weeknights and weekends when classes are in session.

We continue increased patrols of the streets contiguous to our campus core in support of the normal patrol activities of the Burlington Police Department, and they are contacted immediately if a vehicle is spotted parked in a "Residents Only" area or is blocking the driveway of a neighbor. We have also continued ticketing Champlain College affiliated vehicles that are left on street overnight by running their license plates through the police department and then matching the address of the owner with our records.



**CHAMPLAIN COLLEGE**

Our Security officers have been diligent about enforcing the new regulations. As a result, we continue to see improvement in the levels of voluntary compliance as our community adapts to our rules and regulations.

Beginning in the Fall semester of 2006, Champlain College partnered with a nationally known ticketing management company called IPARQ. We purchased the necessary software to automate much of the collection function including the ability to turn unpaid tickets over to Student Accounts. Those tickets are now added to student bills making it impossible to avoid paying a valid ticket. This investment has increased collections of tickets during the 2006-07 school year by 63% to \$57,390.00. During the 2007-08 school year, we collected \$44,175.00 bringing our 2-year total to \$101,565.00. The previous best 2 years we ever had in collections prior to this was the 2004-2006 period, when we collected \$56,000.00.

Our efforts continued into 2008-2009. By the end of Spring Semester 2009 we had collected \$57,195.00 in parking fines reflecting the commitment of Champlain College to continue to enforce our regulations. During the 2009-2010 school year we added another \$42,165.00 to the total of collected fines since 2004 for a total of \$256,925.00 over that time period; fall 2004 through spring of 2010. With \$38,550.00 added to ticket collections during the 2010-2011 school year the total amount of parking fines collected since the parking plan was adopted in Fall 2006 is \$295,475.00.





# CAMPUS BUILDING KEY



## Academic Buildings:

Aiken Hall .....	36	Welcome & Admission Center at	
Alumni Auditorium .....	27	Roger H. Perry Hall.....	15
Coolidge House.....	11	President's House .....	32
Durick Hall.....	2	Rowell Annex.....	17
Emergent Media Center .....	39	Rozendaal Courtyard.....	38
Foster Hall .....	33	S.D. Ireland Family Center for Global	
Freeman Hall .....	28	Business and Technology.....	26
The Gallery .....	7	Skiff Hall.....	1
Hauke Family Campus Center .....	25	West Hall .....	14
IDX Student Life Center.....	21	Wick Hall .....	35
Joyce Learning Center .....	29	Lakeside Avenue Campus .....	39
Miller Information Commons.....	34	Physical Plant .....	40

## Residence Halls:

Adirondack House.....	41	Pearl Hall .....	22
Bader Hall.....	24	Quarry Hill .....	47
Bankus Hall .....	18	Rowell Hall .....	16
Carriage House .....	30	Sanders Hall .....	5
Cushing Hall .....	23	Schillhammer Hall.....	31
Hill Hall .....	12	South House .....	20
Jensen Hall.....	19	Spinner Place .....	43
Lakeview Hall .....	42	Summit Hall.....	37
Lyman Hall.....	13	Whiting Hall .....	8
Main Street Suites .....	3	308 Maple Street.....	45
McDonald Hall .....	10	396 Main Street.....	4
North House.....	6	New Residence Hall .....	48

**ZONE PERMITS** Permits are issued by zone depending on enrollment or employment status with the College, taking into account special needs. Fees may be paid in full at registration or, in the case of faculty and staff, by payroll deduction.

**PLACEMENT** Parking decals are removable and must be affixed to the lower left-hand corner of the front windshield. Decals must be clearly visible through the front windshield.

**REPLACEMENT PERMITS** Notify the Campus Safety and Parking Office immediately if your permit is lost or stolen. Log on to [ThePermitStore.com](http://ThePermitStore.com) to request a replacement permit. Once a replacement permit is ordered, the old permit is no longer valid. There is a \$10 processing fee for replacement permits.

**REFUNDS** If you withdraw (or cease College employment) within five days of receiving your permit, 100% of the permit cost will be refunded provided you return your permit by mail to [ThePermitStore.com](http://ThePermitStore.com) and permanently remove your vehicle from the campus.

**PERMITS ARE NOT TRANSFERABLE** Remove your permit from your vehicle if you sell it or otherwise transfer ownership. Log on to [ThePermitStore.com](http://ThePermitStore.com) to change or update your vehicle information. Permits may not be transferred to other individuals or used on vehicles not registered for that permit.

## Violations


**CITATIONS** Citations may be presented to the owner/operator in person, placed on the vehicle windshield or mailed. It is possible to receive a citation for more than one infraction at a time.

**APPEALS MUST BE MADE WITHIN 15 DAYS OF TICKET ISSUE.** Appeals must be submitted online at [www.scapay.com](http://www.scapay.com). Do not wait for further contact from the Campus Parking Office. After 30 days all outstanding fines will be submitted to Student Accounts and will be added to individual bills until settlement. Once fines have been submitted for collection in Student Accounts you will no longer be able to appeal the ticket and a \$25 administrative fee will be added.

**TOWING** Vehicles with three or more unpaid tickets will be towed from campus. Vehicles operated by campus affiliates that are unregistered with the College through IPARQ can be towed without warning. Faculty, staff, students and affiliates parked outside of Champlain College zones may be towed.


Infraction	Fine* (1st Offense)	Fine* (Subsequent)
Parking on grass/sidewalks, in non-permitted zone or outside white lines	\$25	\$50
Improper permit placement	\$25	\$50
Unregistered vehicle	\$50	\$100
Handicap zone, fire lane	\$50	\$100
Use of unauthorized permit	\$100	\$200

\* Towing charges are in addition to these fines.  
Note: Fines must be paid in full in order to receive a new parking permit, oncampus course registration, receive a transcript or be awarded a degree.



# CHAMPLAIN COLLEGE

## PARKING PROGRAM AND REGULATIONS



### CAMPUS SAFETY & PARKING OFFICE

865-5403

DURICK HALL

Monday-Friday, 8:00 a.m.-4:00 p.m.

For the most up-to-date policy information, go to: [www.champlain.edu](http://www.champlain.edu).

Champlain College is located in a residential neighborhood in the heart of Burlington. This means that parking on campus and surrounding streets is extremely limited. In an effort to make the most efficient use of our limited parking spaces on campus and to maintain the good relations we enjoy with our neighbors, Champlain has developed a strict campus parking policy that applies to everyone — students, faculty, staff and visitors.

## General Regulations

**ALL VEHICLES MUST BE REGISTERED** All Champlain College students, faculty and staff must register their cars and park in their assigned zones. **Failure to park in your assigned zone—including city streets outside the parking zone map—will result in fines, towing, and/or additional College imposed sanctions.** Permits are issued by zone, and only those vehicles with a valid permit for a particular zone may park in that zone. For example, residential students with Zone 6 permits may not park in Zone 7 at any time.

**PERMITS** Permits must be properly displayed while in the College's assigned parking zones, including designated city streets. Vehicles not displaying the required permit will be cited for a fine and/or towed at the owner's expense. (See back panel for details about permits and citations.)

**ONE PERMIT PER PERSON** No faculty, staff or student can receive more than one permit. Only one registered car may be parked in College zones or designated parking areas at any one time.

**PARKING SPACE IS NOT GUARANTEED** From time to time, it is possible that no parking will be available in designated campus zones. In such cases, permit holders may park in Zone 1 or Zone 6 and use the free shuttle.

**PARK BETWEEN WHITE LINES** The only legal parking space in any College parking lot is between two white striped lines.

**PROHIBITED AREAS** Standard parking regulations apply to vehicles parked on campus. No vehicle may be parked in driveways, fire lanes, handicapped parking or reserved spaces (unless the operator has a permit for such spaces), non-designated parking spaces, on lawns or courtyards, or by blocking a legally-parked vehicle. Vehicles in violation will be towed at the owner's expense. Also note that College-affiliated parking is NOT permitted at any time on the following streets: Cliff, Spruce and South Union from Cliff Street to Maple Street.

**NO PARKING 12:30 A.M. TO 6 A.M.** Regardless of the permit held, no student, faculty or staff may park on adjacent city streets from 12:30 a.m. to 6:00 a.m. Vehicles parked overnight in campus zones must be moved to their assigned zones by 8:00 a.m. Overnight parking is available in the Zone 6 (Gilbane) lot.

**RESIDENTIAL STUDENTS REQUIRING A CAR FOR EMPLOYMENT OR MEDICAL REASONS MAY BE ISSUED A ZONE 7 PERMIT.** In cases of medical need, proof is required in the form of a Doctor's documentation. In cases of employment, proof in the form of a letter from the employer stating the hours of work, plus a pay stub confirming hours worked is required. All other residential students will park in the Gilbane Lot, free of charge.

**VEHICLES EQUIPPED WITH ALARMS** that do not cease emitting intermittent or constant sound for a total of three minutes within any 15-minute period are strictly forbidden. Violators will be ticketed and towed.

**VISITOR PARKING** Visitors to the Office of Admission are free to park in any available, non reserved parking space. The parking area west of Skiff Hall is closest to the Office of Admission and temporary visitor permits may be obtained from Admission staff at that location.

### How to Register Your Vehicle

Register your vehicle online by visiting the Champlain College website at [www.champlain.edu](http://www.champlain.edu) and by following the IPARQ prompts.

Your permit will be mailed to your campus mailbox. If you do not have one it will be sent to the address you provided during registration.

**NON-COMPLIANCE** Failure of a student or employee to register a motor vehicle and/or to comply with College parking policies will result in fines, towing charges and loss of permission to park a vehicle in College zones, as well as the possible loss of other privileges, suspension or dismissal. Failure to pay parking fines in a timely manner will affect students' financial standing with the college.

**WAIVER OF LIABILITY** Champlain College assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked in campus zones. Any damage or theft involving the vehicle (interior or exterior) is the owner's responsibility.

**PERMIT POLICY** Students, faculty, staff and vendors who bring a vehicle to campus must register their vehicle with the Campus Safety and Parking Office. Visitors should ask their campus contact for information about parking on campus.



**PERMIT FEES** Permit fees are \$100/semester for full-time Faculty/Staff and Commuting Students, \$50/semester for part-time Faculty/Staff and Commuting students. Permit fees are \$100/semester for residential special needs permits. There is no charge for parking in qualified satellite lots. There is no charge for evening students to obtain a Zone 9 permit allowing them to park in any available lot after 4 p.m. or in Zone 1 and 6 lots during shuttle hours. There is no charge for students to park in the Gilbane lot at any time.

(continued on back page)





Zone #/ Permit Color	Lot Category	Buildings/ Parking Areas*
1	Faculty/Staff, Commuters/ Visitors	Perkins Pier/Peacor Lots <b>FREE SHUTTLE SERVICE</b> Mon-Fri, 7 a.m.-9 p.m.
2	Faculty/Staff, Commuters	56 Summit, 396 Main, 381 Main Street, Durick Hall, 215 S. Prospect <b>ON STREET:</b> Summit (Main-Maple), Main (Summit-South Willard)
3	Faculty/Staff, Commuters	Whiting/McDonald, Skiff Hall, Coolidge House, ARC (Advising/Registration) (Reserved and Visitors ONLY) <b>ON STREET:</b> South Willard (Maple-Main)
4	Faculty/Staff, Commuters	Hill/Lyman Halls, Jensen/Rowell Halls, South Hall, West Hall <b>ON STREET:</b> Maple (S. Union-S. Willard) South Willard (Maple-Cliff, ONLY as shown on map)
5	Faculty/Staff, Commuters	East Hall/MIC, Hauke Center/ Bader Hall, Cushing Hall <b>ON STREET:</b> Maple (So. Willard-Summit)
6	Residential	Gilbane Satellite Lot <b>FREE SHUTTLE SERVICE</b> See shuttle info at <a href="http://www.champlain.edu">www.champlain.edu</a>
7	Residential Students with Special Needs	Sanders Hall, North Hall 10 Spaces at 396 Main Street
9	Evening Students	Zones 1 & 6 during shuttle hours. Any lot after 4 p.m. weekdays

- Parking lots on the map are indicated by the colors of each zone as noted above. The symbol  at 381 Main Street indicates a parking garage.
- On-street permitted parking is noted by a line that corresponds with each zone's color and style.
- Campus buildings are numbered according to the key to the right of the map.
- Shuttle pick-up locations are noted by a star .



**CAMPUS BUILDING KEY**

- Skiff Hall
- Durick Hall
- Main Street Suites
- 396 Main
- Sanders Hall
- North House
- The Gallery
- Whiting Hall
- Advising & Registration Center (ARC)
- McDonald Hall
- Coolidge House
- Hill Hall
- Lyman Hall
- West Hall
- Roger H. Perry Hall
- Rowell Hall
- Rowell Annex
- Bankus Hall
- Jensen Hall
- South House
- IDX Student Life Center
- Pearl Hall
- Cushing Hall
- Bader Hall
- Hauke Family Campus Center
- S. D. Ireland Family Center for Global Business and Technology
- Alumni Auditorium
- Freeman Hall
- Joyce Learning Center
- Carriage House
- Schillhammer Hall
- President's House
- Foster Hall
- Miller Information Commons
- Wick Hall
- Allen Hall/Morgan Room
- Summit Hall
- Rozendaal Courtyard
- 215 S. Prospect
- 212 Battery
- Adirondack House
- Lakeview Hall
- 308 Maple



# General Regulations

## All vehicles must be registered

All Champlain College students, faculty and staff must register their cars and park in their assigned zones. Failure to park in your assigned zone—including city streets outside the parking zone map—will result in fines and/or towing. Permits are issued by zone, and only those vehicles with a valid permit for a particular zone may park in that zone. For example, residential students with Zone 6 permits may not park in Zone 7 at any time.

## **CAMPUS MAP [PDF]**

## **PERMITS**

Permits must be properly displayed while in the College's assigned parking zones, including designated city streets. Vehicles not displaying the required permit will be cited for a fine and/or towed at the owner's expense.

## **ONE PERMIT PER PERSON**

No faculty, staff or student can receive more than one permit. Only one registered car may be parked in College zones or designated parking areas at any one time.

## **PARKING SPACE IS NOT GUARANTEED**

From time to time it is possible that no parking will be available in designated campus zones. In such cases, permit holders may park in Zone 1 or Zone 6 and use the free shuttle.

## **PARK BETWEEN WHITE LINES**

The only legal parking space in any College parking lot is between two white striped lines.

## **PROHIBITED AREAS**

Standard parking regulations apply to vehicles parked on campus. No vehicle may be parked in driveways, fire lanes, handicapped parking or reserved spaces (unless the operator has a permit for such spaces), non-designated parking spaces, on lawns or courtyards, or by blocking a legally-parked vehicle. Vehicles in violation will be towed at the owner's expense.

Residential students may not have cars on campus or park in College-operated lots (except under special circumstances). Residential students who require a car for employment or medical reasons will be issued a permit for parking in the off-campus Gilbane lot only (Zone 6). In cases of medical need, proof may be required in the form of a doctor's documentation. In cases of employment need, a letter from the employer stating the hours of work, plus a pay stub confirming hours worked, may be required for approval. These exceptions will be reviewed on a semester basis or as individual circumstances change.

## **NO PARKING 12:30 A.M. TO 6 A.M.**

Regardless of the permit held, no student, faculty or staff may park on adjacent city streets from 12:30 a.m. to 6:00 a.m. Vehicles parked overnight in campus zones must be moved to their assigned zones by 8:00 a.m. Overnight parking is available in the Zone 6 (Gilbane) lot.

Vehicles equipped with alarms that do not cease emitting intermittent or constant sound for a total of three minutes within any 15-minute period are strictly forbidden. Violators will be ticketed and towed.

## **VISITOR PARKING**

Visitors to the Admissions Office are free to park in any available, non reserved parking space. The parking area west of Skiff Hall is closest to the Admissions Office and temporary visitor permits may be obtained from Admissions staff at that location.

## **NON-COMPLIANCE**

Failure of a student or employee to register a motor vehicle and/or comply with College parking policies may result in fines, towing charges and loss of permission to park a vehicle in College zones, as well as the possible loss of other privileges, suspension or dismissal. Failure to pay parking fines in a timely manner will affect students' financial standing with the college resulting in a hold on grades, transcripts or the ability to register for classes.

## **WAIVER OF LIABILITY**

Champlain College assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked in campus zones. Any damage or theft involving the vehicle (interior or exterior) is the owner's responsibility.



# Permit Information

## **PERMIT POLICY**

Students, faculty, staff and vendors who bring a vehicle to campus must register their vehicle with the Campus Public Safety Office. Visitors should ask their campus contact for information about parking on campus.

## **PERMIT FEES**

Permit fees are \$100/semester for full-time Faculty, Staff and Commuting Students, \$50/semester for part-time Faculty, Staff and Commuting students. Permit fees are \$100/semester for residential special needs permits. There is no charge for parking in qualified satellite lots.

There is no charge for evening students to obtain a Zone 9 permit allowing them to park in any available lot after 4 p.m. or in Zone 1 and 6 lots during shuttle hours. There is no charge for students to park in the Gilbane lot at any time.

## **ZONE PERMITS**

Permits are issued by zone depending on enrollment or employment status with the College, taking into account special needs. Fees may be paid in full at registration or, in the case of faculty and staff, by payroll deduction.

## **PLACEMENT**

Affix the decal to the lower left-hand corner of the front windshield. Decals must be clearly visible through the front windshield.

## **REPLACEMENT PERMITS**

Notify the Campus Public Safety Office immediately if your permit is lost or stolen. Log on to [ThePermitStore.com](http://ThePermitStore.com) to request a replacement permit. Once a replacement permit is ordered, the old permit is no longer valid. There is a \$10 processing fee for replacement permits.

## **REFUNDS**

If you withdraw (or cease College employment) within five days of receiving your permit, 100% of the permit cost will be refunded provided you return your permit by mail to [ThePermitStore.com](http://ThePermitStore.com) and permanently remove your vehicle from the campus.

Permits are not transferable. Remove your permit from your vehicle if you sell it or otherwise transfer ownership. Log on to [ThePermitStore.com](http://ThePermitStore.com) to change or update your vehicle information. Permits may not be transferred to other individuals or used on vehicles not registered for that permit.

251 South Willard St.  
Burlington, VT 05402, USA  
Email: [webmaster@champlain.edu](mailto:webmaster@champlain.edu)  
Phone: 802-860-2700 or 800-570-5858

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# Permit Registration

**ALL VEHICLES, INCLUDING MOTORCYCLES (OR ANY MOTORIZED VEHICLE), OPERATING ON CAMPUS MUST REGISTER NO LATER THAN THE FIRST WEEK OF CLASSES EACH SEMESTER.**

Students, faculty and staff may apply for parking permits by logging on to ThePermitStore.com. When you reach "The Permit Store," enter Champlain as your parking destination. Students, faculty and staff will all be required to use the last 7 digits of their Datatel ID number during the registration process. Limited parking is available in Champlain College zones, therefore permits will be issued by zone on a first-come, first-served basis.

If you are paying by check or money order, your decal will not be mailed until the payment is received. Permits cost \$50 per semester for part time students and staff and \$100 per semester for full time students and staff.

If you are paying by credit card, once you have entered your credit card information, you will receive a message that says "approved," this only means your credit card was accepted—this does not mean your parking request was approved.

## HOW TO ORDER

When first visiting ThePermitStore.com, applicants will be asked to create a new account in the system. The process uses the applicant's email address as the account name and the applicant will create a password to access their account. Forgotten passwords can be retrieved at anytime as long as the applicant can receive emails at the address used to create the account.

## THE FOLLOWING INFORMATION IS NEEDED TO COMPLETE A CAMPUS PARKING PERMIT PURCHASE:

1. **Personal Info** – Name, Address, Email and College ID number.
2. **Vehicle Info** – Vehicle make, model, year, color, and license plate number.
3. **Payment** – Credit card, check or money order. Payroll deduction is also available for qualified faculty and staff.

If the application is approved a parking permit will be sent in the mail to your campus mail box or home address provided at registration if you do not have a campus box. It will be received in 2–3 business days (with exceptions for holidays and weekends).

251 South Willard St.  
Burlington, VT 05402, USA  
Email: [webmaster@champlain.edu](mailto:webmaster@champlain.edu)  
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## ONLINE PARKING SERVICES

home: **option selection**

Please select an option below:



**NOTE:** If you are having trouble using the site, [click here](#).

Apply

Please click on the Apply button to place your online permit order.  
(Have your vehicle license plate number available.)

Activate

To activate your newly received parking permit, click here.

Citations

Click Here to Pay or Appeal your Parking Violations at [www.SCAPAY.com](http://www.SCAPAY.com)

My

To review or update your account information, click here.  
(This includes your permit, vehicle and personal information.)

Champlain College is currently accepting applications for 2009-2010 Parking Permits through [ThePermitStore.com](http://ThePermitStore.com).  
Click on the "**Apply**" button above to purchase a parking permit.  
A processing fee may apply.

**Please affix your Champlain parking permit to the lower left corner of your vehicle's windshield. Thank you.**

**The following information is needed to complete a campus parking permit purchase:**

**Personal Info** – Name, Address, Email, Drivers License and Datatel ID number.

**Vehicle Info** – Vehicle make, model, year, color, and license plate number.

**Payment** – Credit card, check or money order. Payroll deduction is also available for qualified faculty and staff.

Please visit the following links for more information:

[Champlain Collge Home Page](#)

New Search



## Violations/Appeals

Citations may be presented to the owner/operator in person, placed on the vehicle windshield or mailed. It is possible to receive a citation for more than one infraction at a time. **APPEALS MUST BE MADE WITHIN 15 DAYS OF TICKET ISSUE**, and may be made online at [www.scapay.com](http://www.scapay.com). After 30 days all outstanding fines will be submitted to Student Accounts and will be added to individual bills until settlement. Once fines have been submitted for collection in Student Accounts you will no longer be able to appeal the ticket and a \$25 administrative fee will be added.

Cars with three unpaid tickets or that have not been registered with the College may be towed without further warning. Champlain faculty, staff, students and affiliates parked illegally outside of Champlain College zones may also be ticketed.

251 South Willard St.  
Burlington, VT 05402, USA  
Email: [webmaster@champlain.edu](mailto:webmaster@champlain.edu)  
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# THE CHAMPLAIN COLLEGE

## FLEET SAFETY PROGRAM

### I. POLICY STATEMENT

The Champlain College Fleet Safety Program establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on company business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to Champlain College.

The commitment of management and employees is critical to the success of this program. Clear communication of and strict adherence to the program's guidelines and procedures are essential.

**DEFINITIONS:** (See Appendix A for additional definitions.)

**COMPANY VEHICLE:** A motor vehicle owned by or leased to the company, including a temporary replacement vehicle.

**MOTOR VEHICLE:** "Company Vehicle" or any other motor vehicle while being operated on company business.

**DRIVER:** Any employee assigned to a "Company Vehicle" or who operates a "Motor Vehicle."

### II. SCOPE

This policy applies to all employees of Champlain College.

The primary goal of the Fleet Safety Program (FSP) is to maintain a high level of safety awareness and foster responsible driving behavior.

"Driver" safety awareness and responsible driving behavior will significantly decrease the frequency of "Motor Vehicle" accidents and reduce the severity of personal injuries and property damage.

"Drivers," as defined in this program must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

### III. PROGRAM RESPONSIBILITIES

Everyone shares in the responsibility to make the FSP a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

**A. Drivers**

“Drivers” are required to:

1. Read, understand and follow the requirements contained in this program.
2. Participate in company-sponsored activities or programs designed to improve driver safety.
3. Maintain a valid driver’s license and adhere to license restrictions.
4. Complete the *Driver History Form*, and thereby provide signed permission for the company or its designated representative to obtain “Motor Vehicle Records.”
5. Sign the *Fleet Safety Program Acknowledgment Form*.

**B. Vehicle Safety Manager**

Vehicle Safety Manager will:

1. Implement the FSP within the college and ensure accountability for program requirements.
2. Ensure the *Driver History Forms* are completed by each driver and kept on file at the campus safety office.
3. Ensure that the *Fleet Safety Program Acknowledgment Form* is signed by each driver and kept in employee’s file.
4. Be Responsible for taking appropriate action to manage “High Risk Drivers” as defined by this program.
5. Ensure that all “Drivers” participate in company safe driving training programs.
6. Secure and retain training documentation for all safe driving training.
7. Investigate all “Accidents” and ensure that accident reports are completed as described in Section IX – Accident Reporting
8. Perform “Motor Vehicle” background checks.

**C. Campus Safety Officer**

The Campus Safety Officer will:

1. Serve as a technical resource to the Vehicle Safety Managers, ensuring the continuous development and maintenance of the FSP.
2. Help evaluate “High Risk Drivers” and advise management on instituting any additional driving restrictions/limitations.
3. Evaluate and approve driver training curriculum.
4. Provide driver training resources.
5. Revise and Disseminate changes to the FSP.
6. Issue periodic reports for management review and action.
7. Forward Department of Motor Vehicle reports to the appropriate Department head.



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#### **IV. AUTHORIZATION OF DRIVING PRIVILEGES**

Vehicle Safety Managers will not assign or allow the use of a "Motor Vehicle", if:

- A. The "Driver" does not have a valid operator's license issued by their state of residence.
- B. The "Driver" possesses licenses from more than one state.
- C. The "Driver's" license is suspended or revoked for any reason.

In addition, a "Driver" will be subject to termination if his/her license is revoked, unless a suitable replacement non-driving job in the company is available; or the employee may be subject to other disciplinary action if his/her license is only temporarily suspended.

#### **V. AUTHORIZED VEHICLE USE**

##### **A. Personal Use of Company Vehicle**

A company Vehicle, when not used for business purposes may be chosen for personal use as long as:

- The vehicle is being supplied to an employee who is on call.
- That employee is the driver of the vehicle
- The vehicle is not being used in support of a second job.

##### **B. Unauthorized Use of Company Vehicle**

It is not permissible for friends, neighbors or other family members to operate company vehicles. In the event of an accident the college will not indemnify the driver unless that driver is the individual who was assigned the vehicle. Other disciplinary action including suspension of driving privileges or dismissal of the driver may be taken. The Vehicle Safety Manager may implement other personal use restrictions such as radius of operation, at their discretion.

The Privilege of driving a company vehicle for personal use is subject to change at any time.

The spouse of a permitted driver is not permitted to drive a company vehicle and a spouse involved in an accident with a company vehicle would have the coverage subrogated to the spouses' insurance policy.

##### **C. Leased Vehicles**

If the vehicle is part of an employee compensation package, spouses are permitted to use the leased vehicle provided they are insured through their carrier or the college policy.

As part of the leased policy, it is recommended that the drivers and spouses of drivers of leased vehicles should submit to background checks if they transport students. It is also

recommended that the drivers and spouses of drivers of leased vehicles attend the college sponsored defensive driving course administered by the Vehicle Safety Manager.

**D. Student Transport**

Long term Champlain College should investigate the purchase of a bus to transport students to college events. To avoid liability, a Champlain College employee should not transport a Champlain College student in their personal vehicle for any reason or under any circumstances. Lack of compliance can lead to a Champlain College employee being personally responsible for any personal injuries or vehicle damage that occurs.

The only exception would be in the case of a Champlain College employee whose job routinely requires that employee to transport students. In that situation, the employee must be listed with the Hickok-Boardman Insurance as a “named insured” on the college policy.

The Champlain College insurance policy has a “hired non-owned endorsement” clause so in the event of an accident while conveying students the employee would be responsible for vehicle damage claims while any personal injury claims would go to Hickok-Boardman.

**E. Non-Company Vehicles Used for Business**

*Employees who drive “Non-Company Vehicles” while conducting business for the company are subject to all the provisions and standards of this program. For the purpose of this section the term “conducting business” does NOT include student transport.*

*“Additional Responsibilities Include:*

- 1. Maintaining automobile liability insurance limits of at least \$100,000 per person, \$300,000 per accident, and \$25,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides.*
- 2. Maintaining current state vehicle inspection if the state requires one; and maintaining their “Non-Company Vehicle” in safe operating condition.”*
- 3. Students driving company vehicles will submit to the same background checks, attend the Safe Driving course and be governed by the same criteria as employees in terms of obeying the rules of this policy.*
- 4. Student members of student clubs or organizations that use their vehicle to transport other students shall be required by their club advisor to sign a waiver.*

**F. Use of College Vans for College Sponsored Activities**

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College vans are available and can be reserved when available for use by authorized personnel and approved student organizations that are conducting official College business or are engaged in College sponsored activities. The vans are not available for personal use.

Authorized personnel and student organizations shall be defined as follows:

- a. All College faculty, administrators, and employees who may require vans for official College business or activities
- b. College students, with approval of Department Chairperson, who may require vans for purposes related to the academic programs of the college (student teaching, community service, etc.)
- c. College student organizations, approved by the Vice President for Student Services, who may require vans for recreational and entertainment activities.

#### **Driving Safety Course for Approved Van Use**

Only those students, faculty and staff who successfully pass the Champlain College Driving Safety course will be permitted to drive the Champlain College Vans. The program is offered twice during the academic year and is coordinated and scheduled through the security office.

- a. Each driver must provide a photocopy of his / her driver's license to the Security Office; the record check conducted by the Security Office must find a clean driving record; for students, two years' experience driving and a two year clean driving record is required.
- b. Drivers must successfully complete a written driver's examination.
- c. Drivers must successfully complete a driving skills aptitude test.
- d. Student drivers must be at least 20 years old.
- e. Student drivers are eligible to drive the van to and from their destinations that are in the local area defined as ***Chittenden County (excluding ski areas) or other pre-approved locations in Grand Isle and Addison counties.***

If any component of the Driver's Certification Program is not successfully completed, the individual will not be permitted to drive the College's vans.

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Approval for driving all Vans lasts for one school year. During the summer, each driver is subject to a license check. Upon verification of a clean driving record, approval will be extended for the upcoming school year.

### **Requests for College Vans**

Requests for vans should be scheduled at least one week in advance. All students requesting the use of College-owned vans must obtain a **permission slip** from the approved Program Coordinator, Department Chair of club/program advisor. Reservations are generally on a first-come, first-serve basis; however, the College reserves the right to reserve, approve, or deny the use of College vans as it sees fit in its sole discretion.

- a. The permission slip is to be completed in full.
- b. Students must present the permission slip to the Security Office Manager **before** commencing on the planned trip in order to insure availability of a van.

### **General Operating Parameters for College Vans**

- a. Only approved, trained and certified students. Faculty or staff may drive the van.
- b. No driver shall transport more passengers in a van than the van is intended to transport. In most cases this is the same as the number of factory-installed seatbelts.
- c. All trips must be College related or sponsored.
- d. All drivers will be provided with a cell phone for travel, unless the driver maintains a personal cell phone. The phone is to remain on and in the driver's possession from the time the keys are picked up until they are dropped off.
- e. It is the responsibility of the organization sponsoring the trip to secure a trained and certified driver.
- f. Trip itinerary and roster must be provided to Campus Security prior to departure.

### **Driver Responsibilities:**

- a. All drivers, upon completion of training and certification, will sign an agreement stating that they have read and understand the policies stated in this document.

- 
- b. All drivers will provide the College with written notification of any and all changes to their state license status (i.e. the College is to be made aware of any speeding tickets, moving violations, or accidents involving the College driver).
  - c. Each passenger must wear a seat belt.
  - d. The driver may not operate a cellular phone while driving.
  - e. No smoking or consumption of alcohol in the vehicle shall be permitted.
  - f. No loud music or rowdy behavior that may distract the driver is permitted.
  - g. The driver must follow all local and state laws.
  - h. The driver must ensure the safety of all passengers.
  - i. If an accident or other incident occurs which causes harm to College students, faculty, staff, or property, the driver should immediately refer to the Accident Reporting Kit in the van.
  - j. In the event of inclement weather, the following procedures must be followed:
    - 1. The Department Chairperson, program advisor, or approved student organization advisor will determine if the van is to be used for that day or evening.
    - 2. If it is determined that the van will not be operated, the trip must be cancelled.
    - 3. During the duration of the trip, it is the responsibility of the driver to determine if inclement weather necessitates changing return plans. In inclement weather it is expected that the return will be postponed and the driver will cease operation of the van.
-

- 
- k. The driver is responsible for the safety and behavior of passengers while in transit. The driver is financially responsible for any traffic or parking citations that he/she may receive.
  
  - l. Employee violations will be reported to the Human Resources office and student violations will be reported to the College Disciplinary System. Violations of a serious nature involving operational safety or violation of laws (such as reckless driving and driving under the influence of intoxicants) could result in loss of the privilege to operate a College van. The Office of Campus Safety will investigate complaints.

## USE OF A MOTORCYCLE FOR COMPANY BUSINESS IS PROHIBITED

### VI. DRIVER DMV REPORTS

#### A. Initial DMV Checks

##### 1. EMPLOYEE APPLICANTS:

If an employee applicant is to be a "Driver," the Vehicle Safety Manager will obtain a completed *Driver History Form* (see Appendix B) from the applicant and use the form to obtain a DMV Report.

Most employees will **NOT** be permitted to drive a company vehicle prior to a satisfactory DMV background check.

In the event an employee-applicant is hired and must begin driving on company business prior to receipt of the evaluation, the Vehicle Safety Manager must, as a minimum, carefully review the applicant's *Driver History Form* before granting driving privileges.

Also, each employee-applicant should be informed in writing by the Vehicle Safety Manager that employment is conditional upon receipt of a satisfactory DMV Report; That is, a DMV Report not meeting the definition of a "HIGH RISK DRIVER."

If the Information on the DMV Report or *Driver History Form* indicates that the new employee is a "HIGH RISK DRIVER," the Vehicle Safety Manager may, after careful consideration, grant driving privileges, but only on a probationary basis.

---

## 2. EXISTING EMPLOYEES

If an existing employee is changing from a non-driving position to a position requiring driving on company business, the employee must complete and sign a *Driver History Form*.

The Vehicle Safety Manager will forward the form to the Department Head, so a DMV Report can be ordered and evaluated prior to granting a change in job status.

### **B. Periodic DMV Reports**

The Vehicle Safety Manager will obtain DMV Reports annually for all existing "Drivers." In addition, Champlain College maintains the right to conduct periodic and random review of DMV Reports at its discretion.

### **C. Distribution of DMV Reports**

DMV Reports will be kept in the office of the Vehicle Safety Manager.

## **VII. IDENTIFICATION OF HIGH RISK DRIVERS**

A "Driver" will be classified as a "High Risk Driver" if the DMV check so indicates, or if it is otherwise determined, that the driver has one or more of the following violations:

1. Conviction of an alcohol or drug related driving offense.
2. Refusal to submit a Blood Alcohol Content (BAC) test.
3. Conviction for reckless driving.
4. Any combination of three or more moving violations, "At Fault Accidents," or "Preventable Accidents" within the most recent three years.
5. Suspension, revocation or administrative restriction within the last three years.
6. Leaving the scene of an accident as defined by state laws.
7. At fault in a fatal accident.
8. Felony committed involving a vehicle.
9. Three or more "Company Vehicle" physical damage claims in any twelve month period.
10. This is not a comprehensive list and Champlain College reserves the right to identify and act on other types of incidents.

## **VIII. MANAGEMENT CONTROLS FOR HIGH RISK DRIVERS**

If an employee is identified as a "High Risk Driver," the Vehicle Safety Manager must choose either Option 1 or Option 2:

### **A. Option 1: Probation**



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The Vehicle Safety Manager and Campus Safety Officer in conjunction with the appropriate department heads would meet and determine if probation or suspension would apply. They must do ALL of the following:

1. Place the “High Risk Driver” on probation (ending two years from the date of the most recent violation).
2. Obtain a DMV Report every six months for the duration of the probationary period.
3. Notify the Campus Safety Officer of any additional violations while the employee is on probation.
4. Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation as described in Section VII – OR if any terms of probation are violated. Notify the Campus Safety Officer immediately.
5. Confer with the Campus Safety Officer on any stipulations, operating limitations, or other conditions (for consistency between Districts), such as:
  - a) Loss of all “Company Vehicle” driving privileges.
  - b) Loss of “Company Vehicle” driving privileges between work and home.
  - c) Loss of personal use privileges.
  - d) Transfer of the “Driver” to a non-driving position.
  - e) Additional driver training.
6. The terms of the probation are to be made to the employee in writing. The employee will be required by signature to signify that he/she has been informed of the probation terms and duration. The signed terms of probation should be kept in the employee’s file.
7. If the probationary period has been served and if reinstatement of driving privileges is warranted, the Vehicle Safety Manager should notify the Campus Safety Officer.

**B. Option Two: Suspension of Driving Privileges**

The Vehicle Safety Manager must suspend all company driving privileges. The “High Risk Driver” will NOT be authorized to drive a motor vehicle at any time on company business.

This action may result in the Vehicle Safety Manager recommending the transfer of the employee to a non-driving position, if such a position exists, or the employee may be subject to dismissal procedures.

The employee may reapply for company driving privileges after one year of suspension. Application should be made to the Vehicle Safety Manager. If approved, the employee’s driving status will change from suspension to probation. However, reinstatement of driving privileges by the Vehicle Safety Manager does not constitute an offer by the company for any “Driver” position. Normal job posting procedures will still have to be followed.

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**IX. ACCIDENT REPORTING**

**A. Accident Reporting**

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1. Supervisor Notification – The “Driver” is required to notify his/her immediate supervisor of any “Accident” as soon as is practical.

In addition, Vehicle Safety Managers are responsible for reporting “Serious Accidents” to the Finance Office.

2. Company Vehicles – The Vehicle Safety Manager, Campus Safety Officer, or the Security Officer should contact Champlain College’s insurance carrier as outlined in the Accident Reporting Kit supplied with the vehicle.

Non Company Vehicles – The “Driver” should call his/her personal automobile insurance carrier.

Daily Rental Vehicles – The “Driver” should notify the rental company.

Student Drivers – Always call the police in the event of an accident. Call 911 if there is any injury or emergency. Call Campus Security and they will contact the insurance company with all contact information and accident details.

#### **B. What To Do In The Event Of An Accident**

1. Remain at the scene of the accident.
2. Take steps to prevent further accidents – i.e. park safely, turn on emergency flashers.
3. Call the police or ask someone to call for you.
4. Give the other driver(s) your name, insurance company phone number, the vehicle’s license plate number and your operator’s license number.
5. Obtain the same information from all other parties involved.
6. Discuss the specifics of the accident only with the police, the college, and the college insurance providers.
7. If you have a camera, please take photos of the accident scene and vehicles if it is safe to do so.
8. Call The Hartford’s toll-free hotline at **1-800-327-3636 immediately**.

#### **C. Accident Reporting Kits**

Every “Company Vehicle” is required to have an *Accident Reporting Kit* in the glove box. This kit should be used by the driver to record accident facts as soon after the accident as is reasonably feasible. The “Driver” should give the completed *Accident Reporting Kit* to their immediate supervisor.

#### **D. Accident Investigation**

1. Determining Accident Preventability

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The Campus Safety Officer will make a determination as to the preventability of the “Accident,” and record this determination in the applicable section of the *Accident Investigation Report Form*.

The Guide to Accident Preventability (Appendix D) may be used by the Campus Safety Officer to assist in making the determination.

## 2. Accident Investigation Review

The Vehicle Safety Manager is responsible for reviewing the completed *Accident Investigation Report Form* and initiating any actions to prevent the reoccurrence of similar accidents by this individual.

## **X. Recommended Winter Driving Safety Measures**

Winter brings rain, sleet, and snow. It takes extra effort to drive safely in these conditions. Take additional precautions to avoid a costly accident!

1. Preplan your route and be aware of changing weather conditions.
2. Allow ample travel time to avoid speeding.
3. Maintain safe following distances as braking may be difficult.
4. Conduct a vehicle safety inspection before driving.

Safety is the responsibility of all Champlain College employees. Review our Driver Policy and arrive safely at your destination!

### **Dealing with a skid:**

1. Slow down at the first hint that the road is slick
2. Slow down before you arrive at curves or turns as to avoid going too fast around them and thus losing control. When in the turn apply power gently and steer steady without abruptly turning or hitting the brakes.
3. When changing lanes it is important to avoid steering against the skid or hitting the brakes. Steer in the direction the vehicle is sliding until you feel recovery of traction.
4. If braking is necessary apply the brake pedal carefully to prevent the wheels from locking. Press the brakes repeatedly to simulate anti-lock brakes if your car does not have them. Anti-lock brakes are much more effective.
5. Look out for unexpected ice patches or piles of wet leaves. “Wet” ice, warmed by the sun, is more dangerous than “cold” ice.
6. Anticipate stops by slowing down well before intersections because these areas tend to be more slick due to stopping and starting traffic.

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7. When moving in deep snow, a light foot on the gas as well as a high gear such as 2<sup>nd</sup> or 3<sup>rd</sup> gear is better to keep the tires from spinning.
  8. Snow tires or even chains may be the best choice to help your vehicle stay under control.

## **XI. OTHER REPORTING RESPONSIBILITIES OF DRIVERS**

### **A. Supervisor Notification**

“Drivers” are required to notify their immediate supervisor immediately of:

1. Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a “Motor Vehicle”
2. The Suspension, revocation or administrative restriction of his/her operator’s license. If this occurs, the “Driver” must also immediately discontinue use of the “Motor Vehicle.”

**FAILURE TO REPORT UNDER THE PROVISION OF SECTION IX AND X IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.**

## **XII. TRAINING**

All “Drivers” are required to complete initial safe driving training. It is the Vehicle Safety Manager’s responsibility to see that all driver training is documented. Documentation should include the course name, date completed, and driver’s name and identification.

## **XIII. SAFETY REGULATIONS**

### **B. Vehicle Safety Belts**

The “Driver” and ALL OCCUPANTS are required to wear safety belts when operating or riding in a “Motor Vehicle.” The “Driver” is responsible to ensure all passengers are wearing their safety belts. Children under four years of age or under 40 pounds in weight are required to be secured in a Department of Transportation (DOT) approved child safety seat, unless more restrictive stat requirements apply.

### **C. Impaired Driving**

A “Driver” may not operate a “Motor Vehicle” at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

### **D. Traffic Laws**

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All “Drivers” are required to abide by all federal, state, and local motor vehicle regulations, laws and ordinances.

**E. Vehicle Condition**

Each “Driver is responsible for ensuring that the “Motor Vehicle” is maintained in safe driving condition.

“Drivers” of daily rental cars should check for obvious safety defects before leaving the rental lot and request another vehicle if the first vehicle is not safe to drive. “Drivers” are encouraged to utilize daily rental cars which have air bags and/or ABS brakes when available in authorized rental class.

**F. Additional Safety Rules**

“Drivers” may not:

1. Pick up hitchhikers.
2. Accept payment for carrying passengers or materials (this does not apply to company endorsed car pools).
3. Use any radar detector, laser detector, or similar devices.
4. Push or pull another vehicle, or tow a trailer without authorization.
5. Transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary.
6. Use ignition or burning flares. The preferred method is the use of reflective triangles.
7. Assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

**XIV. POLICY ADHERENCE & CONTACT**

**A. Policy Adherence**

The Vehicle Safety Manager and Campus Safety Officer are the Champlain College officials responsible for this policy. Changes to this policy must be approved by the Vehicle Safety Manager and Campus Safety Officer.

**B. Contact**

Questions related to the interpretation of this policy should be directed to the Campus Safety Officer.

## **GLOSSARY OF TERMS**

**ACCIDENT:** Any incident involving a “Motor Vehicle” that results in bodily injury or property damage.

**DRIVER:** Any employee assigned a “Company Vehicle” or who operates a “Motor Vehicle.”

**AT FAULT ACCIDENT:** An “Accident” where the “Driver” received a moving violation ticket issued by a police officer.

**COMPANY VEHICLE:** A motor vehicle owned by or leased to Champlain College, including a temporary replacement vehicle.

**HIGH RISK DRIVER:** Any driver on probation or whose driving history meets the criteria outlined in section VII – “Identification of High Risk Drivers.”

**MOTOR VEHICLE:** A “Company Vehicle” or any other motor vehicle while being operated on company business.

**DMV REPORT:** A document supplied by the appropriate State Department of Motor Vehicles providing information on motor vehicle violations and license status of a specific driver.

**NON-COMPANY VEHICLE:** Any motor vehicle used on company business not provided by the company, including privately owned, leased, or rented vehicles. This definition does not include motorcycles.

**PREVENTABLE ACCIDENT:** Any “Accident” where the “Driver” could have avoided the accident.

**SERIOUS ACCIDENT:** Any “Accident” where there is a fatality, or an injury requiring the transportation of the injured party from the accident site to a medical treatment facility.

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## THE CHAMPLAIN COLLEGE – DRIVER HISTORY FORM

Driver's Name (Print): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Location: \_\_\_\_\_

1. Do you have a valid Driver's License? Yes \_\_\_ No \_\_\_
2. In what State are you a Licensed Driver? \_\_\_\_\_

3. If you have held a license in any other state during the past 36 months, please provide the following information:

Dates		State
From: _____	to _____	_____
From: _____	to _____	_____
From: _____	to _____	_____

4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past three years? Yes ( ) No ( ) If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

5. Have you refused to submit a Blood Alcohol Content (BAC) test within the past three years? Yes ( ) No ( ) If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

6. Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past three years? Yes ( ) No ( ) If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

7. Have you had your operator's license suspended, revoked or administratively restricted within the past three years? Yes ( ) No ( ) If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

**Appendix B**

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8. Have you ever been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three years? Yes ( ) No ( ) If yes, list the date(s):

\_\_\_\_\_  
\_\_\_\_\_

9. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three years? Yes ( ) No ( ) If yes, list the date(s):

\_\_\_\_\_

10. Have you been convicted of any other moving vehicle violations during the past three years? Yes ( ) No ( ) If yes, list the type(s) and date(s):

\_\_\_\_\_

I certify that the answers provided to the questions on this form are true to the best of my knowledge.

I authorize Champlain College or its designated representative(s) to obtain information regarding my driving record in any state at any time while I am employed by (or seeking employment with) the college.

I understand that any misstatement of the facts on this form may be grounds for termination of employment.

In the event that my DMV Report indicates that I am a "High Risk Driver" as defined in the glossary of the Fleet Safety Program, I understand that I may be subject to dismissal.

\_\_\_\_\_  
Driver's Signature Date

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number Male Female Date of Birth

\_\_\_\_\_  
Driver's License Number Expiration Date State

\_\_\_\_\_  
Vehicle Safety Manager's Name (Print)

**Important Note: Attach photocopy of both sides of driver's license**



## SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

### Motor Vehicle

*(Please Print – use back of form as needed for additional information)*

<b>Driver's Name:</b>		<b>Accident Date:</b>	
<b>Safety Belts Used?</b> Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No Passengers: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Did You:</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No View accident scene?	<input type="checkbox"/> Yes <input type="checkbox"/> No Review the driver's completed accident report?		
<input type="checkbox"/> Yes <input type="checkbox"/> No Observe damaged vehicles?	<input type="checkbox"/> Yes <input type="checkbox"/> No Review the "Guide to Accident Preventability?"		
<input type="checkbox"/> Yes <input type="checkbox"/> No Interview witnesses?			
<input type="checkbox"/> Yes <input type="checkbox"/> No Obtain the police report?			
<b>Preventable Accident?</b>		<b>Non Preventable Accident?</b>	
<input type="checkbox"/> Backing	<input type="checkbox"/> Speed too fast for conditions	<input type="checkbox"/> Hit by other car	
<input type="checkbox"/> Turning	<input type="checkbox"/> Failure to signal intentions	<input type="checkbox"/> Hit while legally parked	
<input type="checkbox"/> Parking	<input type="checkbox"/> Disregard of traffic signal	<input type="checkbox"/> Hit in rear	
<input type="checkbox"/> Passing	<input type="checkbox"/> Assuming right of way	<input type="checkbox"/> Struck by debris	
<input type="checkbox"/> Following distance	<input type="checkbox"/> Driving in wrong lane	<input type="checkbox"/> Vandalism	
<input type="checkbox"/> Diverted attention	<input type="checkbox"/> Starting and stopping	<input type="checkbox"/> Windshield	
<input type="checkbox"/> Misjudging clearance	<input type="checkbox"/> Failure to maintain vehicle	<input type="checkbox"/> Stolen while locked	
<input type="checkbox"/> Driving under influence of drugs and/or alcohol	<input type="checkbox"/> Fire		
		<input type="checkbox"/> While being towed by a tow truck	
<b>Incident Description</b>	Describe clearly and in detail how the accident occurred (What, Where, When, Who, and How)		
<b>Analysis</b>	What act, failure to act, and/or conditions contributed most directly to this accident?  What are the root or fundamental causes of the accident?		
<b>Controls</b>	What action have you taken or recommended to prevent a reoccurrence by this driver or other district drivers?		
<b>Contacts</b>	Other Driver Contact Information:  Insurance information:  Other Occupants –		
<b>Investigated by:</b>		<b>Date:</b>	

## **Guide For Determining Motor Vehicle Accident Preventability**

### **Introduction**

This guide will assist you, when investigating an accident, in determining whether the accident was preventable or not on the part of our driver.

The accident investigator is expected to obtain as many facts as possible and to consider all conceivable conditions in arriving at a decision.

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. **If there was anything our driver could have done to avoid the collision, the accident was preventable.**

An accident is non-preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway-patrol-officer, a signal, stop sign, or traffic condition.

### **General Questions To Consider**

When judging accident preventability, here are some general questions to consider.

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits which need to be changed?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?

4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver's speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver's vehicle under control?

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## Specific Types of Accidents

### Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or light, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle.

Regardless of stop signs, stop lights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver look both ways before proceeding through the intersection?

“U” turns disrupt the normal smooth flow of traffic. Accidents which occur while this maneuver is being attempted are considered preventable.

### Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or visa versa. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane.

A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or pedestrian, such an accident may be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into a driver's lane.

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Drivers are expected to be able to gauge distance properly when leaving a parking place and enter traffic smoothly.

Questions to consider

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend on only the rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

### Head-On Collision

A head-on collision with a vehicle traveling into the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non-preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

### Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall. Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions or choosing to drive in poor conditions are the most common reasons why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering the weather and road conditions?
2. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, near curbs, in gutters, or in ruts?
5. Was the driver alert for water, ice, or snow in shaded areas, or on loose gravel, sand, ruts, etc?
6. Did the driver keep out of other vehicle tracks or cross them at wide angles?

\*\*If the driver goes off the road or strikes another vehicle because of skidding the accident is preventable.

### **Pedestrian Collision**

All types of pedestrian accidents, including collision with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safely permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

### **Animal Collision**

Collisions with animals are normally preventable, unless the movement on the part of an animal was unusual and unexpected. Usually, this type of accident occurs in sparsely populated areas after dark, which are well known to have deer and other animals present. Hence, often the inability to avoid collision is the result of overdriving the headlights, i.e. driving too fast for conditions.

### **Reversing A Vehicle**

Reversing into another vehicle, an overhead obstruction, or a stationary object are normally preventable. The fact that someone was directing the driver in backing up does not relieve the driver of the responsibility to do it safely.

Questions to consider:

1. Was it necessary to reverse?
  - a. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of reversing?

- b. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed out of?
2. If the driver could not see where he or she was backing to:
  - a. Did the driver try to get someone to guide him or her?
  - b. Did the driver look all around the vehicle before backing?
  - c. Did the driver back immediately after looking?
  - d. Did the driver use the horn while backing?
  - e. Were the back-up lights working?
  - f. Did the driver look to the rear without relying totally on the rear-view mirrors?
  - g. If the distance was long, did the driver stop, get out, and look around occasionally?
3. Did the driver back slowly?
4. Did the driver judge clearances accurately?

### **Parked Or Stopped Vehicle**

Doors on our drivers' parked vehicles that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible for ensuring that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore be prepared to stop, move towards the center line, or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type of accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non-preventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?

5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

### **Maneuvers**

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

### **Shifting Cargo and Cargo Damage**

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent damage to the cargo. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.



## Cell Phone/Hand Held Device Use Policy

Champlain College recognizes that its employees are our most valuable asset, and the most important contributors to our continued growth and success. We are firmly committed to the safety of our employees. Champlain College will do everything possible to prevent workplace accidents and is committed to providing safe working environment for all employees.

To further this goal, Champlain College has developed a Cell Phone/Hand Held Device Use Policy effective 1/1/07.

**Purpose:**

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Champlain College employee, but also the welfare of others who could be put in harms' way by inattentive driving.

Mobile phone and other hand held device use while driving is a common, often harmful, distraction. Many countries and localities have prohibited use of such devices while driving. Researchers at the University of Toronto found the risk of having traffic accidents while using a cell phone or similar device to be the same as driving drunk. For these reasons, drivers may not use hand held devices to place work-related calls or while operating a vehicle on company business.

As a driver, your first responsibility is to pay attention to the road. When driving on Champlain College business, or driving while conducting business on behalf of the company in any other manner, the following applies:

1. Allow voicemail to handle your calls and return them when safe.
2. Pull off the road if placing/receiving a call is necessary.
3. Ask a passenger to make or take a call for you.
4. Inform regular callers of the best time to reach you based upon your driving schedule.
5. The only exception to this policy is for calls placed to 911.
6. If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
7. When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

**Fleet Safety Acknowledgment Form**

I hereby acknowledge that I have received and read a copy of the Champlain College Fleet Safety Program.  
I agree to comply with the policies and procedures contained in the program.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's Name (Print)

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## **Accident Reporting Kit**

- Remain at the scene of the accident.
- Prevent further accidents- park safely –turn on emergency flashers
- Call the police
- Exchange information with other driver or drivers: Name, phone number, insurance company, license plate number.
- If you have a camera, take a photo if it is safe to do so.
- Call “The Hartford” Insurance Company, **1-800-327-3636**
- Obtain the contact information of any witnesses.

**Date:**

**Time of day:**

**Weather conditions:**

**Describe Accident- who, what, when, where, and how.**

**Were seatbelts in use? Y / N**

**Could this accident have been prevented?**

**Were any drivers or passengers injured?**

**Nature of injuries:**



**TRANSPORTATION ASSUMPTION OF RISK, RELEASE AND INDEMNIFICATION AGREEMENT**

Student's Name: \_\_\_\_\_

**Event Participation.** This is a Transportation waiver for my participation in the following event (the "Event") arranged by the Student Life Center at Champlain College:

\_\_\_\_\_. The date of the Event is: \_\_\_\_\_.

**Own Transportation.** Champlain has offered me transportation to and from this Event. I decline the transportation offered by Champlain and I will arrange for my own transportation. I understand that providing or accepting transportation to or from an Event in personal vehicles operated by Champlain College students, faculty or staff is unauthorized by the College and done at my own risk.

**Assumption of Risk.** I understand that I am responsible for my own safety and welfare and I assume full responsibility for all risks associated with my transportation to or from this event, as well as associated costs. I acknowledge that there are risks inherent in using or providing such transportation for myself or others, such as (but not limited to), inclement weather and hazardous road conditions. I understand the College is not responsible for my health and safety and the College assumes no liability for injuries or damage to me, other students or any third parties, or any property damage that may result from my use of transportation not provided by the College to attend this Event.

**Release of Claims.** I release and promise not to sue Champlain College and its employees, agents, officers, trustees, and representatives, from any liability or claim which I may have for any damages, losses, illness or injuries (including death) to my person or property arising out of or connected with my transportation of myself and/or others to or from this Event.

**Indemnification.** I agree to indemnify, defend, and hold harmless Champlain College and its employees, agents, officers, trustees, and representatives, from any liability, claims, damages, financial obligations, medical bills, losses or expense, including attorney fees, arising out of or connected with my transportation of myself and/or others to or from this Event.

By signing this agreement I intend to bind myself and my parents, family, spouse, guardian, heirs, executor, administrators and assigns. I certify that I  am  am not age 18 or older.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (if student is under 18 years of age):

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Signature of parent or guardian



## Visitor Parking & Miscellaneous Information

### VISITOR PARKING

Guests of the College are strongly encouraged to park in off-site areas. In special circumstances, College guests may apply for a limited-time guest pass by contacting the Campus Public Safety Office at 802-865-5403 or by stopping at the office during regular business hours. Guest passes can also be obtained at the Public Safety Office .

Visitors: Please click [here](#) for a map of campus and off-site parking areas.

### WEEKEND PARKING

Faculty, staff and students are allowed to park in any zone after 4:00pm on Friday until 8:00am Monday morning (EXCEPT in the Main Street Suites, which requires a special permit). The College reserves the right to close these lots during certain times of the year to accommodate parking for campus events.

### PARKING FOR BREAK PERIODS

Parking lots designated for student use are closed during break periods. Parking during these times is not available. Students living on campus over a scheduled break should contact the Campus Public Safety Office to obtain instructions on where to park. This includes—but is not limited to—semester breaks and spring break.

### VEHICLE BREAKDOWNS

If you are parking in a Champlain College lot and experience car trouble please contact the UVM Motor Assistance at 802-656-8686. The UVM motor assistance will be able to assist in jump-starts and provide numbers to garages and locksmiths. UVM motor assistance reserves the right to refuse this courtesy to owners of vehicles who appear to be abusing it. Please be aware that UVM does not do jump starts for vehicles parked on the street.

### SNOW EMERGENCY

During various times throughout the year it may be necessary to close lots for snow removal. Parking will be allowed at the Gilbane Lot. Individuals are responsible for paying attention to weather conditions whether they are planning to use their vehicle or not. During these times, an announcement will be made through Head Residents, Resident Advisors or Area Coordinators, campus phone and/or College Web site. Vehicles found in the areas designated to be cleared may be ticketed or towed. Please also observe Burlington City snow removal procedures. The City will tow vehicles parked on the road during a snow ban without prior warning.

### VEHICLE SAFETY TIPS

- Always lock your vehicle, even if you plan to be away from it for only a minute.
- When you park your car, do not leave valuables in plain sight.
- If you will be returning to your vehicle after dark, try to park under a light or near a building.
- When driving, keep your doors locked.
- If you believe that you are being followed, do not drive to your parking area, drive to a place where there are many people and call the local authorities.
- Report all unusual circumstances to the Campus Public Safety Office immediately.

### IMPORTANT PHONE NUMBERS

- Life Threatening Emergencies: 9-1-1
- Champlain College Security: 865-6465
- Burlington Police: 9-1-1
- Burlington Fire Department: 9-1-1
- Champlain College Campus Public Safety Office; parking division: 865-5403  
\* UVM Motor Assistance: 656-8686



# CATMA, CCTA & Other Programs

## HELP IS HERE TO MAKE YOUR COMMUTE TO WORK/CAMPUS EASIER ON YOU AND YOUR WALLET!

### INTRODUCTION

With the price of gas these days along with society's concern for the environment and the growing traffic congestion and parking situation, there has been an increasing interest and need for employers and commuters to seek other transportation options other than driving alone to work—riding a bike, walking, carpooling, telecommuting or taking the bus.

The Campus Area TMA (a.k.a. CATMA) and Champlain College provide employees and students with programs, services and incentives encouraging and enabling people to choose alternate travel modes to get TO and FROM work/class.

CATMA was established in 1992 as a formal association of Fletcher Allen Health Care, Champlain College, the University of Vermont and the American Red Cross to jointly plan, manage and share transportation and parking resources. It is a collective mission of CATMA members to provide safe, convenient and economical transportation and parking solutions to the institutions and health care organizations located in a shared common area known as "The Hill" or the Campus District.

### BIKE/WALK REWARD PROGRAM

Employees receiving salary and benefits from Champlain College are eligible to participate and register in CATMA's award winning Bike/Walk Reward program. This program rewards employees who bike and/or walk TO AND FROM work at least three times a week for two four week blocks with a \$15 gift card. You can choose a gift card from either Ski Rack, City Marketor Merrill's Roxy Cinema .

When you register for this program, CATMA will send you a "welcome packet" which includes a Bike/Walk Bucks Reward Card. There are two 4-week blocks listed on the card, and you write in the dates that you bike or walk TO AND FROM work. When you complete the required weeks, simply return the card to CATMA and we'll send you your requested \$15 gift card with another blank Bike/Walk card. The program is flexible in that you can participate on a 4-week basis as it fits with your schedule and cooperative weather!

All Bike/Walk program participants are automatically enrolled in CATMA's Emergency Ride Home Program, a FREE taxi ride home in the event of an emergency, including a breakdown of your bicycle!

### CONFIDENTIAL CARPOOL MATCHING SERVICE - RIDESWORK - 656-RIDE

RIDESWORK is a free, confidential carpool matching service personally provided by CATMA staff. CATMA's database includes people who are interested in finding a carpool partner(s) as well as existing carpools who are accepting additional members. CATMA's database is unique in that it consists of employees who are employed and commuting to "the hill" and downtown Burlington .

CATMA's website has current RIDESWORK listings updated regularly, so if you're interested in carpooling, check it out. The ads are listed under various cities and towns, so you can quickly view ads from the town and/or park & ride closest to you. For confidentiality purposes, your name is not listed in the ad, only your CATMA member number.

If you are interested in joining a carpool or seeking additional members, simply register online at [www.catmavt.org](http://www.catmavt.org) or call CATMA at 656-RIDE. Your carpool ad will then be posted on CATMA's website.

All carpool participants who register with CATMA are also covered by the Emergency Ride Home program.

Here are a few reasons why you might consider carpooling: fewer vehicles on the road meaning a less congested highway and "hill" area; better air quality; a chance to enjoy the view; relaxing while someone else drives; meeting new people; and saving all that gas and money!

### UNLIMITED ACCESS "FREE BUS RIDE" PROGRAM

All Champlain College faculty, staff and students can ride any CCTA bus anytime, anywhere, including the LINK Express routes for FREE. Just show the bus driver your ID then swipe it through the fare box card reader. If you need to take more than one bus to get to your destination, YOU MUST ask the driver for a transfer before you leave the bus.

Keep in mind that all Champlain College employees who are riding the bus on a regular basis qualify for CATMA's Emergency Ride Home program. This is a FREE taxi cab ride home in the event of an emergency on a day you took the bus (up to \$60/ ride). You must register with CATMA as a bus rider in order to use this program.

There are CCTA Bus Map & Guides that provide you with specific route and schedule information. You can pick up a Bus Guide at various Champlain College campus locations; at [www.cctaride.org](http://www.cctaride.org) or at CATMA.

### EMERGENCY RIDE HOME PROGRAM

This FREE Emergency Ride Home Program is available only to employees who don't drive alone to work, and either carpool, vanpool, ride with a family member, bike, walk or take the bus. You MUST register with CATMA as an alternate commuter in order to receive this FREE emergency taxi ride. Once you register, you will receive a "welcome packet" from CATMA which includes a Commute Smart Card with your name, employer and CATMA Member Number.

If an emergency arises on a day that you used an alternate commute mode, you simply call the cab company directly to make your emergency ride arrangements. You MUST have your CATMA Commute Smart Card to show the cab driver. The Emergency Ride Home program will pay up to \$60 of the fare (approximately 40 miles), so you will be responsible for any additional charges, including the tip, so it's good to keep some extra cash with you. Members can use this program up to twice a month or eight times a year.

Champlain College students who park offsite at the Gilbane lot , or who reside at Quarry Hill or Spinner Place will be issued a CATMA Emergency Ride Home Card to their campus mailbox. This CommuteSmart card enables students to get to/from main campus and these sites when shuttles or CCTA buses are not running. Instructions for use of this program can be found on the back of the CATMA card. These cards are issued to eligible students at the onset of each semester. If a student at these sites hasn't received their card please send an email to: [riden@champlain.edu](mailto:riden@champlain.edu).

### MONTHLY DRAWINGS

Every month, CATMA does FOUR drawings of two \$15 certificates and two \$10 certificates to either Three Tomatoes, VT Pub & Brewery or Penny Cluse Cafe. The winners are selected from everyone registered with CATMA as an alternate commuter and are posted on the CATMA website.

**REGISTRATION AND INFORMATION**

CATMA, 20 West Canal Street, Suite C9, Winooski, Vermont 05404

[www.catmavt.org](http://www.catmavt.org)

Email: [catma@uvm.edu](mailto:catma@uvm.edu)

802-656-RIDE

Burlington, VT, USA  
Phone: 802-860-2700 or 800-570-5858  
Campus Safety & Security: 802-865-6465

[Bookstore](#) | [Library: Miller Information Commons](#) | [Jobs at Champlain](#) | [Directions & Travel Information](#) | [Site Map](#)  
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## CarShare Vermont

### WHEN YOU NEED A CAR, SHARE ONE!

CarShare Vermont is a local car-sharing service with a network of cars parked around town available for its members to use whenever they want to go wherever they want. Champlain College is pleased to have partnered with CarShare Vermont to make this convenient service available to our community—the shiny, black Subaru Imprezas parked in the McDonald Lot are part of CarShare Vermont's fleet (which includes hybrids and trucks, too), and they're available for everyone to enjoy.

To start sharing, visit [www.carsharevt.org/campus-programs](http://www.carsharevt.org/campus-programs) and become a member. Then you can reserve a car online or by phone 24/7, access it with your very own key, and get to where you need to go. With low rates that include gas, insurance, and parking, you save money and time. CarShare Vermont is easy, fun, and affordable, and it's great for the environment, too!



### CARSHARE VERMONT FOR CAMPUSES

Through a special partnership between the Campus Area Transportation Management Association (CATMA) and CarShare Vermont, full-time students, faculty, and staff at Champlain College can take advantage of a great deal! Your campus is covering the full cost of our Share-a-Lot annual membership fee for one year — this is a **\$150 discount!** You'll pay for:

- \$30 enrollment fee
- Our lowest driving rates for 12 months (see Share-a-Lot driving rates)

To start sharing, visit [www.carsharevt.org/for-campuses/](http://www.carsharevt.org/for-campuses/) and become a member.

To learn more about CATMA, visit [www.catmavt.org](http://www.catmavt.org)

### CARSHARE VERMONT—GO WHERE YOU WANT!

Tired of trudging down to Gilbane every time you need to use your car? Or worrying about snow bans, shoveling, and constantly shuttling cars around? Sick of dealing with car repairs and finding parking? Perhaps you should consider car-sharing. With the great bus and shuttle systems, and everything so walkable, there's really no reason to take on the extra costs and hassles of owning a car!

With CarShare Vermont you can get where you want, pay only for what you use (we even pay for gas!), and be free from the annoyances and responsibilities of having your own car! That leaves more time (and money) for fun! (umm. . . or studying, of course). Learn more at [www.carsharevt.org/for-campuses](http://www.carsharevt.org/for-campuses) or by calling 802.861.2340.





## Shuttle Information

The Champlain College shuttles to the Gilbane lot/Lakeside, Spinner Place and Quarry Hill are essential to the success of the college parking policy.

### SHUTTLE BUS LOCATOR MAP

Click [Here](#) to access the shuttle bus locator map. The location of the bus is updated every 5 seconds.

### GILBANE LOT/LAKESIDE AVENUE SHUTTLE

The Lakeside Avenue shuttle runs from 7am to 9pm Mon- Fri providing scheduled service to the college, and the Gilbane/Lakeside Avenue lots.

[Gilbane Lot/Lakeside Avenue shuttle schedule information.](#)

### QUARRY HILL SHUTTLE

[Quarry Hill Shuttle information](#)

### BUS PASSENGER SHELTER

A bus shelter is available on Maple Street for people waiting for the Spinner Place shuttle. Buses departing Champlain for the Lakeside Avenue Bus Stop/Gilbane lot, Quarry Hill will stop behind Cushing Hall.

### CHAMPLAIN COLLEGE SHUTTLE TO LAKESIDE AVENUE BUS STOP/GILBANE LOT-LATE NIGHTS AND WEEKENDS.

Service to the Gilbane lot / Lakeside Avenue Bus Stop continues until midnight Mon- Thurs and weekends from 11am-8pm.

[Gilbane Lot and Overnight Parking Information](#)

### CHAMPLAIN COLLEGE SPINNER PLACE SHUTTLES

Daily service from Spinner Place to Champlain and back Mon- Fri.

Saturday and Sunday service runs from 11am to 8pm providing service from Gilbane to Spinner Place, Quarry Hill and back.

[Spinner Place/Quarry Hill Late Night/Weekend schedule information.](#)

Launch Shuttle Bus Locator



# SHUTTLE SCHEDULE FOR CHAMPLAIN COLLEGE – FALL 2011

*Note – Shuttles run ONLY when Champlain's in Session*

**Continuous Loop Operating M-F, 7:00am-6:00pm**

**DIRECT SERVICE TO/FROM  
CHAMPLAIN COLLEGE'S LAKESIDE AVENUE CAMPUS AND  
MAIN CAMPUS**

*Note – Shuttles run ONLY when Champlain's in Session*

## MONDAY-FRIDAY, 6:05pm-8:50pm

Champlain College	Quarry Hill	Champlain College	Lakeside/Gilbane
6:05p	6:20p	6:35p	6:50p
7:05p	7:20p	7:35p	7:50p
8:05p	8:20p	8:35p	8:50p



## MON-THUR LATE NIGHT SERVICE, 9:10pm-Midnight

Champlain College	Spinner Place	Quarry Hill	Champlain College	Lakeside/Gilbane
9:10p	9:20p	9:30p	9:40p	9:50p
10:00p	10:10p	10:20p	10:30p	10:40p
10:50p	11:00p	11:10p	11:20p	11:30p
11:40p	<i>No stop</i>	11:50p	<i>No stop</i>	<i>No stop</i>
<i>No stop</i>	Midnight			

Your Champlain ID lets you ride ALL CCTA buses for **FREE** 24/7! You can also ride for **FREE** any of the CCTA LINK routes (Montpelier, Middlebury, St. Albans) and LINK commuter routes (Milton and Richmond Park & Rides). Visit [www.cctaride.org](http://www.cctaride.org) for bus info.

CATMA's Emergency Ride Home Program is provided to all students who obtain a **FREE** Gilbane parking permit or reside at Spinner Place or Quarry Hill. These students receive a Commute Smart Card from CATMA. This card provides a **FREE** taxi ride TO these sites when shuttles are not running.

Visit [www.catmavt.org](http://www.catmavt.org) for more info.

For online Champlain shuttle locator and schedules, go to:  
<http://www.champlain.edu/parking-information/shuttle-information.html>

**MORE INFO/QUESTIONS, CALL 865-5403**

## WEEKEND SERVICE, SAT/SUN

**11am-8:30pm**

Spinner Place	Quarry Hill	Champlain College	Lakeside/Gilbane
11:00a	11:15a	11:30a	11:45a
Noon	12:15p	12:30p	12:45p
1:00p	1:15p	1:30p	1:45p
2:00p	2:15p	2:30p	2:45p
3:00p	3:15p	3:30p	3:45p
4:00p	4:15p	4:30p	4:45p
5:00p	5:15p	5:30p	5:45p
6:00p	6:15p	6:30p	6:45p
7:00p	7:15p	7:30p	7:45p
<i>No stop</i>	<i>No stop</i>	8:00pm	<i>No stop</i>
<i>No stop</i>	8:15pm	<i>No stop</i>	<i>No stop</i>
8:30pm			

## SHUTTLE SCHEDULE FOR CHAMPLAIN COLLEGE – FALL 2011

Serving Students at Quarry Hill with direct service to Main Campus

*Note – Shuttles run ONLY when Champlain's in Session*



CHAMPLAIN  
COLLEGE

MONDAY-FRIDAY, 7:05am-8:35pm	
Quarry Hill	Champlain College
7:05a	7:20a
7:35a	7:50a
8:05a	8:20a
8:35a	8:50a
9:05a	9:20a
9:35a	9:50a
10:05a	10:20a
10:35a	10:50a
11:05a	11:20a
11:35a	11:50a
12:05p	12:20p
12:35p	12:50p
1:05p	1:20p
1:35p	1:50p
2:05p	2:20p
2:35p	2:50p
3:05p	3:20p
3:35p	3:50p
4:05p	4:20p
4:35p	4:50p
5:05p	5:20p
5:35p	5:50p*

MONDAY-FRIDAY, 6:05pm-8:50pm		
Champlain College	Quarry Hill	Lakeside/Gilbane
6:05p	6:20p	6:50p
7:05p	7:20p	7:50p
8:05p	8:20p	8:50p

\*Last stop, doesn't pick up passengers.

<http://www.champlain.edu/Parking-Information/Shuttle-Information.html>

MON-THUR LATE NIGHT SERVICE, 9:10pm-Midnight				
Champlain College	Spinner Place	Quarry Hill	Champlain College	Lakeside/Gilbane Lot
9:10p	9:20p	9:30p	9:40p	9:50p
10:00p	10:10p	10:20p	10:30p	10:40p
10:50p	11:00p	11:10p	11:20p	11:30p
11:40p	No stop	11:50p	No stop	No stop
No stop	Midnight			

Your Champlain ID lets you ride ALL CCTA

buses for **FREE 24/7!** You can also ride for **FREE**

any of the CCTA LINK routes (Montpelier, Middlebury,

St. Albans) & LINK commuter routes

(Milton & Richmond Park & Rides).

Visit [www.cctaride.org](http://www.cctaride.org) for bus

schedule & route info.

CATMA's Emergency Ride Home

program is provided to all students

who obtain a **FREE** Lakeside/

Gilbane permit or reside at Spinner

Place or Quarry Hill. These

students receive a Commute Smart

Card from CATMA. This card gets

you a **FREE** taxi ride to these sites

when shuttles are not running.

Visit [www.catmavt.org](http://www.catmavt.org)

## FALL 2011

### WEEKEND SERVICE, SAT/SUN

#### 11am-8:30pm

Spinner Place	Quarry Hill	Champlain College	Lakeside/Gilbane
11:00a	11:15a	11:30a	11:45a
Noon	12:15p	12:30p	12:45p
1:00p	1:15p	1:30p	1:45p
2:00p	2:15p	2:30p	2:45p
3:00p	3:15p	3:30p	3:45p
4:00p	4:15p	4:30p	4:45p
5:00p	5:15p	5:30p	5:45p
6:00p	6:15p	6:30p	6:45p
7:00p	7:15p	7:30p	7:45p
No stop	No stop	8:00pm	No stop
No stop	8:15pm	No stop	No stop
8:30pm			

**More info/questions,**

**call 865-5403**

## SHUTTLE SCHEDULE FOR CHAMPLAIN COLLEGE – FALL 2011

### Serving Spinner Place Resident Students in Winooski

MON-THUR, 7:05am-9:10pm/ FRIDAY 7:05am-6:10pm

Spinner Place	Champlain College
7:05a	7:20a
7:35a	7:50a
7:40a	7:55a
8:05a	8:20a
8:10a	8:25a
8:35a	8:55a
8:55a	9:10a
9:10a	9:25a
9:25a	9:40a
9:40a	9:55a
9:55a	10:10a
10:10a	10:25a
10:25a	10:40a
10:40a	10:55a
10:55a	11:10a
11:10a	11:25a
11:25a	11:40a
11:40a	11:55a
11:55a	12:10p
12:10p	12:25p
12:25p	12:40p
12:40p	12:55p
12:55p	1:10p
1:10p	1:25p
1:25p	1:40p
1:40p	1:55p
1:55p	2:10p
2:10p	2:25p
2:25p	2:40p
2:40p	2:55p
2:55p	3:10p
3:10p	3:25p
3:25pm **	
3:40p	3:55p
4:10p	4:25p
4:40p	4:55p
5:10p	5:25p
5:40p	5:55p
6:10p **	6:25p
6:40p	6:55p
7:10p	7:25p
7:40p	7:55p
8:10p	8:25p
8:40p	8:55p
9:10p **	

Note – Shuttles run **ONLY** when Champlain's in Session

### Bus #2 schedule

Your Champlain ID lets you ride ALL CCTA buses for **FREE** 24/7! You can also ride for **FREE** any of the LINK routes (Montpelier, Middlebury, St. Albans) & LINK commuter routes (Milton & Richmond Park & Rides). Visit [www.cctaride.org](http://www.cctaride.org) for route info and schedules.

CATMA's Emergency Ride Home Program is provided to all students who obtain a FREE Gilbane parking permit or reside at Spinner Place or Quarry Hill. These students receive a Commute Smart Card from CATMA. This card gets you a **FREE** taxi ride to these sites when shuttles are not running. Visit [www.catmavt.org](http://www.catmavt.org)

**More info/questions, call 865-5403**

<http://www.champlain.edu/Parking-Information/Shuttle-Information.html>

\*\*This 3:25 bus only drops off passengers. No pick up

\*\*M-Th 9:10p bus does not pick up passengers.

\*\*Fri 6:10p bus does not pick up passengers.

# FALL 2011



**CHAMPLAIN COLLEGE**



### MONDAY-FRIDAY, 6:05pm-8:50pm

Champlain College	Quarry Hill	Champlain College	Lakeside/Gilbane
6:05p	6:20p	6:35p	6:50p
7:05p	7:20p	7:35p	7:50p
8:05p	8:20p	8:35p	8:50p

### MON-THUR LATE NIGHT SERVICE, 9:10pm-Midnight

Champlain College	Spinner Place	Quarry Hill	Champlain College	Lakeside/Gilbane Lot
9:10p	9:20p	9:30p	9:40p	9:50p
10:00p	10:10p	10:20p	10:30p	10:40p
10:50p	11:00p	11:10p	11:20p	11:30p
11:40p	No stop	11:50p	No stop	No stop
No stop	Midnight			

### WEEKEND SERVICE, SAT/SUN 11am-8:30pm

Spinner Place	Quarry Hill	Champlain College	Lakeside/Gilbane
11:00a	11:15a	11:30a	11:45a
Noon	12:15p	12:30p	12:45p
1:00p	1:15p	1:30p	1:45p
2:00p	2:15p	2:30p	2:45p
3:00p	3:15p	3:30p	3:45p
4:00p	4:15p	4:30p	4:45p
5:00p	5:15p	5:30p	5:45p
6:00p	6:15p	6:30p	6:45p
7:00p	7:15p	7:30p	7:45p
No stop	No stop	8:00pm	No stop
No stop	8:15pm	No stop	No stop
8:30pm			



## FLETCHER ALLEN - MEDICAL CENTER AND UHC CAMPUSES AND DOWNTOWN BURLINGTON

### Sec. 8.3.3 (a)

### Employment

Fletcher Allen (FA) employs a total of 5,355 individuals associated with the Burlington campuses. The majority of these employees are assigned to the Medical Center Campus, the UHC Campus, and One Burlington Square, which are all located in the City of Burlington. There are an additional 1,222 non-paid staff, all at the Medical Center Campus (MCC). The breakdown is as follows:

#### PAID EMPLOYEES

	MCC	UHC	Downtown Burlington*
<b><u>Full-time</u></b>			
Day Shift	2,395	457	211
Evening Shift	331	8	12
Night Shift	387	4	5
FT Un-ID'd Shift	110	25	1
	<u>3,223</u>	<u>494</u>	<u>229</u>
<b><u>Part-time</u></b>			
Day Shift	486	82	2
Evening Shift	118	8	0
Night Shift	99	1	0
PT Un-ID'd Shift	10	0	0
	<u>713</u>	<u>91</u>	<u>2</u>
<b><i>TOTAL EMPS BY SITE</i></b>	<b>3,936</b>	<b>585</b>	<b>231</b>

Total FT & PT Emps All Sites: 4,752

Per Diem All Sites: 603

**Total Employees 5,355**

Unidentified Shift employees are most likely day-shift

\* Downtown Burlington numbers include One Burlington Sq. and Corporate Plaza



FLETCHER ALLEN

NON-PAID STAFF (all at Medical Center Campus)

Physicians with Privileges (Including Visiting/Consulting Physicians)	218
Retired Physicians	137
Volunteers	867
<b>TOTAL NON-PAID STAFF</b>	<b>1,222</b>

Sec. 8.3.3 (b)

Parking Demand

Peak Parking Demand

The total parking demand is tied directly to the availability of empty spaces. The total number of parked vehicles as well as vacant spaces were counted for each parking lot and summarized by zone. These counts represent an average of the counts taken over a three-day period at both the AM and PM peak demand period and demonstrate a surplus of 489 spaces for Medical Center in AM Peak, 106 for the PM Peak. Further, there was a surplus of 41 spaces on the UHC campus in the AM Peak, 53 in the PM Peak. Please note these do not include either the loading docks or the Emergency parking lot, or the surface lot on the west side of the McClure garage (service vehicle parking)

Table 1: Parking Lot Capacities and Empty Space Count

FA Peak Demand Lot Counts - Fall 2011				
Medical Center Campus AM Peak	Capacity	Occupied Spaces - Peak Demand	Empty Spaces	Percent Full
ACC Garage *	1074	702	372	65%
McClure Garage	302	266	36	88%
South Lot	425	381	44	90%
UVM Centennial Lot	200	163	37	82%
<b>TOTAL FOR AM PEAK</b>	<b>2001</b>	<b>1512</b>	<b>489</b>	<b>76%</b>
Medical Center Campus PM Peak	Capacity	Occupied Spaces - Peak Demand	Empty Spaces	Percent Full
<b>TOTAL FOR PM PEAK ACC Garage</b>	<b>1224</b>	<b>1118</b>	<b>106</b>	<b>91%</b>



UHC Campus AM Peak	Capacity	Occupied Spaces - Peak Demand	Empty Spaces	Percent Full
<b>Lot A</b>	47	38	9	81%
<b>Lot B</b>	178	160	18	90%
<b>Lot D</b>	197	193	4	98%
<b>Pearl Street Lot</b>	35	32	3	91%
<b>Taft School Lot</b>	58	51	7	88%
<b>TOTAL FOR AM PEAK</b>	<b>515</b>	<b>474</b>	<b>41</b>	<b>92%</b>
UHC Campus PM Peak	Capacity	Occupied Spaces - Peak Demand	Empty Spaces	Percent Full
<b>Lot A</b>	47	37	10	79%
<b>Lot B</b>	178	158	20	89%
<b>Lot D</b>	197	186	11	94%
<b>Pearl Street Lot</b>	35	32	3	91%
<b>Taft School Lot</b>	58	49	9	84%
<b>TOTAL FOR PM PEAK</b>	<b>515</b>	<b>462</b>	<b>53</b>	<b>90%</b>

**Note: The above data is a three day snap shot of parking counts for the Medical Center Campus and the UHC Campus. There are time during peak parking days when all on-site parking lots are full.**

**\*There are an additional 150 spaces in the ACC garage in the AM, which are set aside for evening shift and therefore unavailable for use by employees before 3:00pm. This count fluctuates depending on events/activities on campus.**





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Existing Spaces

**Medical Center Campus**

ACC Garage.....	1,224
ACC Loading Dock .....	20
E.R. Lot (2 handicap spaces) .....	47
McClure Parking Garage (15 surface lot spaces) .....	317
Patrick Loading Dock .....	11
South Lot (Includes 6 spaces at Hope Lodged. Does Not include UVM Spaces).....	425
<b>Total Medical Center Campus On-Site.....</b>	<b>2,044</b>

There are an additional 66 spaces in the South Lot, which are currently leased to UVM.

**UHC Campus**

Lot A (Horseshoe) (27 handicap spaces) .....	47
Lot B (Patient) .....	178
Lot D (Employee Lot).....	197
Pearl St. (Employee Lot) .....	35
Taft School (Leased) .....	58
<b>Total UHC On-Site.....</b>	<b>515</b>

**Satellite Lots Off-site Parking**

General Dynamics* (For 1 BSQ).....	100
UVM Catamount East (For Medical Center).....	285
UVM Gutterson (For Medical Center) .....	176
UVM Centennial (for Medical Center & UHC) .....	200
Wyndham Garage (For 1 BSQ) .....	109
95 St. Paul Street.....	3
1 Burlington Square (handicap).....	6
Corporate Plaza.....	6
Fanny Allen Campus (For Medical Center & UHC) .....	155
<b>Total Satellite Off –site .....</b>	<b>1,040</b>

\* = Leased Parking Spaces for Medical Center, UHC, One Burl. Sq. and Corporate Plaza



## Vehicle Permits

The current breakdown of vehicle permits issued by Medical Center is as follows:

ACC Permits.....	307
McClure Residents, Nurse Practitioners, Phys Assistants, Midwives .....	554
Physicians (ACC permits) .....	909
Carpools (542 participants) Groups.....	363
Business Needs .....	106
Fanny Allen Shuttle Lot .....	560
Fanny Allen Rotating Shift .....	429
UVM Gutterson Day .....	246
UVM Gutterson Rotator .....	54
Centennial Day .....	188
Centennial Rotators.....	70
South Lot.....	450
UVM Catamount East Day.....	382
UVM Catamount East Rotator.....	108
Evening/Night.....	955
<b>Total Vehicle Permits .....</b>	<b>5,681</b>

All employee vehicles must display a current Fletcher Allen parking permit for the parking lot to which they are assigned. The permits are color coded to quickly identify the shift the registered employee is assigned to work and the lot the employee is to park in. The lots are patrolled by the Fletcher Allen Security staff.

At the Fletcher Allen UHC campus, 85% of all parking involves patient and public parking. Employee parking on-site is not routinely available. Only the most senior staff and those employees who use their vehicles for business or who carpool (2 persons minimum) is permitted to park on-site on any given day. All other employees must use satellite parking facilities at Centennial. (All Physicians are allowed to park on-site). Additionally, Fletcher Allen employees continue to park in the Gilbane lot off Lakeside Ave and ride the PARC shuttle to One Burlington Square.

### Sec. 8.3.3 (c)

## Vehicle Fleet

FA owns and/or leases 52 vehicles and 2 trailers:

Row #	Year	Vehicle Make	Vehicle Model	VIN #
1	1990	John Deere	770 TRACTOR	M00770A004614
2	1992	Ford	F250	1fthf26h7plb23622
3	1992	John Deere	770 TRACTOR	M0770A115554
4	1995	GMC	Top Kick	1cgdg6h1p8sj502562
5	1995	Isuzu	Truck	jalb4b1k5s7012162
6	1995	FORD	E350	1FDKE37H05HB04138
7	1995	CHEVY	EQUINOX	2CNDL73F156207301



CATMA JOINT INSTITUTIONAL PARKING MANAGEMENT PLAN – 2012 ANNUAL UPDATE

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Row #	Year	Vehicle Make	Vehicle Model	VIN #
8	1996	Chevrolet	Pick up	2GCE19W7T1157155
9	1996	FORD	VAN	1FTHE24H6THB02621
10	1997	Ford	F250	1fthf26a1vea51759
11	1998	GMC	DUMP TRUCK	1GDJK34B3WF031429
12	1999	Chevrolet	Pick up	1GCGK24R6XR707641
13	1999	DODGE	W/C VAN	2B71B31Z2XK517556
14	2000	Dodge	BR 3500	2b5wp35z5yk143199
15	2000	Dodge	Caravan	2B4FP25B4YR530644
16	2001	DODGE	RAM	2B7JB21Z711K508196
17	2001	GMC	C6500	1GDJ7H1E4155022946
18	2001	DODGE	RAM VAN	2B5WB35Z01K556735
19	2001	Subaru	Legacy Outback	4S3BH675116649410
20	2002	Ford	VAN	1fdxe45f32hb23554
21	2002	CossCountry	Trailer	431FS142021000286
22	2002	FORD	Ambulance	1FDXE45F82HB23548
23	2002	FORD	Ambulance	1FDXE45F12HB28784
24	2003	GMC	Pick up	1GHTK24U63111634
25	2003	Subaru	Legacy Outback	4s3bh806x37618345
26	2004	INTL	Ambulance	1HTMRADMX4H661149
27	2004	GMC	C7500	1gdj7c1ex4f516246
28	2004	Ford	Paratransit Van	1ftne24i34ha36411
29	2004	Toyota	Highlander	jteep21a640001143
30	2005		Trailer	40lfb10105p114026
31	2005	Ford	Truck	1FTPW14585KF01822
32	2005	Subaru	Legacy Outback	4s4bp86c054311427
33	2005	Mitsubishi-Fuso	FE-145	JL6BBE1S05K006657
34	2006	John Deere	TRACTOR	LV3520H260205
35	2006	Toyota	Sienna Van	5tdza23c76s555300
36	2006	Toyota	Sienna Van	5tdza23c16s516721
37	2006	Toyota	Sienna Van	5tdza23c56s563640
38	2006	Toyota	Sienna Van	5tdza23c96s533282
39	2006	Toyota	Sienna Van	5tdza23c06s572732
40	2006	Toyota	Sienna Van	5tdza23c06s570141
41	2006	Toyota	Sienna Van	5tdza23c56s576128
42	2006	Toyota	Sienna Van	5tdza23c66s578759
43	2006	Toyota	Sienna Van	5tdza23c76s585042
44	2006	Toyota	Sienna Van	5tdza23c56s582141
45	2007	FORD E450	Cargo Van	1FDXE45P27DB01066
46	2007	GMC	C7500	1GDJ7C1G87F410061
47	2007	Subaru	Legacy Outback	4s4bp63c576302044
48	2007	Chevrolet	Express Cargo	1GCGG25V771145552
49	2007	Audi	A6 Avant	waukh74f97n036627
50	2007	Ford	Escape	1fmcu59h57kb59310
51	2007	Subaru	Legacy Outback	4s4bp63c076304865
52	2008	GMC	1 TON	1GTHK34K48E121171
53	2008	INTL	Ambulance	1HTMRAAL98H576434
54	2008	INTL	Ambulance	1HTMRAAL08H576435
55	2008	HONDA	CRV	JHLRE48758C053033
56	2010	FORD	F350 DUMP	1FDWF3HY5AEA68332



**Sec. 8.3.3 (d)**

**Programs, Policies, and Incentives**

Fletcher Allen is concerned about increasing parking needs, and has implemented a number of actions and programs to provide positive incentives to help reduce parking demand.

**Transit Passes and Discounts:** Since the early 1980’s, CCTA busses on the Burlington/Essex Route have passed through Fletcher Allen’s Medical Center campus. To facilitate bus access, Fletcher Allen widened the intersection and entrance road from Colchester Ave. and Hospital Dr. to service bus passengers. The CCTA buses on the Burlington/Essex route, the College Street Shuttle route and the LINK Express routes all stop at the ACC entrance. Since spring 1995, Fletcher Allen has subsidized the cost of CCTA bus passes for employees choosing to ride the bus. Fletcher Allen offers the 50% subsidy on local CCTA bus routes and a 25% subsidy on all LINK Express routes. In addition, Fletcher Allen offers all employees a 25% subsidy on Lake Champlain Ferry passes. Pass for both CCTA and the Lake Champlain Ferry are sold to employees at the Security offices on the Medical Center Campus and the UHC campus. Payroll deduction is available.

Current participation is as follows:

Service	Average Sold Per Month
CCTA Local Service: Monthly Pass	45
CCTA Local Service, Senior/Disabled: Monthly	4
CCTA Local Service: 10 Ride Pass	90
CCTA Local Service Senior/Disabled: 10 Ride Pass	11
CCTA LINK Express: Monthly Pass	10
CCTA LINK Express Local Commuter: Monthly Pass	3
CCTA LINK Express: 10 Ride Pass	73
CCTA LINK Express Local Commuter: 10 Ride Pass	25
Champlain Ferry: Car and Driver Monthly	99
Champlain Ferry: Passenger 10 Ride	27
Champlain Ferry: Motorcycle 20 Ride	1.5

**Carpool:** Carpooling has occurred for a number of years at Fletcher Allen. This year saw a significant increase in both the number of participants registered as well as the number of carpools with FA. Additionally, there are a number of Fletcher Allen employees registered with CATMA as carpools. These individuals are not included in our number, as they carpool with non-FA employees and therefore do not qualify for the FA incentives. They do however qualify for the incentives provided through CATMA including the Emergency Ride Home (ERH) Program. Currently, there are 941 Fletcher Allen employees registered with CATMA and/or looking for a carpool in the ERH Program. Through CATMA, FA participates in “RidesWork”, a free, confidential carpool matching service. Carpool listings and registration forms appear on the CATMA web site where they are updated regularly. FA carpools with at least two occupants may park on-site in the Medical Center South lot, on-site at UHC or they can park in the satellite lot of their choice. Fletcher Allen continues to offer 50¢ gas coupons for each registered Fletcher Allen employee on a day that they carpool with other Fletcher Allen employees.



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**Bike/Walk:** In May of 2001 CATMA launched a Bike/Walk Reward Program for its member institutions. All Fletcher Allen employees who commute to Medical Center campus, UHC, or One Burlington Square are eligible to join. Participants who commit to walking or biking to and from work at least three days a week can register in the program. At the end of each month, CATMA invoices FA for the number of \$15.00 gift cards issued to FA employees. As of the end of October 2011, FA has reimbursed CATMA for gift cards totally \$76,735.00 since 2001.

The Bike/Walk program, along with all the other TDM programs offered through Fletcher Allen and CATMA, led to the EPA's placing FA on the first-ever list of **New England's Best Workplace for Commuters** in October 2003. Fletcher Allen received this designation by meeting a National Standard of Excellence. The designation spotlights employers that are committed to reducing traffic and air pollution and improving quality of life for their commuters. Starting in October 2006, the oversight and funding for the Bike/Walk Program moved to the Fletcher Allen Wellness Department. This move reflects the strong tie created between CATMA and our Wellness programs. In August 2006, CATMA and Fletcher Allen were honored with a first prize in the Association for Commuter Transportation (ACT) International Award. ACT annually honors outstanding achievements and recognizes significant contributions made by individuals and organizations to commuter transportation management. The nomination submitted: **Partnership Campaign: Connecting Commuting Alternatives and Wellness**, highlighted the partnership established between FA's Wellness department and CATMA and the positive results from that partnership. A complete description of all the CATMA TDM programs and services, which are available to FA constituents, can be found in the CATMA section of this Plan.

**Commuter Challenge:** Fletcher Allen continues to take part in the annual **Way-to-Go Commuter Challenge**. For the May 2008 event, Fletcher Allen set a goal to get 350 employees to participate, up from the 191 who registered to participate in 2007. The final number of Fletcher Allen registrants for 2008 was 398, which won Fletcher Allen the First Place award for the largest percent of employees participating in the Major Employer category. In 2009, 418 Fletcher Allen employees participated, which once again won the First Place award for the largest percent of employees participating in the Major Employer Category. In 2010, 359 Fletcher Allen employees participated, and was awarded Honorable Mention in the Major Employer Category. Fletcher Allen once again won First Place for macro employer during the 2011 WTG Challenge with 352 registered employees.

In 1996, Fletcher Allen entered into an agreement with CCTA and the City of Burlington to expand the route of the College Street Shuttle so that it services FA employees at One Burlington Square and runs through both the UHC and the Medical Center campuses. This increase in service benefits both our constituents and staff in their need to travel between campuses.

Fletcher Allen periodically provides updates and publicizes the various parking demand reduction programs to in-house constituencies through a number of methods, including in-house TV, *Fletcher Allen One*, Employee Parking Guide, Policy and Procedure Manual, and the Employee Handbook, and the Employee Benefits Guide.

### Sec. 8.3.3 (e)

## Monitoring, Compliance and Enforcement Systems

All parking lots are patrolled by the Fletcher Allen Security Staff.



IDENT	Sec00058
Type of Document:	Policy
Type of Policy:	Dept
Applicability:	Secu
Owner's Dept:	Secu
Title of Owner	Dir
Title of Approving Official:	VP Hospital Services
Date Released (Published):	May 3, 2010
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**SUBJECT:** FLETCHER ALLEN PARKING POLICY

**PURPOSE:**

The Fletcher Allen Parking Policy is intended to outline the procedures utilized by the Security Department to manage parking at the three main Fletcher Allen campuses.

**POLICY STATEMENT:**

The policies associated with the Fletcher Allen Security Management program have been developed to document established procedures and practices utilized by the Fletcher Allen Security Department.

Section 1	Introduction
Section 2	Vehicle Registration
Section 3	Parking Permits
Section 4	Parking Regulations
Section 5	Parking Penalties
Section 6	Medical Center Campus Parking
Section 7	UHC Campus Parking
Section 8	Fanny Allen Campus Parking
Section 9	Parking Alternatives

**SECTION 1 INTRODUCTION**

The parking systems and regulations described in this document are intended to safely maximize the use of our available parking spaces and at the same time allow for flexibility to meet the continuously changing parking demand at the Fletcher Allen three main campuses (Fanny Allen, Medical Center, and UHC).

Compliance with these regulations is necessary to ensure adequate parking for our patients and visitors.

**SECTION 2 VEHICLE REGISTRATION**

All Fletcher Allen staff and affiliates who wish to park their vehicles in a Fletcher Allen controlled parking lot must register their vehicles with the Fletcher Allen Security Department:

**Medical Center Campus** – The Security Office at the Medical Center Campus is located in Engineering Room 401 and is open between the hours of 8:00 am - 4:00 pm, Monday - Friday. After normal business hours Security staff are available within the Medical Center complex 24 hours a day. Call 847-2812 to meet with a Security Officer and obtain a vehicle registration form.



**Fanny Allen Campus** – Security staff are available Monday – Friday, 7:30 am to 3:30 pm. Dial 847-6084 or page 121-5565 to contact the on duty Security Officer. After business hours, send an email message to [securityservices@vtmednet.org](mailto:securityservices@vtmednet.org).

**UHC Campus** – The Security Office at the UHC Campus is located in Arnold building, room 1420D and is open from 6:30 am to 2:30 pm, Monday – Friday. After business hours, leave a message on telephone number 847-0939 and a Security Officer will contact you or send an email message to [securityservices@vtmednet.org](mailto:securityservices@vtmednet.org)

**New Employees and Employees Transferred from one campus to another** – Make arrangements to register your vehicle within five (5) days of employment or transfer.

**Registration Period** – All vehicles are registered as frequently as required by the Security Department. If necessary, an expiration date is displayed on the permit.

**New Shift Assignments** – Staff who permanently change work shifts are responsible for obtaining the appropriate parking permit for their shift assignment.

### SECTION 3 PARKING PERMITS

**Permit Required** – All Fletcher Allen staff and affiliate vehicles parked at one of the three main campuses or at a satellite parking lot used by one of the three main campuses must display a current Fletcher Allen parking permit as described below.

**Rearview Mirror Hang Tags** – *One hang tag is issued to each registered person* regardless of the number of vehicles the person owns and registers. The removable hang tag allows the operator to move the permit from one registered vehicle to another. The tags are color coded and individually numbered to quickly identify the shift the employee is assigned to work and the parking lot the vehicle is assigned to park.

**Display of Permits** – The hang tag is to be hung from the rear view mirror so the printing faces the windshield.

**Colors and Numbering** – All hang tags are color coded and sequentially numbered. The color indicates the parking assignment (on-site lot or satellite lot) and the individual number is used to quickly identify the owner of the vehicle in the event of an emergency.

**“Emergency On Call” Permits (Medical Center Campus)** – Staff working in departments that take “Emergency On Call” are issued special hang tags that authorizes them to park in the ACC garage (green or purple level) when they are called in for emergencies during non-working hours (this does not include being called in because of a scheduling shortage). The permit does not authorize parking in the garage during regularly scheduled work hours (only when the employee is called while off duty).

**“Immediate Post Shift Call” Permits (Medical Center Campus)** – Staff who qualify for Immediate Post Shift Call are issued a special hang tag that authorizes them to park in the ACC garage (green or purple level) on days that they are scheduled to take immediate post shift call. These employees may not park in the ACC garage on the days their name is not on their departmental immediate post shift call schedule.

**Temporary Hang Tags (Yellow paper)** – These tags are issued to people who require a special parking assignment for a short period of time or to people who obtain a parking assignment in an area that the existing permits do not address. These permits are individually numbered and must be authorized by the Director of Security or the Security Manager.

**Business Needs Permits (Medical Center and UHC Campuses)** – A limited number of Business Needs permits are available to staff who use their personal vehicles to frequently come and go from the Medical Center Campus or from the UHC campus for business reasons. Business Needs parking is limited to staff whose job performance

would be severely compromised by having an offsite parking assignment. The number of Business Needs permits issued varies based on parking space availability at each campus. Once the maximum number of Business Needs permits has been issued, the Security Office will establish a list of staff requesting a Business Needs parking permit. Additional permits will be issued to staff on the waiting list as parking spaces become available. "Business Needs Waiver Forms" are available at the Medical Center Campus Security Office or at the UHC Campus Security Office. (Note: all appropriate signatures must be obtained before the business need request is considered.)

**Medical Needs Permits** – Employees who are requesting a temporary or long term parking accommodation due to a medical condition must complete a "Parking Accommodation Request" form and send the completed form to the Security Office, Medical Center Campus, Engineering 4. Your physician must complete the "Physician Note" section of the form. The completed document will be reviewed and if approved, a parking assignment made based on the information provided. The parking assignment may be an on-site assignment or a satellite parking assignment based on the circumstances.

**Property of Fletcher Allen** – All parking permits are the property of Fletcher Allen Health Care and must be surrendered at the request of the Security Department.

## SECTION 4 PARKING REGULATIONS

The following regulations apply to all onsite parking and satellite parking locations. In addition to these regulations, staff assigned to park in a satellite lot must abide by the satellite lot parking regulations established by the owner of the satellite parking lot.

- Park in only one parking space.
- Parking only in designated parking spaces (not on the grass or in a travel lane).
- Park only in the lot designated for your parking permit and only in an identified parking spaces, unless instructed to park elsewhere by Security personnel.
- Comply with all signs designed to regulate parking and facilitate the flow of traffic.
- Park in the lot only while you are working or on official Fletcher Allen business. *Parking in the lot to attend school or other non-work related functions is not permitted.*
- The parking permit may not be "loaned" to other employees, friends, or family members. Only the registered employee may park in their assigned parking lot.
- During winter months, a Winter Parking Ban is in effect. There is no overnight parking in surface lots that are exposed to the weather and must be cleared of snow and ice.
- Notify Security if your vehicle will be left in a parking lot for more than 24 hours (Overnight or long term parking for vacations, conferences, field trips, etc is not permitted. Security staff will instruct you on the best parking location for these long term parking needs.)
- Employees may only register and park vehicles that fit within one space. Oversize vehicles, trailers, and R.V.'s are not permitted.
- When driving, pedestrians will be given the right of way. Operators who drive in a careless and negligent manner may lose the privilege of parking on Fletcher Allen property or in a Fletcher Allen satellite parking lot.
- Fletcher Allen Health Care is not responsible for theft, vandalism, or damage to vehicles or their contents while the vehicle is parked or operated on Fletcher Allen property or in a Fletcher Allen satellite parking lot. We encourage motorists to lock their vehicles at all times and store valuables in such a way that they can not be seen from outside the vehicle.
- **Proximity Cards (Medical Center Campus)** – many of the parking lots at the Medical Center Campus are controlled by card access.
  - **Individually Numbered** – The cards are individually numbered and assigned to an individual user or group of users that is identifiable by the card number.
  - **Not to be Shared** – Individually assigned proximity cards are not to be loaned to others.



- **Lost or Stolen** – Lost or stolen cards must be reported to the Security Department immediately. (Note: There is a \$6.00 charge for lost or stolen proximity cards.)

## **SECTION 5                      PARKING PENALTIES**

**Fines** – Vehicles parked or operated on Fletcher Allen property in violation of the parking regulations will be assessed a ten-dollar (\$10.00) fine for each violation. The fine may be paid at the cashier’s counter of the Business Office on the Medical Center Campus (ACC, Level 3) or the employee may have the fine deducted through payroll deduction.

**Repeat Offenders** – Motorists who repeatedly violate Fletcher Allen parking regulations will be subject to the following actions:

- Their vehicle will be towed from Fletcher Allen property at the vehicle owner’s expense.
- Notice of the violations will be forwarded to their immediate supervisor for their awareness and for corrective action, if appropriate. For a description of the corrective action steps that could result from parking violations, please refer to Corrective Action Policy HR-E-02 on Intradoc.
- Future parking in Fletcher Allen parking lots may be denied.

**Towing** – All vehicles parked in violation of the regulations set forth in this document are subject to being towed without notice at the vehicle owner’s expense. Violations that warrant immediate tow include:

- Vehicles parked contrary to a verbal instruction issued by a Security Officer attempting to control the flow of traffic or efficiently park vehicles.
- Vehicles parked in Fire Lanes or obstructing fire hydrants.
- Vehicles parked in such a way they block or impede the continuous flow of pedestrian or vehicular traffic.
- Unauthorized vehicles parked in handicap spaces.
- Vehicles that have been identified as having multiple violations.
- Vehicles violating the Winter Parking Ban during snow removal periods.
- Abandoned vehicles that have been parked for three or more days.
- Unauthorized vehicles parked in specially marked parking spaces (Examples: Hope Lodge, Special Needs, and other parking spaces marked for special parking).
- Vehicles parked blocking the Emergency Department Ambulance bay or parked in spaces reserved for ambulances.
- Vehicles registered to staff who, in an attempt to escape detection, remove the hanging permit to park in an unauthorized parking area.

**APPEALS OF PARKING PENALTIES** – Motorists wishing to appeal a ticket, boot, or tow must notify the Security Department in writing within five (5) calendar days of the violation. If an appeal is not received within five days of the violation, the violation will be recorded and future violations will result in the vehicle being towed from Fletcher Allen property at the owner’s expense. The steps of the parking penalties appeal process are as follows:

- 1) Discuss the appeal with the Security Manager at the Medical Center Campus Security Office. If the appeal can not be resolved during this discussion, submit a written appeal to the Director of Security.
- 2) The Director of Security will review the written appeal and contact the employee to discuss the violation. If resolution can not be obtained at this level, the Director of Security will document his findings and forward the appeal to the Vice President of Hospital Services.
- 3) The Vice President of Hospital Services will make the final decision in the matter.

**NOTE:** The above appeal process does not apply to Corrective Actions issued by a supervisor in response to repeated parking violations.

## SECTION 6

## MEDICAL CENTER CAMPUS PARKING

### Parking Assignments at the Medical Center Campus:

There are approximately 2,100 parking spaces at the Medical Centre Campus. Approximately 1,000 parking spaces a day are required to meet patient and visitor parking needs. The remaining 1,100 parking spaces at the Medical Center Campus are utilized by staff, volunteers, community physicians, vendors, and other non-patient visitors. Overflow parking is accommodated in off-campus satellite parking lots.

**On-Site Parking Assignments** – Parking permits for parking in on-site parking lots are issued as follows:

- All evening and night shift staff.
- All attending physicians and residents.
- Staff with “Business Needs” waivers.

Note: A limited number of Business Needs permits will be issued. Once the maximum number of Business Needs permits are issued, a waiting list will be established and additional permits will be issued as parking space becomes available. (See Section 3 for more information on Business Needs parking)

- Day shift staff who work hours when shuttle services are not operating.
- Senior day shift staff (based on date of hire)

Note: The number of senior day shift staff permitted to park on-site may fluctuate based on inpatient and outpatient activity. *When it becomes necessary to reassign staff from on-site lots to satellite lots, the least senior staff holding on-site parking permits will be reassigned to a satellite parking lot.*

**Satellite Parking Assignments** – Like onsite parking assignments, satellite parking assignments are made based on the employee’s date of hire. Whenever possible, home address and direction of travel to and from the Medical Center Campus will be considered when making the assignment. When a preferred satellite lot assignment is not immediately possible, the employee’s name will be placed on a waiting list and reassignment to the preferred satellite lot will occur as parking spaces become available.

### Parking Lot Uses at the Medical Center Campus

Parking lot use may vary based of circumstances, but in general, the parking lots are utilized as follows:

**South Lot (425 spaces)** – This parking area is controlled by a card access system and is designated parking for valet parking, staff with seniority and car poolers. In addition, a portion of the South lot (at the north end) is used for valet parking.

**Emergency Department Parking Lot (47 spaces)** – The parking lot outside the Emergency Department is reserved for patients who require emergency medical treatment, physicians responding to emergency calls to treat patients in the E.R., ambulances, and law enforcement vehicles.

**McClure Parking Garage (317 spaces)** – The parking garage is controlled by a card access system and is designated parking for Residents and Business Needs. In addition, a portion of the surface parking lot on the west side of the McClure garage is designated motorcycle parking during the motorcycle season.

**ACC Parking Garage (1224 underground parking spaces)** – This parking area is controlled by parking booth attendants and access card readers. It is a pay parking lot (hourly rates) for patients and visitors and a non-pay parking area for authorized physicians and staff. (Note: Staff may not pay to park in the ACC parking garage during scheduled working hours. During working hours all staff must park in their assigned parking area.)

**Satellite Parking Lots** – Various satellite parking lots are utilized to supplement the Medical Center Campus parking needs. The satellite lots are serviced by shuttle systems that transport staff to and from the lots throughout the day. These lots are:

- UVM Catamount East Lot (285 spaces – Medical Center staff)
- UVM Centennial Parking Lot (200 mixed use spaces – shuttle service for UHC staff, walking lot for Medical Center staff and contractors)
- UVM Gutterson Lot (176 spaces – Medical Center staff)
- Fanny Allen Satellite Lot (155 Fletcher Allen spaces- Medical Center staff)

## **SECTION 7 UHC Campus Parking**

### **Parking Assignments at the UHC Campus:**

**On-Site Parking Assignments** – Parking permits for parking in on-site parking lots are issued as follows:

- All evening and night shift staff.
- All attending physicians and residents.
- Staff with “Business Needs” waivers.  
Note: A limited number of Business Needs permits will be issued. Once the maximum number of Business Needs permits are issued, a waiting list will be established and additional permits will be issued as parking space becomes available. (See Section 3 for more information on Business Needs parking)
- Day shift staff who work hours when shuttle services are not operating.
- Senior day shift staff (based on date of hire)  
Note: The number of senior day shift staff permitted to park on-site may fluctuate based on patient activity. *When it becomes necessary to reassign staff from on-site to satellite parking, the least senior staff holding on-site parking permits will be reassigned to the satellite parking lot.*

**Satellite Parking Assignments** – All UHC staff not assigned onsite parking are assigned satellite parking at the UVM Centennial Field parking lot. Shuttle busses are used to transport staff to and from the Centennial Field parking lot.

### **Parking Lot Uses at the UHC Campus:**

Parking lot use may vary based of circumstances, but in general, the parking lots are utilized as follows:

**Onsite UHC Parking Spaces** – There are 515 parking spaces at the UHC Campus. The parking spaces are utilized as follows:

- **Lot A (Horseshoe)**, 47 spaces – 27 of the 47 spaces are designated handicapped parking for handicapped patients and visitors. The remaining 20 spaces are used for patient and visitor short term parking or patients and visitors with mobility issues.
- **Lot B**, 178 spaces – 153 spaces are used for patient parking and 25 spaces are used for staff and vendor parking.
- **Lot D**, 197 spaces – Employee parking for Fletcher Allen staff assigned to the parking lot and displaying the appropriate parking permit.
- **Pearl Street Lot**, 35 spaces – Employee parking for Fletcher Allen staff assigned to the parking lot and displaying the appropriate parking permit.
- **Taft School Lot**, 58 spaces – Employee parking for Fletcher Allen staff assigned to the parking lot and displaying the appropriate parking permit.

**Satellite UHC Parking Spaces** – Approximately 110 parking spaces at the UVM Centennial Field parking lot are used for UHC staff parking.

**SECTION 8 Fanny Allen Parking**

**Parking Assignments at the Fanny Allen Campus:**

**Onsite Parking Assignments** – All Fanny Allen staff are assigned onsite parking in parking lots 2 and 3.

**Satellite Parking Assignments** – No Fanny Allen staff are assigned satellite parking, but approximately 150 parking spaces on the east side of parking lot 2 are used as satellite parking spaces for Fletcher Allen staff shuttling to and from the Medical Center Campus.

**Parking Lot Uses at the Fanny Allen Campus:**

There are a total of 591 parking spaces at the Fanny Allen Campus.

The parking spaces at the Fanny Allen Campus are color coded:

- Red Painted Spaces** = Patient and Visitor parking
- Yellow Painted Spaces** = Fanny Allen employee parking
- Green Painted Spaces** = Physician parking
- White Painted Spaces** = Satellite parking for Medical Center Campus

Parking lot use may vary based of circumstances, but in general, the parking lots are utilized as follows:

**Parking Lot 1, 80 spaces** – All 80 spaces are used for patient and visitor parking. (No employee parking is permitted in Lot 1.)

**Parking Lot 2, 152 spaces** – All 152 spaces are used for employee parking. (Patients and visitors from Lots 1 and 4 may overflow into Lots 2 and 3, if necessary.)

**Parking Lot 3, 98 spaces** – All 98 spaces are used for employee parking (Patients and visitors from Lot 1 or 4 may overflow into Lots 2 and 3, if necessary.)

**Parking Lot 4, 95 spaces** – The parking spaces closest to the building are painted Red for patient and visitor use. The parking spaces on the south edge of the parking lot are painted Green for physician parking.

**Shuttle Lot, 155 spaces** – The shuttle lot is located on the east side of Lot 2 and is used for Medical Center Campus employees assigned to shuttle to and from work at the Medical Center Campus.

**SECTION 9 PARKING ALTERNATIVES**

Fletcher Allen Health Care offers incentive programs designed to encourage alternative means of transportation to and from the Medical Center Campus and the UHC Campus.

Note: Contact the Fletcher Allen Security Department (8472812) for the most up to date information.

These programs include:

**Car Pooling** – Registered car poolers with two or more participants obtain the following incentives:

- .50 cent gas coupons for each registered person in a vehicle.

- Vehicles with two or more occupants may park on-site. (At the Medical Center Campus, onsite car pool parking is in the South Lot.)
- Guaranteed Ride Home Program – Available through the CATMA (Campus Area Transportation Management Association). Call 656-7433. Taxi vouchers are available for car poolers who must leave work because of an emergency or for those who miss their ride home because of work related reason.

Note: Fletcher Allen Health Care is a member of the Campus Area Transportation Management Association (CATMA). Members of CATMA include Champlain College, the City of Burlington, Fletcher Allen Health Care, the University of Vermont, and the American Red Cross.

- Rides Work – Match car pooling needs through CATMA publication, “RidesWork”. Call 656-7433.

Note: Car pool privileges are revoked immediately for staff who violate car pool regulation (see written car pool regulations).

**Discount Bus Coupons – CCTA bus passes at discounted prices for Fletcher Allen staff:**

- **Local CCTA Service – 50% off – Fletcher Allen subsidizes 50% of local fees for Fletcher Allen staff.**
- **CCTA Link Express – 25% off – Fletcher Allen subsidizes 25% of local fees for Fletcher Allen staff.**
- Payroll deduction available.
- Passes obtained at the Medical Center Campus Security Office and the UHC Campus Security Office.
- Monthly and 10 Trip passes are available for most CCTA programs.

**MONITORING PLAN: N/A**

**DEFINITIONS: N/A**

**RELATED POLICIES:**

Parking Enforcement Policy, SEC00006

<http://web03.fahc.org/xpedio/groups/public/documents/fapolicy/secu00006.pdf>

**REFERENCES: N/A**

**REVIEWERS:**

Charlie Zea, Security Manager

Steve Theriault, Security Supervisor

Mike-Ann Young, Security Staff Assistant

Richard Moore, Human Resources Specialist

**OWNER’S NAME:**

Jack Conry, Director of Security

**APPROVING OFFICIAL’S NAME:**

Dawn LeBaron, VP Hospital Services



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Type of Document:	Policy
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Date Released (Published):	June 30, 2011
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**SUBJECT:** Car Pooling Policy

**PURPOSE:** This policy is intended to outline the Fletcher Allen Car Pool Program. The policy describes the process for registering a car pool group, the incentives available to car pool participants, and the enforcement of the program.

**POLICY STATEMENT:** Car pooling benefits employees, the organization, the community, and the environment. The employee benefits by reducing travel costs, the organization benefits by reducing parking demand, the community benefits by reduced traffic, and the environment benefits by reduced vehicle emissions.

All Fletcher Allen employees are encouraged to car pool or use public transportation. Fletcher Allen, in coordination with the Campus Area Transportation Management Association (CATMA), has developed incentives for selected Fletcher Allen campuses to encourage car pooling. These incentives are designed to reduce parking demand and traffic congestion during peak periods of the business day.

Fletcher Allen car pool incentives are available at the following locations:

- The Medical Center Campus (day and evening shifts)
- The UHC Campus (day shift)
- The Fanny Allen Campus (day and evening shift)
- One Burlington Square (day shift)

**PROCEDURE:**

A. Registration:

1. All car pool participants must register with Security to be eligible for car pool incentives.
2. All car pool participants must be FAHC employees who work on the same campus. Car pool participants who are not FAHC employees would not qualify for all the incentives offered through FAHC.
3. Car pool participants may only register with one car pool group.
4. **Car Pool Registration Form:** One car pool registration form must be completed and signed by each member of the car pool group. The forms are available in the Security office and will include the employee's name, work information, and vehicle information.

**Important:** The car pool group is responsible for keeping the car pool registration form information up-to-date. As car pool group participants are added or dropped from the group, the registration form must be updated at the Security Office. Unregistered passengers in a car pool vehicle do not qualify as car pool participants.

5. **Non-Car Pool Parking Assignment:** All car pool participants will be issued an individual parking assignment for parking on days that they are not car pooling. A parking hang tag will be issued indicating this individual's non-car pool parking assignment.
6. **Car Pool Parking Assignment:** Security staff will issue one car pool hang tag and a car pool parking assignment to the car pool group. The car pool hang tag must be displayed from the car pool vehicle's rearview mirror when the car pool vehicle is parked in the assigned car pool parking lot (parking lot choices by campus are listed below).

**Note:** Your carpool parking permit must be displayed over your individual parking permit. (ie. Fanny Allen, Centennial Field, Gutterson, Catamount East, South Lot).

7. **Car Pool Hang Tag Display:** The car pool hang tag will be displayed from the vehicle's rearview mirror in front of the employee's individual hang tag. The car pool tag should be displayed in such a way that the printing is visible from outside the windshield.
8. **Parking Hang Tags are Nontransferable:** Individual hang tags and car pool hang tags are nontransferable and may not be "loaned" or transferred to anyone else.
9. **Entering and Exiting Car Pool Assigned Parking Lots:** At least two registered car pool group members must be in the vehicle when the car pool vehicle enters and exits the assigned car pool parking lot. Non-registered passengers in a car pool vehicle do not qualify as car pool passengers. (Note: This requirement is closely monitored by Security staff.)

B. Medical Center Campus – Parking Incentive for Car Pool Groups:

1. **Parking Assignment for the Car Pool Group:** The registered car pool groups may park on-site in the South Lot. There are two gated entrances and exits to the South Parking Lot. The gate at the south end of the lot will be used by all car pool groups. Each car pool group will be issued one proximity card to access and exit the South Parking Lot. (Remember – Two registered car pool members must be in the car pool vehicle as the vehicle enters and exits the South Parking Lot.)
2. **Important:** Remember, there must be two or more car pool group participants in the vehicle displaying the car pool hang tag when the vehicle enters and exits the South Parking Lot. If you are driving alone (not car pooling), you must park at your assigned individual non-car pool parking lot assignment.

C. UHC Campus – Parking Incentive for Car Pool Groups:

1. Registered car pools may park on-site with two or more participants in the vehicle when they enter and exit the parking lot.

**Important:** Remember, there must be two or more car pool group participants in the vehicle displaying the car pool hang tag when the vehicle enters and exits the South Parking Lot. If you are driving alone (not car pooling), you must park at your assigned individual non-car pool parking lot assignment.

D. Fanny Allen Campus – Parking Incentive for Car Pool Groups

1. All employees (including car pool groups) park on-site in parking lots 2 or 3.

E. One Burlington Square – Parking Incentive for Car Pool Groups

1. Car pool parking for One Burlington Square is at General Dynamics.

F. Other Car Pool Incentives – All Car Pool Groups

1. **Gas Coupons:** Car pool groups earn .50 cents a day for each car pool participant in the vehicle. A gas card is issued to each car pool group to record gas credits earned. Each box on the card represents a .50 cent gas credit. Car pool participants date and initial each box to indicate the days they car pooled to work. (Example: On a day that there are three car pool participants in the vehicle, three boxes would be dated and initialed, which would represent a credit for \$1.50 in gas). When all the boxes have been dated and initialed, the card is delivered to the MCHV or UHC Security Office to obtain two \$5.00 gas coupons. The gas coupons may be redeemed at Dave's Williston Road Citgo.

**Important:** Gas coupons must be signed before they are redeemed at Dave's Williston Road Citgo. Change will not be given for gas coupons that do not total the amount of gas purchased, so if the gas purchased totals \$7.00 and you give the attendant \$10.00 in gas coupons, you will not receive \$3.00 in change or credit.

2. **CATMA's Guaranteed Ride Home Program:** Through the Campus Area Transportation Management Association all car pool participants are eligible for the Guaranteed Ride Home Program:

Car pool participants are guaranteed a ride home in the following cases:

- a. A participant is left behind because the driver had to leave early.

- b. A rider has to leave because of a sick child.
- c. A rider has to leave because they are ill.
- d. A rider is asked to work later than initially scheduled.

Security staff will issue each car pool group participant a CATMA Guaranteed Ride Home pamphlet. Each participant must complete the CATMA Guaranteed Ride Home registration form and mail it to the CATMA Office at 150 Colchester Ave, Burlington, VT. CATMA will mail each participant a COMMUTE SMART CARD which is to be presented to a taxi driver, if a ride home is needed (instructions are located on back of the card).

- 3. **CATMA's Monthly Drawing for a Gift Certificate to a Downtown Restaurant:** The names of all Fletcher Allen registered car pool participants will be submitted to CATMA and added to the names of car pool participants from other CATMA organizations. Once a month CATMA draws a name from all car pool participants. The name drawn is given a gift certificate for a downtown restaurant.

G. **Enforcement:** The car pool program is monitored very closely by the Fletcher Allen Security Department and other employees throughout the organization. Car pool violations will result in the following penalties:

- 1. **First Violation:** 30 day suspension of car pool privileges and incentives. (Note: This penalty may be increased to a complete revocation of car pool privileges and incentives, if the violation is flagrant or the car pool driver has a history of other Fletcher Allen parking violations.)
- 2. **Second Violation:** Complete revocation of car pool privileges and incentives.

**Important:** The intention of the car pool program is to reduce the number of vehicles parked at Fletcher Allen. Parking a vehicle at a Fletcher Allen satellite lot and riding together from the satellite parking lot to a car pool parking lot does not qualify as car pool group and does not meet car pool guidelines and will be considered a violation of the program.

H. **Other Transportation Alternatives:**

- 1. **CCTA Local Bus Service:** FAHC offers discounted city bus passes. Contact the Security office for more details, 847-2812.
- 2. **CCTA Link Express Service:** FAHC offers discounted Montpelier Link bus passes. Contact the Security office for more details, 847-2812.
- 3. **CATMA Bike/Walk Program:** A gift certificate incentive is offered to FAHC bikers and walkers. Contact CATMA for more details, 656-RIDE.
- 4. **CATMA Car Pool Matching:** CATMA also offers a list of drivers/riders in the community looking for others to car pool with. Your name and information can also be added to this list.

**MONITORING PLAN:** N/A

**DEFINITIONS:** N/A

**RELATED POLICIES:**

<http://venus.fahc.org/xpedio/groups/public/documents/fapolicy/secu00006.pdf>  
Parking Enforcement Policy

<http://venus.fahc.org/xpedio/groups/public/documents/fapolicy/sec00008.pdf>  
Towing Policy

**REFERENCES:** N/A

**REVIEWERS:**

Charlie Zea, Security/Parking Manager - MCHV



Steve Theriault, Security/Parking Supervisor - UHC/FA

**OWNER'S NAME:**

Jack Conry, Director of Security, Safety, and parking

**APPROVING OFFICIAL'S NAME:**

Dawn LeBaron, Vice President of Hospital Services

Intradoc/Security/Secu00053

S:Groups/Facilities Services/Security/Policy Manual/Section B1/Policy

**\*\*Parking permits are issued to employees based on date of hire. They are non-transferable and intended only for the use of the holder. Any violations of this policy may result in the loss of parking privileges.\*\***

Fletcher Allen Health Care.....Automobile Registration Form

Last Name:	First Name:	MI:
Local Address:	City/Town:	Zip:

Please supply one of the following: M#: \_\_\_\_\_ / Employee ID Number: \_\_\_\_\_

Employee Information (Paid by FAHC)	Non- Employee Information (Not Paid by FAHC)
<p>Date of Hire: _____ / _____ / _____</p> <p>Working at which Campus?                      Fanny MCHV UHC IBS Trinity Other</p> <p>Department: _____</p> <p>Location: _____</p> <p>Phone # _____ Pager # _____</p> <p>Immediate Supervisor: _____</p> <p>Employee Status:</p> <p>Full Time Part Time Per Diem</p> <p>Fellow Resident Midwife CRNA</p> <p>Attending Physician Physician Assistant</p> <p>Nurse Practitioner Traveler - also complete this section →</p> <p>Assigned Hours:</p> <p>_____ am/pm to _____ am/pm</p> <p>_____ am/pm to _____ am/pm</p> <p>_____ am/pm to _____ am/pm</p> <p>I will be working the day shift for orientation: YES NO</p> <p>I will be working weekends: YES NO</p>	<p><u>Attending Physician</u></p> <p>Office Location: _____</p> <p>Phone # _____ Pager # _____</p> <hr/> <p><u>Student Information</u></p> <p>School: _____</p> <p>Program: _____</p> <p>Ending Date: _____</p> <p>Shift Hours: _____</p> <p>FAHC Contact Person: _____</p> <hr/> <p><u>Other Non-Employees</u></p> <p>Affiliation: _____</p> <p>Department You're Working In: _____</p> <p>Department Phone Number: _____</p> <p>Shift Hours: _____</p> <p>Ending Date: _____</p> <p>FAHC Contact Person: _____</p>

	Vehicle # 1	Vehicle # 2	Vehicle # 3
Make:			
Model:			
Color:			
Plate #:			
State:			

Severe Weather Emergency: Please place an X in the box, if you have a four wheel drive vehicle and would be willing to assist with transportation needs in a severe weather emergency.

Home phone number: \_\_\_\_\_

I agree to abide by the parking regulations established at each of the FAHC Campuses. I understand that I am responsible for penalties (fines) obtained for violating these regulations. I also understand that repeat violations or serious violations will result in my vehicle being towed from Fletcher Allen property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please notify FAHC Security (847-2812) of any changes to this information. Thank You!

**FLETCHER ALLEN HEALTH CARE**  
Security Services

**REGISTRATION UPDATE FORM**

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_ or Social Security #: \_\_\_\_\_

Vehicle Information: Make \_\_\_\_\_ Model \_\_\_\_\_  
Color \_\_\_\_\_ Plate# \_\_\_\_\_ State \_\_\_\_\_

Vehicle you would like taken off your registration: \_\_\_\_\_

\*\*\*\*\*SECURITY USE\*\*\*\*\*

Original Hanging Decal Issued: \_\_\_\_\_

New Hanging Decal Issued: \_\_\_\_\_ Reason: \_\_\_\_\_







## Fanny Allen Satellite Parking

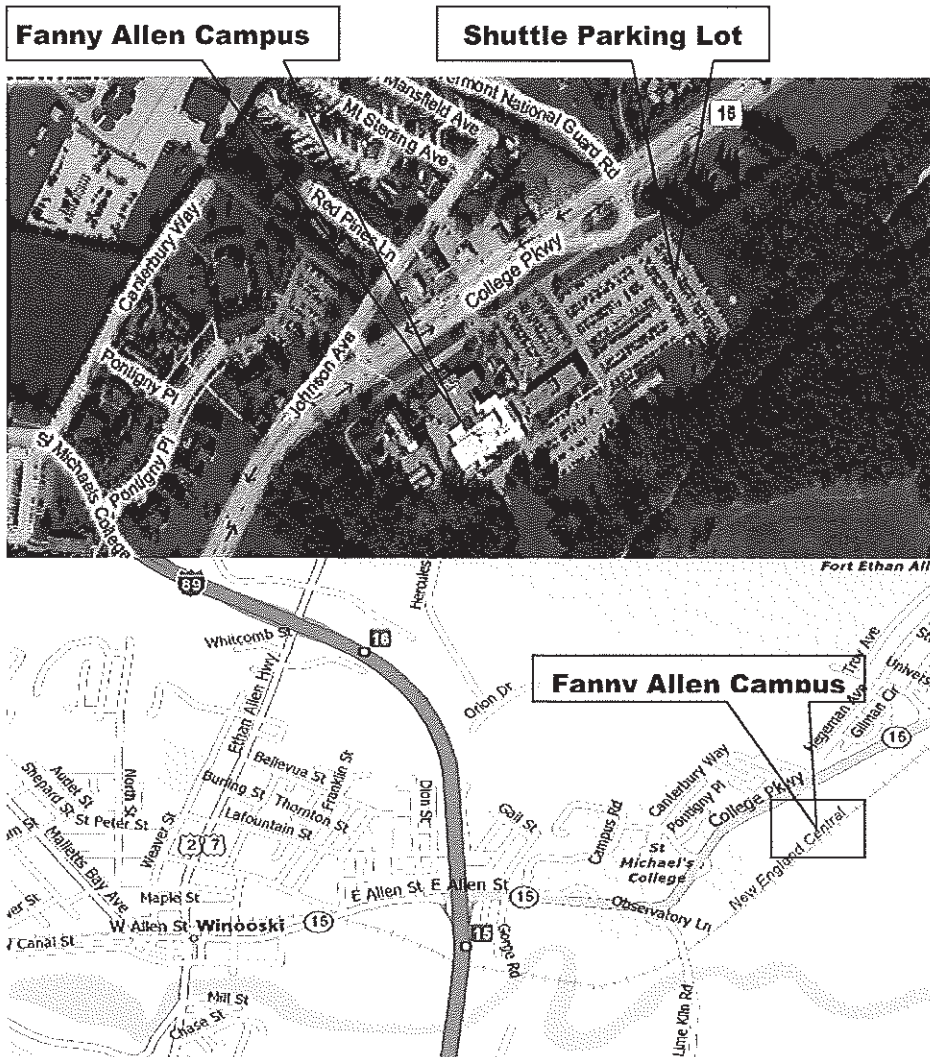
**Your Parking Assignment M - F:** Fanny Allen Campus shuttle lot when your shift is scheduled between 4:15 am and 9:15 pm.

**Rotating Shifts:** If you indicated on your parking registration form that you rotate shifts or that you work a day shift that goes beyond 9:15 pm, the parking tag you have been issued indicates that you rotate shifts (see the attached instructions for rotating shift parking).

**Weekends and Holidays:** Parking for weekends and Fletcher Allen observed holidays is in Lot C, the ACC underground garage.

**Displaying Your Parking Tag:** Hang the tag from your rear view mirror, so the printing faces the windshield.

**Parking Policy:** For additional parking information please refer to the Fletcher Allen Parking Policy, Policy SEC00058 in Intradoc or on the Security Service's Intranet Website.



### Shuttle Service:

See shuttle schedule on the reverse side.

### Location:

Rt. 15 in Colchester.

### Directions:

As you enter the Fanny Allen campus, stay to the left and drive toward parking lot #2. Satellite campus parking is located behind lot #2. The shuttle will pick up and discharge from that location.

Thank you for your  
assistance!!!

Security Services 847-2812

# # 1.....Fanny Allen Shuttle Schedule

Start August 23, 2010

Morning Busses		
	Departs Fanny Allen	Departs MCHV
Bus1	4:15 AM	4:30 AM
Bus 2	4:30 AM	4:45 AM
Bus1	4:45AM	5:00 AM
Bus 2	5:00AM	5:15 AM
Bus1	5:15 AM	5:30 AM
Bus 2	5:30 AM	5:45 AM
Bus1	5:45 AM	6:00 AM
Bus 2	6:00 AM	6:15 AM
Bus1	6:15 AM	6:30 AM
Bus 2	6:30 AM	6:45 AM
Bus1	6:45 AM	7:00 AM
Bus 2	7:00 AM	7:15 AM
Bus1	7:15 AM	7:30 AM
Bus 2	7:30 AM	7:45 AM
Bus1	7:45 AM	8:00 AM
Bus 2	8:00 AM	8:15 AM
Bus1	8:15 AM	8:30 AM
Bus 2	8:30 AM	8:45 AM
Bus1	8:45 AM	9:00 AM

Mid Morning - Van Service		
	Departs FAH	Departs MCHV
Van A	9:00 AM	9:15 AM
Van B	9:15 AM	9:30 AM
Van A	9:30 AM	9:45 AM
Van B	9:45 AM	10:00 AM
Van A	10:00 AM	10:15 AM
Van B	10:15 AM	10:30 AM
Van A	10:30 AM	10:45 AM
Van B	10:45 AM	11:00 AM
Van A	11:00 AM	11:15 AM
Van B	11:15 AM	11:30 AM
Van A	11:30 AM	11:45 AM
Van B	11:45 AM	12:00 PM
Van A	12:00 PM	12:15 PM
Van B	12:15 PM	12:30 PM
Van A	12:30 PM	12:45 PM
Van B	12:45 PM	1:00 PM
Van A	1:00 PM	1:15 PM
Van B	1:15 PM	1:30 PM
Van A	1:30 PM	1:45 PM
Van B	1:45 PM	2:00 PM
Van A	2:00 PM	2:15 PM
Van B	2:15 PM	NA
Van B	Leaves Fanny @ 2:15 pm to drop off at MCHV	

Evening Busses		
	Departs MCHV	Departs Fanny Allen
Bus 1	2:20 PM	2:35 PM
Bus 2	2:35 PM	2:50 PM
Bus 1	2:50 PM	3:05 PM
Bus 2	3:05 PM	3:20 PM
Bus 1	3:20 PM	3:35 PM
Bus 2	3:35 PM	3:50 PM
Bus 1	3:50 PM	4:05 PM
Bus 2	4:05 PM	4:20 PM
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Bus 1	7:20 PM	7:35 PM
Bus 2	7:35 PM	7:50 PM
Bus 1	7:50 PM	8:05 PM
Bus 2	8:05 PM	8:20 PM
Bus 1	8:20 PM	8:35 PM
Bus 2	8:35 PM	8:50 PM
Bus 1	8:50 PM	9:05 PM
Bus 2	9:05 PM	9:20 PM
Bus 1	9:20 PM	

Note: All times are estimates may be affected by traffic congestion in the community.

## UVM Catamount East Parking Information

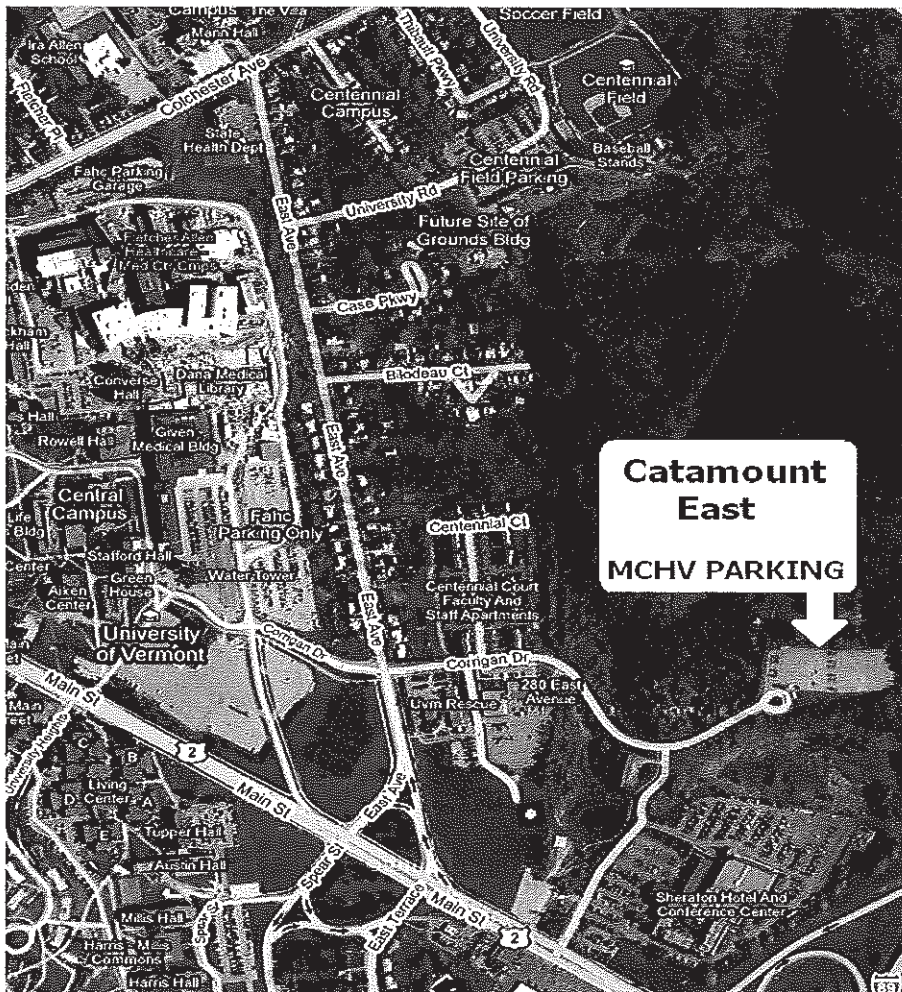
**Your Parking Assignment M - F:** UVM Catamount East Parking Lot when your shift is scheduled between 4:15 am and 9:15 pm.

**Rotating Shifts:** If you indicated on your parking registration form that you rotate shifts or that you work a day shift that goes beyond 9:15 pm, the parking tag you have been issued indicates that you rotate shifts (see the attached instructions for rotating shift parking).

**Weekends and Holidays:** Parking for weekends and Fletcher Allen observed holidays is in Lot C, the ACC underground garage.

**Displaying Your Parking Tag:** Hang the tag from your rear view mirror, so the printing faces the windshield.

**Parking Policy:** For additional parking information please refer to the Fletcher Allen Parking Policy, Policy SEC00058 in Intradoc or on the Security Service's Intranet Website.



**Shuttle Service:**

See shuttle schedule on the reverse side.

**Location:**

Carrigan Drive (off of East Avenue) behind the Sheraton Hotel.

Thank you for your assistance!!!

Security Services 847-2812

# Catamount East Shuttle Schedule

## Shuttle Service Description:

- 1) **Non-Peak Hours** - One shuttle will operate continuously to and from the Catamount East parking lot and the McClure Circle (see schedule below).
- 2) **Peak AM and PM Hours** – Two shuttles will operate continuously to and from the Catamount East parking lot and the McClure Circle (see schedule below).
- 3) **Overall Service** - Shuttle service is expected to be between 10 and 15 minutes, depending on traffic.

### **4:15 am to 5:30 am**

- One yellow school bus traveling continuously to and from the Catamount East Lot.
- The first bus to McClure Lobby leaves Catamount East at 4:15 am.

### **5:30 am to 8:30 am**

- Two yellow school busses traveling continuously to and from the Catamount East Lot.

### **8:30 am to 2:00 pm**

- One yellow school bus traveling continuously to and from the Catamount East Lot

### **2:00 pm to 6:30 pm**

- Two yellow school busses traveling continuously to and from the Catamount East Lot.

### **6:30 pm – 9:15 pm**

- One yellow school bus traveling continuously to and from the Catamount East Lot.
- The last shuttle to the Catamount East lot leaves the McClure Lobby at 9:15 pm.

### **After 9:15 pm**

- Contact Security at 847-2812 for transportation to the Gutterson Lot

Starts August 23, 2010



## Gutterson Parking Information

**Your Parking Assignment M - F:** Gutterson Parking Lot when your shift is scheduled between 4:15 am and 6:00 pm.

**Rotating Shifts:** If you indicated on your parking registration form that you rotate shifts or that you work a day shift that goes beyond 9:15 pm, the parking tag you have been issued indicates that you rotate shifts (see the attached instructions for rotating shift parking).

**Weekends and Holidays:** Parking for weekends and Fletcher Allen observed holidays is in Lot C, the ACC underground garage.

**Displaying Your Parking Tag:** Hang the tag from your rear view mirror, so the printing faces the windshield.

**Parking Policy:** For additional parking information please refer to the [Fletcher Allen Parking Policy](#), Policy SEC00058 in Intradoc or on the Security Service's Intranet Website.

### Shuttle Service:

See shuttle schedule on the reverse side.

### Location:

East side of the UVM Gutterson Field House. The surface parking lot closest to Spear Street.

### Directions:

From Spear Street follow signs for Gutterson parking.

Thank you for your assistance!!!

Security Services 847-2812



## Gutterson Shuttle Schedule

### Shuttle Service Description:

- 1) One shuttle will operate continuously from 4:15 am to 6:00 pm between the Gutterson parking lot and the McClure Circle.
- 2) Shuttle service is expected to be between 10 and 15 minutes, depending on traffic.
- 3) **Jug Handle** – When there is no traffic congestion, the shuttle driver will have the option of traveling to and from Gutterson through the jug handle.
- 4) **UVM Express Shuttle Route** – If the jug handle is congested, the shuttle driver will have the option of using the UVM shuttle route to and from Gutterson. The shuttle route avoids the jug handle by crossing Main Street by the UVM Living and Learning Center.

### 4:15 am to 9:00 am

- One yellow school bus traveling continuously to and from the Gutterson Lot.
- The first bus to McClure Lobby leaves Gutterson at 4:15 am.

### 9:00 am to 2:00 pm

- One 15 passenger van traveling continuously to and from the Gutterson Lot

### 2:15 pm to 6:00 pm

- One yellow school bus traveling continuously to and from the Gutterson Lot.
- 4:00 pm – 6:00 pm – A second yellow school bus operates continuously to and from the Gutterson Lot
- The last bus to Gutterson leaves the McClure Lobby at 6:00 pm.

### After 6:00 pm

- Contact Security at 847-2812 for transportation to the Gutterson Lot



## Security Services

### Centennial Parking

**Your Parking Assignment M - F:** Centennial when your shift is scheduled between 4:15 am and 9:15 pm.

**Rotating Shifts:** If you indicated on your parking registration form that you rotate shifts or that you work a day shift that goes beyond 9:15 pm, the parking tag you have been issued indicates that you rotate shifts (see the attached instructions for rotating shift parking).

**Weekends and Holidays:** Parking for weekends and Fletcher Allen observed holidays is in Lot C, the ACC underground garage.

**Displaying Your Parking Tag:** Hang the tag from your rear view mirror, so the printing faces the windshield.

**Parking Policy:** For additional parking information please refer to the Fletcher Allen Parking Policy, Policy SEC00058 in Intradoc or on the Security Service's Intranet Website.



#### **Walk-Lot:**

Centennial is a walking lot; there is no shuttle service to/from this lot for the MCHV Campus.

#### **Location:**

University Road, off of East Avenue.

Thank you for your assistance!!!

Security Services 847-2812



FLETCHER ALLEN HEALTH CARE

Security Services

Carpool Number: \_\_\_\_\_

Car Pool Registration

Proximity Card Number: \_\_\_\_\_

Employee #1

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus: MCHV UHC 1 Burl Sq Fanny Allen

Intercampus Mailing Address: (including floor and building)  
\_\_\_\_\_

Scheduled Hours: \_\_\_\_\_

Vehicle:

Make/Model: \_\_\_\_\_ / \_\_\_\_\_

Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

Vehicle:

Make/Model: \_\_\_\_\_ / \_\_\_\_\_

Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

Employee #3

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus: MCHV UHC 1 Burl Sq Fanny Allen

Intercampus Mailing Address: (including floor and building)  
\_\_\_\_\_

Scheduled Hours: \_\_\_\_\_

Vehicle:

Make/Model: \_\_\_\_\_ / \_\_\_\_\_

Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

Vehicle:

Make/Model: \_\_\_\_\_ / \_\_\_\_\_

Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

Employee #2

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus: MCHV UHC 1 Burl Sq Fanny Allen

Intercampus Mailing Address: (including floor and building)  
\_\_\_\_\_

Scheduled Hours: \_\_\_\_\_

Vehicle:

Make/Model: \_\_\_\_\_ / \_\_\_\_\_

Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

Vehicle:

Make/Model: \_\_\_\_\_ / \_\_\_\_\_

Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

Employee #4

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus: MCHV UHC 1 Burl Sq Fanny Allen

Intercampus Mailing Address: (including floor and building)  
\_\_\_\_\_

Scheduled Hours: \_\_\_\_\_

Vehicle:

Make/Model: \_\_\_\_\_ / \_\_\_\_\_

Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

Vehicle:

Make/Model: \_\_\_\_\_ / \_\_\_\_\_

Plate#/State: \_\_\_\_\_ / \_\_\_\_\_

Please Read and Sign Below

I have received a copy of the FAHC Car Pool Parking Policy and I agree to abide by the regulations therein. I understand that I am responsible for penalties acquired as a result of this policy.

Employee #1: \_\_\_\_\_ Date: \_\_\_\_\_ Employee #2: \_\_\_\_\_ Date: \_\_\_\_\_

Employee #3: \_\_\_\_\_ Date: \_\_\_\_\_ Employee #4: \_\_\_\_\_ Date: \_\_\_\_\_



**SPECIAL REQUEST FOR PARKING  
Due to Medical Condition**

The information you provide, including medical information, regarding any parking accommodation request will be shared only with those individuals involved in the determination, coordination and facilitation of parking accommodation. FAHC requires the completion of this form, including the physician note stating the reason for your special parking request before it can be processed by Security Services. Security will review your physician's note & base your restriction for parking on the information provided by your physician. Attach additional pages, as needed, from your health care provider regarding this request for parking.

**Employee must complete the following: (PLEASE PRINT CLEARLY)**

<b>Employee Name:</b>	<b>Job Title:</b>
<b>Date of Hire:</b>	<b>Current Parking Assignment:</b>
<b>Department:</b>	<b>Supervisor/Manager's Name:</b>
<b>Work Address: Campus:</b>	<b>Work Phone &amp; Home Phone:</b>

**Employee:** Please list below the specific reason for which you are requesting special parking. Please attach the completed physician's note, by a provider treating you for the condition for which you are requesting an accommodation, detailing your restriction.

---



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**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

- Yes  No This employee's limitation creates work restrictions.
- Yes  No Manager believes a parking location that provides door-to-door service (or close to) that is serviced by a handicap "kneeling" bus would meet this parking request.
- Yes  No Manager believes that a parking location, that although not serviced by a shuttle bus but is within walking distance, would meet this parking request.
- Yes  No Manager believes only up-close, on-site parking would meet this parking request.

**Return to: Security Services**

Fletcher Allen Health Care, 111 Colchester Avenue, Burlington, VT 05458  
-or-  
MCHV Campus, Engineering 401

**Special parking requests will be fulfilled in most cases with an off-site parking location and door-to-door shuttle service, in some cases a parking location will be assigned that is serviced by a handicapped "kneeling" bus. ACC special permits are assigned on a very limited basis per the discretion of Security Services.**

Security Services 802-847-2812

**Please note:**

**Applications that are submitted without proper documentation will be delayed or denied consideration.**



SPECIAL REQUEST FOR PARKING
Due to Medical Condition

PHYSICIAN NOTE

Physician must complete all sections below completely:

Form with fields for Employee Name, Physician Name, Employee DOB, Physician Beeper or Phone, Job Title, Primary Care Provider, and Specialist/Service.

A. Yes No This patient is actively under my direct care and supervision for treatment of the condition for which s/he is requesting special parking accommodations.

B. Briefly describe condition: [Blank lines for text entry]

C. Date condition began: [Blank line]
Expected end date of condition: [Blank line]

D. Limitation:
Cannot climb on high step shuttle
Unable to lift arms up over head
Cannot walk long distances
Shuttle issue:
Other issue:

E. Does this employee's condition create work restrictions: Yes No
If yes, please describe: [Blank lines]

F. Date of upcoming surgery (if applicable):
Date of previous surgery if applicable:

G. Physician recommends the following to meet the patient's parking request due to their medical restrictions:
A parking location that provides door-to-door service...
A parking location, although not serviced by a shuttle bus...
Only up-close, on-site parking would meet this request.

Physician Signature: [Blank line]

**DO NOT WRITE BELOW THIS LINE – SECURITY USE ONLY**

---

**Security**

Final Accommodation Determination:  Approval  Denial

The following parking designation has been granted:

\_\_\_\_\_ From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

A copy of this determination has been sent to employee **Date:** \_\_\_/\_\_\_/\_\_\_



## Security Services

### MEDICAL NEEDS Lot C ACC Underground Garage

You have been assigned to Lot C due to your medical needs challenge. See the back of this sheet for this parking location. Please hang your Medical Needs parking permit and your individually assigned parking permit from your rear view mirror so the permit information faces the windshield.

This parking lot is controlled by an electronic gate so you have been issued a proximity card which you can use for access in and out of this parking area. See the information below regarding the use of proximity cards.

### **Parking is on the green and purple level ONLY.**

The orange and blue levels are reserved for patient and visitor parking.

Please do not park in a marked handicapped spot; these spots are reserved for our patient/visitors with special needs.

Please notice your medical needs parking permit does have an expiration date on it, once it has expired please return your proximity card to Security Services, MCHV Campus, Engineering 401.

---

### Proximity Card Instruction:

#### Parking Lot Access

**Proximity Card** – The enclosed card will allow access to selected electronically controlled parking gates at the Medical Center Campus.

<b>X</b>	Your new proximity card is enclosed
	Access has been given to your existing card

**Using the Card** – Hold the card about 2" from the card reader at the parking lot entrance.

- If the card is programmed to lift the gate for the parking lot, the green light will flash and the gate will lift.
- If the card is not programmed for the parking area, the gate will not lift - the card is not programmed for that particular parking lot.

**Anti-Pass Back Feature** – The parking lot gates have an anti-pass back feature, which requires that the card used to enter a parking area be used to exit the same parking area before it will allow access again. This prevents someone from using the card, parking in a parking lot, and handing the card to someone else to use.

**Parking Permit** – Display your Fletcher Allen hanging parking permit whenever you are parking in a Fletcher Allen parking lot.

**Important** – Your card is unique. It tracks your access throughout the facility, so do not lend the card to anyone.

**Lost or Stolen Cards** – Report lost or stolen cards immediately to the Security Office.

**Replacement Card** - There is a \$5.00 charge for a replacement card.





## Security Services

### MEDICAL NEEDS South Parking Lot

See the back of this sheet for the parking locations. Please hang your Medical Needs parking permit and your individually assigned parking permit from your rear view mirror so the permit information faces the windshield.

This park area controlled by an electronic gate so you have been issued a proximity card. See the information below regarding proximity cards.

Please notice your medical needs parking permit does have an expiration date on it, once it has expired please return your proximity card to Security Services, MCHV Campus, Engineering 401.

### Proximity Card

**Using the Card** – Hold the card about 2” from the card reader at the parking lot entrance.

This card is programmed to lift the gate for the parking lot, the green light will flash and the gate will lift.

**Anti-Pass Back Feature** – The parking lot gates have an anti-pass back feature, which requires that the card used to enter a parking area be used to exit the same parking area before it will allow access again. This prevents someone from using the card, parking in a parking lot, and handing the card to someone else to use.

**Important** – Your card is unique. It tracks your access throughout the parking lot, so do not lend the card to anyone.

**Lost or Stolen Cards** – Report lost or stolen cards immediately to the Security Office.

**Replacement Card** - There is a \$6.00 charge for a replacement card.

Questions or Concerns - Please contact the Security.....847-2812



## Security Services

### MEDICAL NEEDS South Parking Lot “Reserved Spaces”

See the back of this sheet for the parking locations. Please hang your Medical Needs parking permit and your individually assigned parking permit from your rear view mirror so the permit information faces the windshield.

This park area controlled by an electronic gate so you have been issued a proximity card. See the information below regarding proximity cards.

Please notice your medical needs parking permit does have an expiration date on it, once it has expired please return your proximity card to Security Services, MCHV Campus, Engineering 401.

### Proximity Card

**Using the Card** – Hold the card about 2” from the card reader at the parking lot entrance.

This card is programmed to lift the gate for the parking lot, the green light will flash and the gate will lift.

**Anti-Pass Back Feature** – The parking lot gates have an anti-pass back feature, which requires that the card used to enter a parking area be used to exit the same parking area before it will allow access again. This prevents someone from using the card, parking in a parking lot, and handing the card to someone else to use.

**Important** – Your card is unique. It tracks your access throughout the parking lot, so do not lend the card to anyone.

**Lost or Stolen Cards** – Report lost or stolen cards immediately to the Security Office.

**Replacement Card** - There is a \$6.00 charge for a replacement card.

Questions or Concerns - Please contact the Security.....847-2812

Fletcher Allen Health Care.....Security Services  
**Business Needs Waiver Form – MCHV Campus**

**Description:** “Business Needs” parking permits are issued to employees who come and go frequently throughout the day and in cases where the operation of the employee’s department will suffer as a result of the employee’s normal parking assignment.

**Approval Signatures:** Approval signatures must be obtained from 1) the Director of the employee’s department, 2) the Vice President responsible for the employee’s department, and 3) the Vice President of Hospital Services.

**Employee Information:**

Name:	Employee ID Number:
Department:	Department Phone Number:
Immediate Supervisor:	Supervisor’s Phone Number:

I need a Business Needs parking permit for the MCHV Campus because:	
Current Parking Assignment:	Desired Parking Assignment:
I will need the permit from:	Start Date:
End Date:	

**Vehicle Information:**

	Vehicle 1	Vehicle 2	Vehicle 3
Make:			
Model:			
Plate #:			
Plate State:			

**Review Signatures:**

1) Director of Department - signature:	Director of Department – please print name
2) Vice President - signature:	Vice President – please print name

Complete the above sections and return to the Fletcher Allen Security Office, MCHV Campus

\*\*\*\*\*Do not write below this line\*\*\*\*\*

Security Comments:			
Security Services	VP Hospital Services		
Signature:	Date:	Signature:	Date:



## Security Services

Your parking assignment at the MCHV Campus is the:

### SOUTH LOT

See the back of this sheet for directions to this location. Please hang your parking permit from your rear view mirror so the permit information faces the windshield. This parking lot will be controlled by an electronic gate so you have been issued a proximity card (or access for this lot has been added to the proximity card you currently have). See the information below regarding proximity cards.

NOTE: If you rotate, evening and night shift parking is in Lot C.

### Proximity Card

#### Parking Lot Access

**Proximity Card** – The enclosed card will allow access to selected electronically controlled parking gates at the Medical Center Campus.

	Your new proximity card is enclosed
	Access has been given to your existing card

**Using the Card** – Hold the card about 2" from the card reader at the parking lot entrance.

- If the card is programmed to lift the gate for the parking lot, the green light will flash and the gate will lift.
- If the card is not programmed for the parking area, the gate will not lift - the card is not programmed for that particular parking lot.

**Anti-Pass Back Feature** – The parking lot gates have an anti-pass back feature, which requires that the card used to enter a parking area be used to exit the same parking area before it will allow access again. This prevents someone from using the card, parking in a parking lot, and handing the card to someone else to use.

**Parking Permit** – Display your Fletcher Allen hanging parking permit whenever you are parking in a Fletcher Allen parking lot.

The enclosed proximity card will access the following parking lots at the Medical Center Campus:

X	South Lot (north and south entrances)
	Senior Rotating Staff – Lot C after 10:00 am

Questions or Concerns - Please contact the Security.....847-2812



## Security Services

### RESIDENT PARKING

Your parking assignment at the MCHV Campus is the:

### MCCLURE PARKING GARAGE

See the back of this sheet for directions to these locations. Please hang your parking permit from your rear view mirror so the permit information faces the windshield, your parking permit **MUST** be displayed while parking at FAHC.

The parking lots are controlled by an electronic gate so you have been issued a proximity card for access to these areas.

#### Using Your Proximity Card

Proximity Card – The enclosed card will allow access to selected electronically controlled parking gates at the Medical Center Campus.

x	Your new proximity card is enclosed
	Access has been given to your existing card

Using the Card – Hold the card about 2” from the card reader at the parking lot entrance.

- If the card is programmed to lift the gate for the parking lot, the green light will flash and the gate will lift.
- If the card is not programmed for the parking area, the gate will not lift - the card is not programmed for that particular parking lot.

Anti-Pass Back Feature – The parking lot gates have an anti-pass back feature, which requires that the card used to enter a parking area be used to exit the same parking area before it will allow access again. This prevents someone from using the card, parking in a parking lot, and handing the card to someone else to use.

This proximity card will also give you access to certain doors in your area.

*Important – Your card is unique. It tracks your access throughout the facility, so do not lend the card to anyone.*

*Lost or Stolen Cards – Report lost or stolen cards immediately to the Security Office.*

*Replacement Card - There is a \$6.00 charge for a replacement card.*

Questions or Concerns - Please contact Security.....847-2812



## Security Services

### ATTENDING PHYSICIANS

Your parking assignment at the MCHV Campus is the:

### LOT C/SOUTH LOT

See the back of this sheet for directions to these locations. Please hang your parking permit from your rear view mirror so the permit information faces the windshield. This parking lot will be controlled by an electronic gate so you have been issued a proximity card (or access for this lot has been added to the proximity card you currently have).

Parking is on the green and purple level ONLY in Lot C.  
The orange and blue levels are reserved for patient and visitor parking.

### Proximity Card Attending Physicians

#### Parking Lot Access

**Proximity Card** – The enclosed card will allow access to selected electronically controlled parking gates at the Medical Center Campus.

	Your new proximity card is enclosed
	Access has been given to your existing card

**Using the Card** – Hold the card about 2" from the card reader at the parking lot entrance.

- If the card is programmed to lift the gate for the parking lot, the green light will flash and the gate will lift.
- If the card is not programmed for the parking area, the gate will not lift - the card is not programmed for that particular parking lot.

**Anti-Pass Back Feature** – The parking lot gates have an anti-pass back feature, which requires that the card used to enter a parking area be used to exit the same parking area before it will allow access again. This prevents someone from using the card, parking in a parking lot, and handing the card to someone else to use.

**Parking Permit** – Display your Fletcher Allen hanging parking permit whenever you are parking in a Fletcher Allen parking lot.

The enclosed proximity card will access the following parking lots at the Medical Center Campus:

X	ACC Garage....Required - park in the bottom two levels of the ACC garage (green & purple levels). The top two levels of the ACC garage are for patient and visitor parking.
X	South Lot (north and south entrances)

**Important** – Your card is unique. It tracks your access throughout the facility, so do not lend the card to anyone.

**Lost or Stolen Cards** – Report lost or stolen cards immediately to the Security Office.

**Replacement Card** - There is a \$6.00 charge for a replacement card.



# Security Services

## Rotating Shift Staff Assigned Satellite Parking

If you indicated on your parking registration form that you rotate shifts or that you work a day shift that goes beyond 9:15 pm, the parking tag you have been issued indicates that you rotate shifts.

When you work an evening, a night, a weekend, a holiday, or a day shift the goes beyond 9:15 pm, hang your parking tag from your rear view mirror (print facing the windshield) and park on one of the bottom two levels of Lot C, the ACC parking garage (green or purple level). See instructions below:

### LOT C (ACC underground garage)

- See the back of this sheet for directions to this location.
- Your parking tag must be displayed when you are working and parking in this lot. Please hang your parking permit from your rear view mirror so the permit information faces the windshield.
- This parking lot is controlled by an electronic gate so a proximity card is required to enter and exit the parking lot. The Security Department will either issue you a card for this parking location or the clearance for parking location will be added to your card, if you already have a Fletcher Allen proximity card (see below).

### **Parking is on the green and purple level ONLY.**

The orange and blue levels are reserved for patient and visitor parking.

### Proximity Card

#### Parking Lot Access

**Proximity Card** – The enclosed card will allow access to selected electronically controlled parking gates at the Medical Center Campus.

	Your new proximity card is enclosed
	Access has been given to your existing card

**Using the Card** – Hold the card about 2" from the card reader at the parking lot entrance.

- If the card is programmed to lift the gate for the parking lot, the green light will flash and the gate will lift.
- If the card is not programmed for the parking area, the gate will not lift - the card is not programmed for that particular parking lot.

**Anti-Pass Back Feature** – The parking lot gates have an anti-pass back feature, which requires that the card used to enter a parking area be used to exit the same parking area before it will allow access again. This prevents someone from using the card, parking in a parking lot, and handing the card to someone else to use.

**Parking Permit** – Display your Fletcher Allen hanging parking permit whenever you are parking in a Fletcher Allen parking lot.

The enclosed proximity card will access the following parking lots at the Medical Center Campus:

X	ACC Garage – from 10:00 am to 1:00 am, seven days a week. If you are working a day shift, please park in your assigned satellite parking location.  Required - park in the bottom two levels of the ACC garage (green & purple levels). The top two levels of the ACC garage are for patient and visitor parking.
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**Important** – Your card is unique. It tracks your access throughout the facility, so do not lend the card to anyone.

**Lost or Stolen Cards** – Report lost or stolen cards immediately to the Security Office.

**Replacement Card** - There is a \$6.00 charge for a replacement card.





# Security Services

## Evening and Night Shift Staff

Parking for shifts that end after 9:15pm is in **LOT C** – the ACC underground garage.

See the back of this sheet for directions to this location. Please hang your parking permit from your rear view mirror so the permit information faces the windshield. This parking lot is controlled by an electronic gate so you have been issued a proximity card (or access for this lot has been added to the proximity card you currently have).

### **Parking is on the green and purple level ONLY.**

The orange and blue levels are reserved for patient and visitor parking.

**NOTE:** If you are asked to work during a day shift (a shift that ends prior to 9:15pm) you must park at the Fanny Allen Campus, please display this permit while parked at Fanny Allen (Fanny Allen Shuttles start running at 4:15a).

---

### Proximity Card Instruction:

#### Parking Lot Access

**Proximity Card** – The enclosed card will allow access to selected electronically controlled parking gates at the Medical Center Campus.

<input type="checkbox"/>	Your new proximity card is enclosed
<input type="checkbox"/>	Access has been given to your existing card

**Using the Card** – Hold the card about 2" from the card reader at the parking lot entrance.

- If the card is programmed to lift the gate for the parking lot, the green light will flash and the gate will lift.
- If the card is not programmed for the parking area, the gate will not lift - the card is not programmed for that particular parking lot.

**Anti-Pass Back Feature** – The parking lot gates have an anti-pass back feature, which requires that the card used to enter a parking area be used to exit the same parking area before it will allow access again. This prevents someone from using the card, parking in a parking lot, and handing the card to someone else to use.

**Parking Permit** – Display your Fletcher Allen hanging parking permit whenever you are parking in a Fletcher Allen parking lot.

The enclosed proximity card will access the following parking lots at the Medical Center Campus:

<input checked="" type="checkbox"/>	ACC Garage – from 10:00 am to 1:00 am, seven days a week. If you are working a day shift, please park in your assigned satellite parking location.  Required - park in the bottom two levels of the ACC garage (green & purple levels). The top two levels of the ACC garage are for patient and visitor parking.
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**Important** – Your card is unique. It tracks your access throughout the facility, so do not lend the card to anyone.

**Lost or Stolen Cards** – Report lost or stolen cards immediately to the Security Office.

**Replacement Card** - There is a \$6.00 charge for a replacement card.



**Fletcher Allen Health Care  
Security Services**

**EMERGENCY ON-CALL PARKING**

**Parking**

EMERGENCY on-call parking is in **LOT C** (the ACC underground parking garage). See the back of this sheet for the location of this lot. Park on the green or purple levels **ONLY**.

Lot C is controlled by an electronic gate; access to this lot has been added to your proximity card (if you don't have a card, a card has been enclosed). This card **MUST** be used when entering and exiting the garage, **DO NOT** take a ticket.

**Permit**

Please hang your on-call parking permit and your individually assigned parking permit from your rear view mirror so the permit information faces the windshield. **BOTH PERMITS MUST BE DISPLAYED.**

**\*\*The on-call parking permit is used for patient EMERGENCY call in ONLY. This pass is not intended for employees that are called in due to a staffing shortage. Parking for this would be in your assigned parking location.**

**\*\*Parking is ONLY permitted in Lot C when called in for Emergency On-Call, if you are found to be in violation you may be subject to being ticketed and towed.**

**Fletcher Allen Health Care  
Security Services**

**POST SHIFT ON CALL**

**Parking**

Parking for Post Shift On-Call is in **LOT C** (the ACC underground parking garage). See the back of this sheet for the location of this lot. Parking is on the green or purple levels ONLY.

Lot C is controlled by an electronic gate; access to this lot has been added to your proximity card (if you don't have a card, a card has been enclosed). This card **MUST** be used when entering and exiting the garage, **DO NOT** take a ticket.

**\*\*Parking is ONLY permitted in Lot C when taking IMMEDIATE Post Shift On-Call, if you are found to be in violation you may be subject to being ticketed and towed.**

**Permit**

Please hang your Post Shift On-Call parking permit and your individually assigned parking permit from your rearview mirror so the permit information faces the windshield. **BOTH PERMITS MUST BE DISPLAYED.**

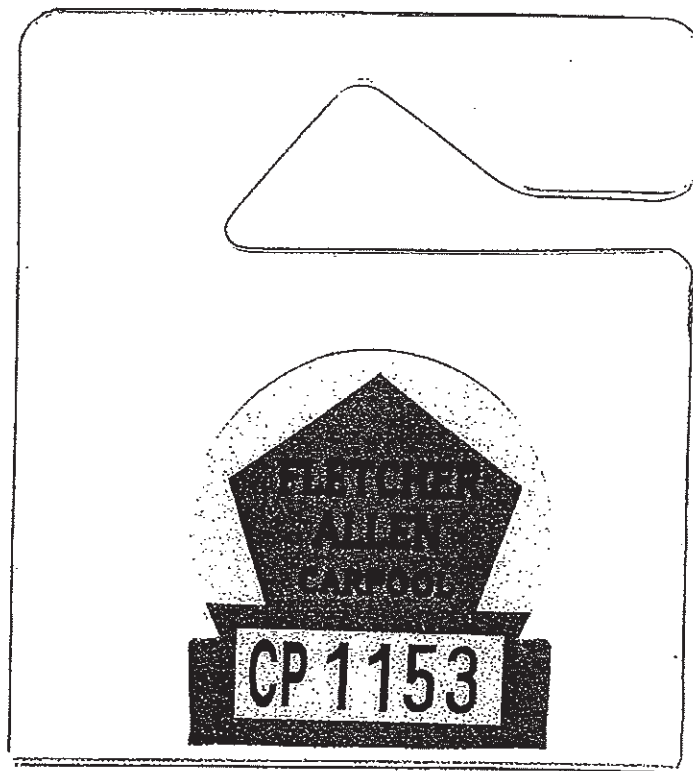


**PARKING PERMIT**

**Fletcher  
Allen**  
HEALTH CARE

Catamount East Day  
MCHV Campus

**B1069**



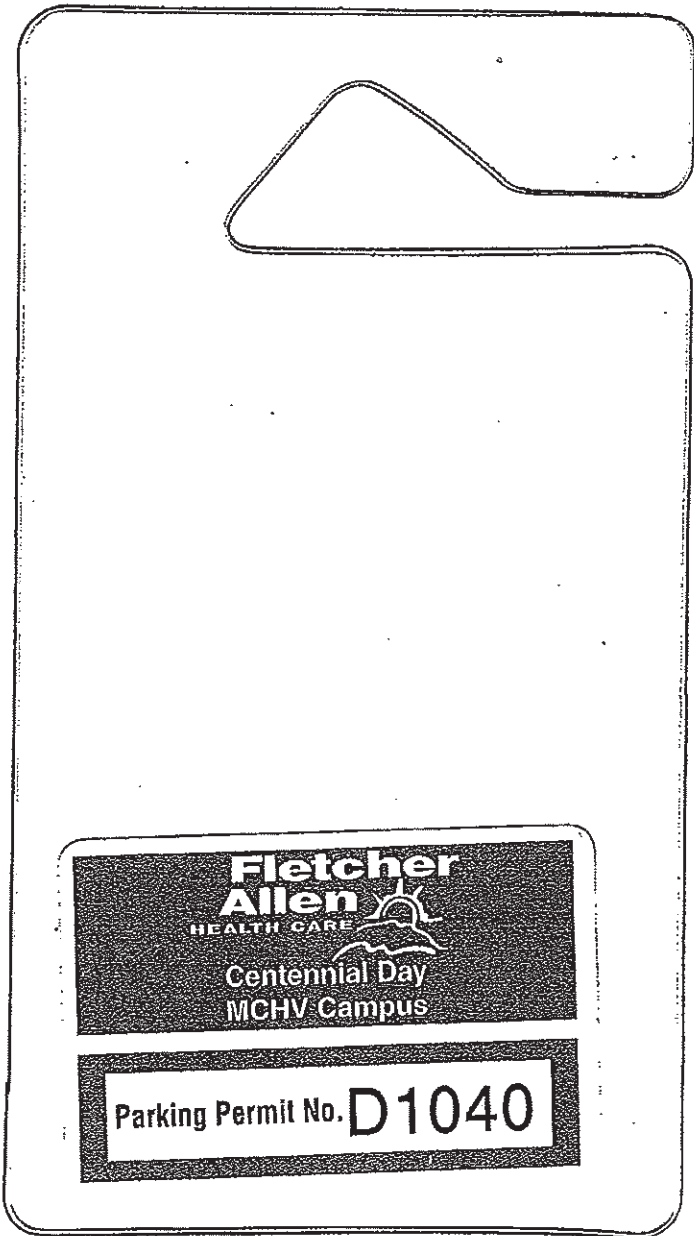


**PARKING  
PERMIT**

**Fletcher  
Allen**  
HEALTH CARE 

Fanny Allen Day  
MCHV Campus

**C1858**

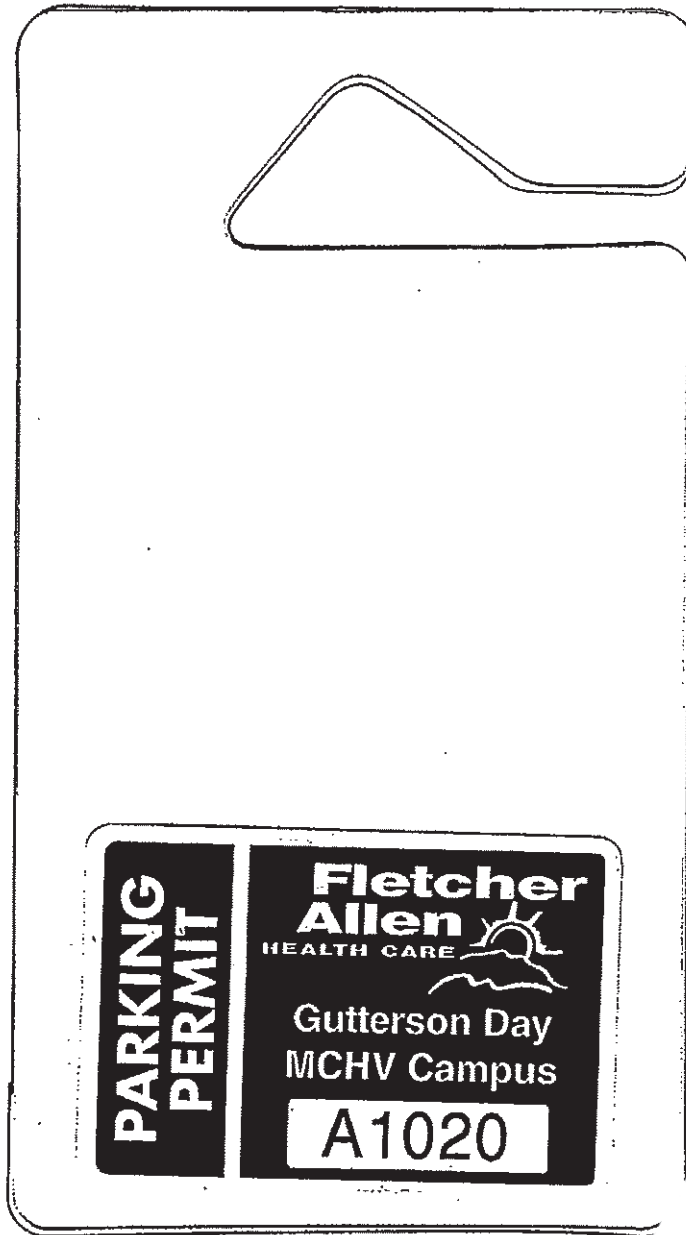


**Fletcher  
Allen**  
HEALTH CARE



Centennial Day  
MCHV Campus

Parking Permit No. **D1040**



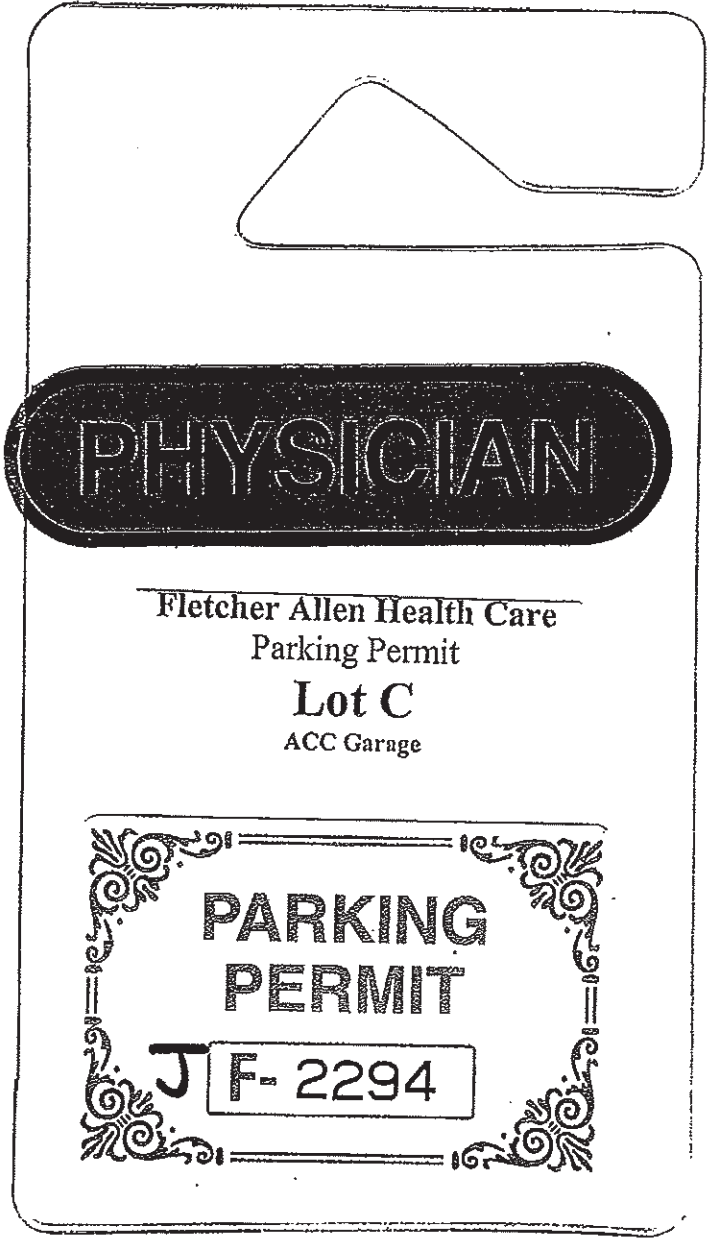
**PARKING  
PERMIT**

**Fletcher  
Allen**  
HEALTH CARE



Gutterson Day  
MCHV Campus

**A1020**



**PHYSICIAN**

Fletcher Allen Health Care  
Parking Permit  
**Lot C**  
ACC Garage

**PARKING  
PERMIT**

**J F- 2294**



Fletcher Allen Health Care  
Parking Permit  
South Lot



## Why Walk?

1. Walking is an effective way to become physically fit, to manage a chronic medical condition, and keep weight under better control.
2. Whatever your reason to beginning a walking routine, walking has a great reputation as an ideal way to incorporate regular activity into your daily routine without a lot of added cost. This makes walking fun and easy. The whole body effects of walking include:
  - increased energy
  - improved ability to manage stress
  - lowers blood pressure
  - promotes better sleep
  - burns calories and raises metabolism
  - promotes cardiovascular health
  - helps you to keep your chronic illness in check.
  - increased bone health

### Walking is inspiring...

"Through diet and WALKING I was able to control my diabetes and my hypertension...I use the stairs and walk...its a wonderful stress reducer".

- Alan, Fletcher Allen

"My mental health depends on my daily 'biped commute' (walking)...I love the peaceful time during my walk"

- Lisa, UVM

An important measure of a workplace is the health and wellness of its employees. The **Partnership Walking Map** has been designed to provide opportunities for employees, students and our community visiting both Fletcher Allen and the University of Vermont to increase physical activity by choosing to walk to areas between our shared campuses. The map highlights suggested routes, distances, level of difficulty, and offers other activities to boost physical activity for everyone.

In partnership, Fletcher Allen and the University of Vermont encourage physical activity and promote healthy habits at very little cost. Incorporating physical activity into your normal routine or workday can be a first start.

For more information about Wellness Programs, contact:

#### Fletcher Allen Wellness Program

Email: [Wellness@vtmednet.org](mailto:Wellness@vtmednet.org)

Web site: [www.fletcherallen.org/Health\\_Improvement/wellness.html](http://www.fletcherallen.org/Health_Improvement/wellness.html)

#### UVM WorkLife Services

Email: [worklife@uvm.edu](mailto:worklife@uvm.edu)

Web site: [www.uvm.edu/hrs/?Page=healthy/worklife.html](http://www.uvm.edu/hrs/?Page=healthy/worklife.html)

For information on other state and local resources related to physical activity visit: [www.vermontfitness.org](http://www.vermontfitness.org)  
[www.healthvermont.gov](http://www.healthvermont.gov)

#### Campus Area Transportation Management Association

Email: [catma@uvm.edu](mailto:catma@uvm.edu)

Web site: [www.catmavt.org](http://www.catmavt.org)

# Walking Routes

around Fletcher Allen

and

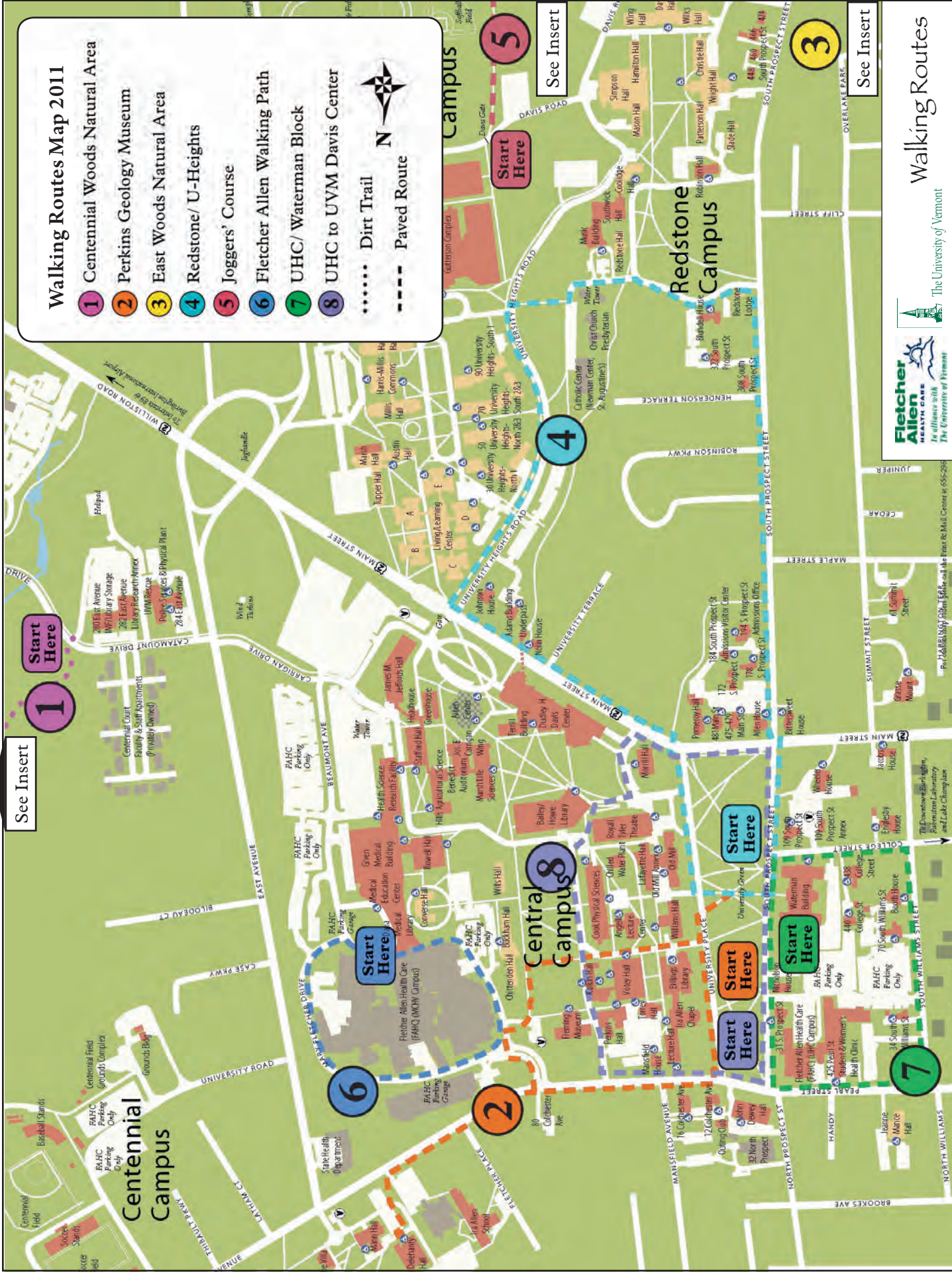
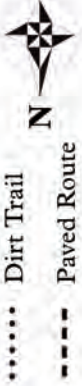
the University of Vermont





# Walking Routes Map 2011

- 1 Centennial Woods Natural Area
- 2 Perkins Geology Museum
- 3 East Woods Natural Area
- 4 Redstone/ U-Heights
- 5 Joggers' Course
- 6 Fletcher Allen Walking Path
- 7 UHC/ Waterman Block
- 8 UHC to UVM Davis Center



See Insert

Start Here

1

Start Here

6

2

Central Campus

Start Here

5

See Insert

Start Here

Start Here

Start Here

3

See Insert



Fletcher Allen Health Care

In alliance with The University of Vermont

The University of Vermont

Walking Routes

The University of Vermont

For additional information, call the Prince & Mail Center at 655-2965



## Walking - Finding a Physical Activity You Can Live With

Walking is one of the best activities for getting and staying physically active throughout the seasons. Walking is relatively easy; it is a self-paced activity that brings with it many positive health benefits. As a low intensity cardiovascular activity, walking has benefits for everyone. All ages and abilities can benefit from a daily walk for health and fitness.

### Tips for Getting Started

1. Wear clothes that will keep you dry and comfortable. Invest in a good pair of walking shoes and a water bottle.
2. Start with shorter walks, and gradually increase the length of your walk each day.
3. Do what comes naturally – set a stride length that is comfortable and a speed that isn't too tough when starting to walk. You should be able to speak comfortably as you walk.
4. Slowly bring the pace up during your walk. As time goes by, your body gets stronger and needs a new challenge.
5. When you're done walking, it is advised that you slow your pace to cool your body down. This will gradually ease your heart rate to its normal level.
6. Always carry ID for safety and walk in well lit and traveled areas.
7. Forty five minutes of moderate exercise is suggested for maintaining health and managing weight most days of the week.
8. If 45 minutes seems too long, break it up into three walks of 15 minutes each.
9. Before and after a vigorous walk, stretching is important to reduce injuries and also to improve your flexibility. Your muscles will be warm and ready to stretch after walking.



Choose your wellness walk. For Trails 1-5, begin at the MOVE Yourself sign marking the starting point of each walk. For Trails 6, 7, & 8, see map for starting point. Bring this map with you as your walking guide. All miles are for round trip walks.

hike through dense, mature woods. The hilly trail is short, very scenic and makes a great lunchtime or after work hike. The hiking trail heads straight into the woods and then turns left after about 30 feet. Continuing straight ahead along the trail, you will see the remains of an abandoned railroad trestle crossing Potash Brook. Further along the trail, you will parallel the Potash Brook for a short distance and walk through a grove of tall Eastern Hemlock trees and back to where you started.

### #1 – Centennial Woods Natural Area - 1.05 miles - Moderately Difficult

Start at the Centennial Woods Natural Area trailhead located on Catamount Drive. This trail is rated moderately difficult and should take about an hour to walk. The trail can be wet or muddy and has several steep sections. Wear appropriate hiking footwear. The UVM Environmental Program has installed small wooden arrow signs for you to follow.

### #2 – Perkins Geology Museum - 1.17 miles - Easy

Start near the fountain on the University Green and walk towards Billings. This walk is rated easy and makes it ideal at a brisk pace during lunch. From Billings, follow the pedestrian path through the Fleming Green. Turn left and head towards the Colchester Avenue traffic light, crossing the street and continuing on towards Deleahanty Hall/Perkins Geology Museum. On the return walk, stay on Colchester Avenue until you get to the Dewey Hall crosswalk. Cross over to the University Green.

### #3 – East Woods Natural Area - .44 miles - Easy to Moderate

Start at the small parking area located off Swift Street. This trail is rated an easy to moderate

### #4. Redstone/ U-Heights - 1.53 miles - Easy

Start at the University Green fountain and cross South Prospect Street towards the Waterman Building. Walk towards Main Street, continuing on South Prospect until you reach the exit drive from the Redstone Green. Turn left at the Green and walk until you reach University Heights Road. Continue walking, eventually turning left onto Main Street. Cross Main Street at Morrill Hall and walk until you reach the University Green fountain.

### #5. Joggers' Course -

#### 3.25 miles - Moderately Difficult

Start on the Joggers' Course located adjacent to the Guicciardi Fitness center. This walk is great for walking, jogging or biking. Most of the path is level, with almost all of it on paved path. A short stretch, about .75 miles, is a dirt path through a grassy field next to the Burlington Country Club.

### #6. Fletcher Allen Walking Path .5 miles - Moderately Easy - Wheelchair Accessible

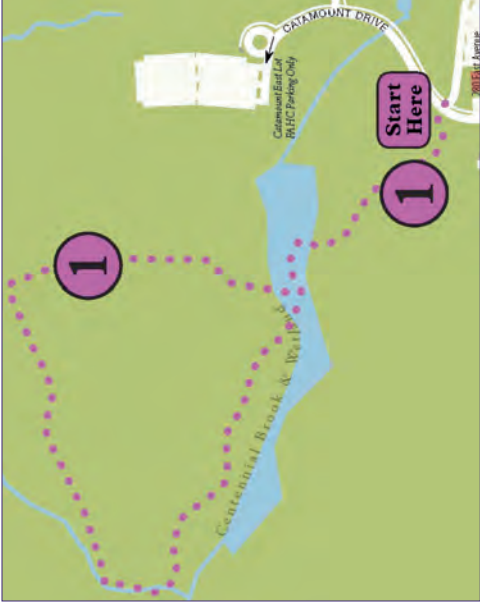
Start outside of the ACC Main Pavilion by taking a right on the paved sidewalk. Continue down the concrete stairs and past the emergency department entrance. Keeping on the sidewalk, you will first pass the side entrance to the



McClure building on your right. Continue to follow the sidewalk past the historic Mary Fletcher building. Stop by the Park Bench Yoga Station to stretch. As you continue up the incline, the ACC Main Pavilion will come into view.

### #7. University Health Center/Waterman Block - .7 miles - Easy

Start your walk out the front door of either the University Health Center building or the Waterman Building on So. Prospect Street. Continue along until you reach the corner of College Street. Turn right onto College Street walking towards the corner of So. Williams Street. Take a right on So. Williams Street. You will walk the length of So. Williams Street until you come to Pearl Street. At Pearl Street, turn right. You are now heading towards the corner of Pearl Street and So. Prospect Street. Turn right



on So. Prospect and conclude your walk at your starting point.

### #8. University Health Center to UVM Davis Center - 1 mile - Moderately Easy

Begin your walk out the front door of the University Health Center building. Walk South on So. Prospect towards Main Street. When you reach Main Street, turn left and begin walking up a slight incline towards the Davis Center.

Once you reach the Davis Center, you will walk a route through the UVM main campus that will take you past the Fletcher Allen medical center campus to Colchester Ave. Take a left onto Colchester Ave. and continue walking until you come to the corner of So. Prospect Street. Turn left on So. Prospect. This will take you back to the entrance of the University Health Center.





# FLETCHER ALLEN HEALTH CARE

## MORE EMPLOYEE BENEFITS AND PROGRAMS

### Employee Discounts

Many area companies and merchants offer discounts to our employees. There are discounts on cell phone contracts, automotive repair, electronics, entertainment, meals and lodging, gym memberships, and many other services and products. To take advantage of many of these discounts you will need to show your Fletcher Allen ID badge. For more information visit the intranet at [http://intranet.fahc.org/Employee\\_Resources/emp\\_discounts.html](http://intranet.fahc.org/Employee_Resources/emp_discounts.html)

### Tuition Reimbursement and Personal Growth

The Organizational Development Department provides many opportunities for all staff to enhance their skills through educational programs. Programs include: short courses for staff and leaders offered throughout the year, customized workshops, and team building programs. Fletcher Allen tuition reimbursement programs also support learning by offering financial assistance to staff enrolled in degree and certification programs. Eligible employees have an annual benefit ranging from \$2,600 to \$3,950. For more information call 847-9800 or visit the intranet at [http://intranet.fahc.org/Employee\\_Resources/EOD/index.html](http://intranet.fahc.org/Employee_Resources/EOD/index.html).

### Employee Referral

Fletcher Allen is always looking for everyday heroes to join the team. When you encourage your most talented friends, family members, and professional acquaintances to apply, you may qualify for an Employee Referral Bonus of up to \$1000. To be considered, the first step is to have the applicant enter your name on their online application. Each successfully hired referral you make may lead to a big reward! For more information call 847-2825, option 3 or visit the intranet at [http://intranet.fahc.org/Employee\\_Resources/Recruitment/index.html](http://intranet.fahc.org/Employee_Resources/Recruitment/index.html)

### Transportation Discounts

Fletcher Allen offers a 25% discount on CCTA LINK commuter passes and a 50% discount local bus passes. Fletcher Allen also offers a 25% discount on ferry tickets for employees who live in New York. Carpool incentives are available to any employee at the Medical Center Campus, University Health Center, Fanny Allen, and 1 Burlington Square who have two or more employees who commute to work together. Incentives include gas coupons and monthly restaurant drawings. Just stop by the Security Office at the Medical Center Campus to purchase passes or register a carpool group. For more information visit the intranet at [http://intranet.fahc.org/Internal\\_Services/Parking\\_Transportation/incentives.html](http://intranet.fahc.org/Internal_Services/Parking_Transportation/incentives.html)

### CATMA

Fletcher Allen is a member of CATMA (Campus Area Transportation Management Association). Through the membership, employees are eligible to enroll in a variety of alternative commuter programs, including \$15 gift cards for biking or walking to and from work, confidential carpool matching service, and emergency ride home. For more information call 656-RIDE or visit [www.catmavt.org/](http://www.catmavt.org/)

### On-Site Banking and Financial Education

Fletcher Allen employees can become a member of the New England Federal Credit Union (NEFCU), and enjoy free checking with all the perks, as well as low cost, convenient auto and home loans. NEFCU offers an array of seminars for everyone in your family. NEFCU is committed to being "your financial advocate." For more information call 879-8790 or visit [www.nefcu.com/kiosk\\_fahc.html](http://www.nefcu.com/kiosk_fahc.html)

### Child Care Referrals

Child Care Resource has a child care provider database of over 460 Chittenden County programs that are licensed or registered through the State of Vermont. Child Care Resource provides information and referrals to quality child care programs that serve children from infancy to age 12. The services are offered to Fletcher Allen employees at no charge. For more information call 863-3367 or visit [www.childcareresource.org](http://www.childcareresource.org)

### Frymoyer Community Health Resource Center

The Frymoyer Center is a consumer health education library that can help employees and their family members research health and wellness topics. The Frymoyer Center can also locate resources for health care, social services, and support groups in the area. Employees may borrow from the collection of consumer health books and DVD's. The Frymoyer Center also provides computers for access to the UVM Dana Medical Library which includes electronic medical journals. The Frymoyer Community Health Center is located on the 3rd Level of the Main Pavilion in the ACC. For more information call 847-8821 or visit [www.fletcherallen.org/community\\_resources/resource\\_center/about\\_frymoyer/](http://www.fletcherallen.org/community_resources/resource_center/about_frymoyer/)

### GEM and Recognition Program

Everyone at Fletcher Allen plays a role in providing compassionate care. Our Recognition Program provides opportunities to acknowledge staff members who Go the Extra Mile (GEM) for our patients and their families, and for each other. The program includes awards you can give your peers, and, if you are a leader, to your employees. Nominate a colleague who you see going above and beyond, and hopefully you can inspire someone!

### Paying For Meals with Your ID Card

Our employee food outlets offer reasonably priced meal options that include fresh and organic local fare. You'll find locally-raised ground beef, many vegetarian choices and organic fair-trade coffee. Employees can use their ID badges to purchase food at the Medical Center, UHC, and Fanny Allen campuses. The cost will be deducted from an upcoming paycheck.



Fletcher Allen Health Care  
Benefits Department • 1510H5 • UHC Campus  
1 South Prospect Street • Burlington, Vermont 05401-1429  
(802) 847-2825 Option #2 • [www.intranet.fahc.org](http://www.intranet.fahc.org)



With eServices you can:

- View and change personal information, including your address, telephone number and emergency contact information.
- Review your current and past benefit elections.
- View your paycheck online and receive a copy via email.



# UNIVERSITY OF VERMONT

## Sec. 8.3.3 (a)

### Fall Employment

The University of Vermont employs 3,767 individuals. The total staff number of 2,310 includes 2,135 full-time and 175 part-time employees. The total faculty number of 1,457 includes 1,159 full-time faculty, 298 part-time instructors. Additionally, there are 812 clinical professors primarily in the College of Medicine. College of Medicine faculty now include Residents, Interns and Clinicians who are part of the Fletcher Allen healthcare system. Not all of these individuals are located on campus.

### Fall Enrollment

The full time equivalent students for the academic year 2011-2012 fall semester is as follows:

(Please note: Fall enrollment numbers are typically higher than the academic year numbers.)

Undergraduate .....	10,459
Graduate & Certificate .....	1,547
Medical Students .....	449
Non-degree Cont. Education .....	1,023
<b>Total (All Students) .....</b>	<b>13,478</b>

Slightly more than half of graduate students are part-time, attending classes which are offered after 4:00 p.m. and evenings, or at off campus locations, to accommodate students’ employment schedules and transportation constraints.

## Sec. 8.3.3 (b)

### Parking Demand

#### Existing Spaces

The University’s on campus parking inventory is now 5,281 spaces, including parking for University affiliates, visitors, service and delivery vehicles, and designated handicap drivers.

The current capacity figures exclude parking located at the University Farm and Bio-Research complexes on Spear St. Also excluded in the capacity listing are small garages located within the defined Burlington boundary of the campus.

#### Peak Parking Demand

The total parking demand is tied directly to the availability of empty spaces. The total number of parked vehicles as well as vacant spaces were counted for each parking lot and summarized by zone. These counts were taken in October 2011 and represent a typical day during peak demand and demonstrate a surplus of 761 spaces, with 319 of those in the core campus. This fall the number of surplus spaces on campus has decreased by approximately 13% with the majority of the decrease in peripheral areas.





UNIVERSITY OF VERMONT

Table 1: Parking Lot Capacities and Empty Space Count:

Zone	Capacity	Occupied Spaces - Peak Demand	Empty Spaces	Percent Full
<b>Athletic Commuter</b>	1339	1144	195	85.4%
<b>Core Central</b>	65	54	11	89.2%
<b>Core East</b>	829	614	215	87.9%
<b>Core North</b>	331	297	34	90.9%
<b>Core South</b>	186	171	15	84.4%
<b>Core West</b>	367	308	59	98.2%
<b>Commuter Lots</b>	764	736	28	95.9%
<b>East Lots</b>	449	438	11	94.1%
<b>Peripheral Lots</b>	80	71	9	91%
<b>Redstone</b>	591	472	119	83.9%
<b>Trinity</b>	315	250	65	81.3%
<b>TOTALS</b>	<b>5316</b>	<b>4555</b>	<b>761</b>	<b>85.7%</b>

Existing Spaces, by lot are shown as follows:

Lot	Faculty / Staff	Hicap	Leased	Comm Student	Resident Student	Short Term	Univ Bus	Visitor	Grand Total
12/16 Colchester Avenue	14	2					1		17
146 South Williams	12	1							13
178 South Prospect	3								3
280 East Avenue	7	2				1	6	4	20



Lot	Faculty / Staff	Hicap	Leased	Comm Student	Resident Student	Short Term	Univ Bus	Visitor	Grand Total
284 East Avenue	40	1				1	21		63
31 South Prospect	4								4
322 South Prospect	9	1						3	13
34 South Williams	4	1							5
438 College Street	5	1							6
460 South Prospect	3								3
601 Main Street	18	3							21
61 Summit	7								7
70 South Williams	37	1				1			39
86 South Williams	6	1					1		8
Admissions	13	2						12	27
Aiken Loading Dock									0*
Allen House	109	4				2	2		117
Bailey Howe North		5				2	12		19
Bailey Howe South		3							3
Beaumont Lot				66					66
Billings							2		2
Bittersweet		1							1
Blundell East		1			31		1	2	35
Blundell West	8								8
Cage Heating	9								9
Catamount East			285						285



CATMA JOINT INSTITUTIONAL PARKING MANAGEMENT PLAN – 2012 ANNUAL UPDATE

UNIVERSITY OF VERMONT

Lot	Faculty / Staff	Hicap	Leased	Comm Student	Resident Student	Short Term	Univ Bus	Visitor	Grand Total
Catamount West				82					82
Catamount West Fac/ Staff	26						2		28
Centennial			200	10					210
Chittenden Buckham Wills		3			80	3	1	2	89
Christie		1			39	1	3		44
Church Lot	15								15
College St Visitor Lot	23	1					2	34	60
Compound	76								76
Coolidge		1				5	2	2	10
Cottages		1			9				10
Davis		1			134		6		141
Davis Center Oval		6				8			14
Delahanty	42								42
Dewey	38	2					1		41
Fleming		1					1	13	15
Fletcher Place	10	2					3		15
Given	280	6				3	7		296
Grassemount	20	1					2	3	26
Gutterson Bottom Garage				244			7		251
Gutterson Bottom Surface			176						176
Gutterson Middle Garage				324					324



Lot	Faculty / Staff	Hicap	Leased	Comm Student	Resident Student	Short Term	Univ Bus	Visitor	Grand Total
Gutterson Middle Surface				88					88
Gutterson Upper Garage				292				36	328
Gutterson Upper Surface				34					34
Gutterson Faculty/Staff	61	8					10		79
Gutterson Zamboni Area		2					1		3
P.F.G. Circle		13				4	1		18
Harris West		2							2
Harris/ Millis					122	1	2		125
Hills		2				1	8		11
Hunt		1			41		1		43
Jeanne Mance		1			48	1	1		51
Jeffords Lot	353	4							357
Jeffords East Lot	100								100
Jeffords Visitor Lot								41	41
Lafayette/Old Mill		2				1	2		5
Living/ Learning Fac/ Staff	37	5				2	9		53
Mann North	3	5					1		9
Mann South							2	4	6
Marsh Life Science		3					3		6
Marsh/Austin/ Tupper		3			108	2	5		118
Mason	5	3			8	2	2		20



CATMA JOINT INSTITUTIONAL PARKING MANAGEMENT PLAN – 2012 ANNUAL UPDATE

UNIVERSITY OF VERMONT

Lot	Faculty / Staff	Hicap	Leased	Comm Student	Resident Student	Short Term	Univ Bus	Visitor	Grand Total
Mcauley		1			6	1			8
Mercy		1			74		3		78
Morrill		5				3	4		12
Music	19	2				1	1		23
Robinson	40	2							42
Simpson					67				67
Slade					8	1	1		10
Southwick		1			25	1	3		30
Stafford Roadway		9					3		12
U-Heights North	37								37
U-Heights North two							4		4
U-Heights South					56				56
U-Heights South Three	4	2				2	1		9
U-Heights Street	27								27
Trinity North Lot				84			7	6	97
Villa	7								7
Votey	116	8				5	5		134
Waterman	161	8				4	17		190
Wheeler	50	1					4		55
Wing					107	2	1		110
Wright/Patterson		2			11	2	2		17
<b>Grand Total</b>	<b>1858</b>	<b>152</b>	<b>661</b>	<b>1224</b>	<b>974</b>	<b>63</b>	<b>187</b>	<b>162</b>	<b>5281</b>



## Vehicle Permits

The number of vehicle permits issued by the University is

Faculty/Staff .....	2,861
Commuter Students .....	1,181
Residential Students .....	938
<b>Total Permits.....</b>	<b>4,980</b>

### American Red Cross/FA Contract Spaces

The University has agreements for leasing spaces to the American Red Cross and Fletcher Allen. Spaces leased by institutions as follows:

FA - at Centennial.....	200
FA - Catamount East Lot.....	285
FA- Gutterson Lower Surface.....	176
<b>Total Contract Spaces .....</b>	<b>661</b>

There is less than a one percent difference in the total parking spaces the last reported, due in part to multiple ongoing construction projects, and due to the addition of several handicap spaces which require more than a standard size parking space. We show an overall 1% employee increase, while the total student enrollment count remains roughly the same. The fact that people on campus have increased and parking spaces on campus have decreased, yet our permit sales figure remains virtually the same, is testament to the Transportation Demand Management reduction efforts of our staff and that of CATMA. Another indirect effect of fewer parking spaces is that our citations and appeals are down from last year as well. We also attribute this to improved communication of our policies and regulations, improved clear and concise lot signage, as well as the fact that there are more people using our transportation system, bike share pilot program, carpool program, and a new commercial transit service between UVM and Boston.

## Sec. 8.3.3 (c) Vehicle Fleet

\* Indicates Alternate Fuel Vehicle

The University of Vermont owns or leases a total of 252 vehicles (in the city of Burlington)

Plate #	Year	Make
230A	2008	ORION VII TRANSIT BUS WHITE*
236A	2008	ORION VII TRANSIT BUS WHITE*
295TR	1995	JOHN DEERE TRACTOR GRE
308TR	1992	TORO RIDING LAWNMOWER
108A561	1999	CHEVROLET VAN
114A221	2010	TOYOTA PICK-UP TRUCK
114A477	2010	FORD RANGER PICK-UP TRUCK
131A300	2010	FORD TRANSIT CARGO VAN
131A301	2010	FORD TRANSIT CARGO VAN
133A910	2010	FORD TRANSIT CONNECT VAN



CATMA JOINT INSTITUTIONAL PARKING MANAGEMENT PLAN – 2012 ANNUAL UPDATE

UNIVERSITY OF VERMONT

Plate #	Year	Make
163A548	2011	FORD E-350 CUT AWAY VAN
375TR	1999	TORO TURFCAT RED
444TR	2000	TORO MOWER RED
450TR	2002	HOLDER TRACTOR ORANGE
A338	2006	ORION BUS WHITE*
A33820	1987	CAROLINA WELDING TRL 8
A339	2006	ORION BUS WHITE*
A47235	1988	SNOBIRD TRAILER 12X8
A47325	1988	ANDREWS TILT-BED TRAIL
A47652	1997	HAULMARK 10X6
A48494	1997	HATCH TRAILER
A503	2008	ORION VII TRANSIT BUS WHITE
A50889	1991	SHEL BOAT TRAILER 17X5
AAH773	2003	FREIGHTLINER TRUCK WHITE
AAP316	1991	KUSTOM MADE TRAILER 10
AAW732	1993	NORTON BOAT TRAILER 36X
ABN881	1980	HOMEMADE TRAILER
ACA284	1983	FEATHERLITE TRAILER
ACA285	1975	STODDARD TRAILER
ACW173	1997	FORD E250 CARGO VAN GREEN
ACW234	2005	CHEVROLET C15 PICK UP TRUCK GREEN
ACW236	1996	FORD E250 CARGO VAN BLUE

ACW652	1997	INGERSOLL RAND COMPRESSOR UNIT
ACW726	2008	CHEVROLET EXPC CARGO VAN WHITE
ADE177	1998	E-Z BEAVER 14X8
ADH562	2001	GMC SONOMA TRUCK BLUE
ADH678	2007	FORD RANGER R14 PICKUP
ADN575	1999	CHEVROLET DUMPTRUCK RED
ADN576	1999	CHEVROLET DUMPTRUCK RED
AEF274	1988	WAMO TRAILER 18X18
AEH114	1993	CHEVROLET PICKUP GREEN
AEL585	1999	GMC P/U 4X4
AEP796	2001	CHEVROLET PICKUP GREEN
AER514	2006	CHEVROLET EXPC VAN WHITE
AER515	2001	GMC SAVANA VAN GREEN
AET105	1993	FORD E250 CARGO VAN
AET106	1993	FORD E250 CARGO VAN
AFA636	2002	PACE AMERICAN TRAILER
AFS736	1999	MGS INC. TRAILER FOR PORTABLE GEN
AFS984	2008	FORD F150 PICKUP TRUCK WHITE
AFW455	1993	FORD TRUCK 4X4
AGB169	1994	FORD F350 CARGO TRK WHITE
AGB543	1994	FORD E250 VAN
AGB546	1994	FORD E250 VAN
AGB547	1999	GMC P/U 4X4





UNIVERSITY OF VERMONT

Plate #	Year	Make
AGF733	1994	FORD E350 TRUCK WHITE
AGL699	2004	CHEV SILVERADO TK PK WHITE PACE V-NOSE
AGL973	2005	AUTO CARRIER VEA8524
AGN842	2006	CHEV SILVERADO WHITE
AHB429	1995	FORD F150 PICKUP
AHB430	1995	FORD F150 PICKUP
AHB785	1995	GMC 4X4 PICKUP MAROON
AHG415	2004	CHEV SILVERADO PU CK25903 WHITE
AHG416	2006	CHEV SILVERADO WHITE
AHG670	2005	HUDSON UTILITY TRAILER CHEVROLET
AHK836	1995	SPORTSVAN GREEN
AHL460	1995	FORD F150 PICKUP RED
AHN755	2001	CHEVROLET PICKUP SILVERADO
AHN759	1992	CHEVROLET PICKUP GREEN
AHN761	1990	CHEVROLET PICKUP C20 RED
AKC103	1996	IHC DUMPTRUCK GREEN
AKY832	1996	CHEVROLET ASTRO VAN WHITE
ALD931	2008	HUDSON TRAILER MODEL H
ALF121	1998	DODGE CARGO VAN
ALF591	2005	GMC SAVANA HD WHITE
ALF768	1997	DODGE CARGO VAN GREEN
ALN392	1998	JOHN DEERE TRACTOR GRE

ALN400	1999	GMC TRUCK W/ SERVICE BODY
ALN403	2000	CHEVROLET PICKUP
ALN404	1997	FORD E250 CARGO VAN
ALN406	1988	CHEVROLET/1 TON
ALN409	1997	FORD 1/2 TON PICKUP BLACK
ALN416	1997	CHEVROLET 3/4 TON 4X4 TRUCK RED
ALN417	1998	CHEVROLET-3/4 TON P/U/GRAY
ALN419	1991	FORD PICKUP E350 BLUE
ALN507	2002	CHEVROLET ASTRO VAN WHITE
ALN543	1998	CHEVROLET 3/4 TON CARGO VAN
ALW916	2006	CHEVROLET UPLANDER BEIGE
ALX113	2010	CUSTOM MADE TRAILER
ALY286	1997	FORD F250 3/4 TON PICKUP
AMB630	1985	CHEVROLET TK PK TAN
AME754	1986	GMC PICKUP SILVER
AMF442	1998	CASE SKID LOADER YELLOW
AMM219	2010	PACE ENCLOSED TRAILER
AMM278	2011	KARAVAN UTILITY TRAILER
AMM498	2008	MIDDLEBURY UTILITY TRAILER
AMM499	2010	MIDDLEBURY UTILITY TRAILER
AMT874	1997	FORD E250 CARGO VAN GREEN
AMX813	1998	GMC CAB/ CHASSIS W/BOX WHITE
AMX863	1998	CHEVROLET 3/4TON CARGO VAN BROWN



CATMA JOINT INSTITUTIONAL PARKING MANAGEMENT PLAN – 2012 ANNUAL UPDATE

UNIVERSITY OF VERMONT

Plate #	Year	Make
AMX887	1998	CHEVROLET HI-CUBE TRUCK WHITE
ANB921	2012	INTERSTATE ENCLOSED TRAILER
AND142	1997	FORD E250 CARGO VAN
ANR514	2005	DODGE CARAVAN 4DR SXT MIDNIGHT BLUE
ANW190	1998	CHEVROLET-1/2 TON P/U GREY
ANW192	1998	CHEVROLET 3/4 TON P/U WHITE
APK553	1999	CHEVROLET TRUCK-ONE TON
APK629	1999	CHEVROLET P/U 4X4 SILVERADO GRAY
APM660	1998	DODGE CARGO VAN WHITE
ARW756	1999	CASE SKID STEER LOADER
ASD774	1999	DODGE CARGO VAN
ASD847	1999	DODGE CARGO VAN
ATB827	2000	FORD RANGER 4X4 P/U TK GREEN
AWY215	2001	INTERNATIONAL SA475 CC WHITE
AXM388	2001	FORD 450 TRUCK WHITE
AYS303	2009	FORD E350 12-PASSENGER VAN WHITE
AYS304	2009	FORD E350 VAN 12-PASSENGER RED
BAH365	2003	CHEVROLET K15 TRUCK DARK GREEN
BAW727	2002	GMC SAFARI VAN
BBN349	2001	TOYOTA RAV4

BCS649	2004	CHEVROLET C15 PICKUP (SILVER-BIRCH)
BCX434	2005	CHRYSLER TOWN & COUNTRY MINIVAN RED
BDM860	1992	CHEV HORSE VAN WHITE
BDN838	2004	FORD F150 TRUCK KING CAB WHITE
BDX604	1998	FORD RANGER TK PK GREEN
BEG502	1995	FORD E250-CARGO VAN BLUE
BEG503	1995	FORD E250-CARGO VAN BLUE
BEM503	1995	FORD WINDSTAR WHITE
BER292	2005	CHEV CK25903 SILVERADO PU TK BLACK
BEY121	1999	FORD E350 PASSENGER VAN GREEN
BFG659	2006	CHEV COLORADO PU W/CLUB CAB SILVER
BFG691	2006	CHEV EXPRESS CARGO WHITE
BFW322	2006	FORD E350 12-PASSENGER VAN BLUE
BGK565	2006	FORD TK VN WHITE 8-CYL W/ BOX BODY
BGS100	2003	BLUEBIRD BUS WHITE
BGS102	2004	BLUE BIRD BUS WHITE
BGS103	2005	BLUE BIRD BUS WHITE
BGS104	2005	BLUE BIRD BUS WHITE
BGS105	2000	BLUEBIRD BUS WHITE
BGS105	2000	BLUEBIRD BUS WHITE
BGS106	2000	BLUEBIRD BUS WHITE
BGS776	2006	CHEVROLET PICKUP SILVER



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Plate #	Year	Make
BGS794	2006	CHEV TK WHITE CG33503 EXPRESS CUTA
BHB689	1997	SUBARU LEG STATION WAGON GREEN
BHE471	2003	DODGE CWR15 (1500 QUAD) PU WHITE
BKG317	2007	INTERNATIONAL TK C&C WHITE HONDA
BLP639	2011	RIDGELINE TRUCK
BLP682	2009	CHEVROLET EXPRESS VAN RED CHEVEROLET
BLP779	2010	SILVERADO PICK- UP CHEVEROLET
BLP792	2010	SILVERADO PICK- UP
BLP793	2010	CHEVROLET EXPRESS VAN CHEVROLET
BLP794	2010	SILVERADO PICK- UP CHEVROLET
BLP835	2011	SILVERADO PICK- UP
BLP849	2011	CHEVROLET EXPRESS VAN
BLP850	2011	CHEVROLET EXPRESS VAN
BMN890	2009	FORD VAN E350 BLUE
BMN891	2009	FORD VAN E350 SILVER CHEVROLET
BMS789	2005	SILVERADO 1500 TK CHEVROLET
BNR417	2003	ASTRO VAN WHITE
BNR422	1991	FORD VAN-15 PASSNGER RED
BNR427	1997	FORD HI-CUBE TRUCK GREEN

BNR428	2008	HONDA ELEMENT 5DR 2WDLX BLUE
BNR431	2002	SUBARU FORESTER S WHITE
BNR750	2003	DODGE NEON WHITE 4D
BPP492	2006	DODGE CARAVAN GRAND SILVER
BPP715	2001	DODGE CARGO VAN
BPX867	1997	CHEVROLET ASTRO VAN TAN
BTB231	1999	DODGE CARAVAN
BTP624	2007	NISSAN SENTRA 4D SILVER
BWB517	2008	CHEVROLET EXPP VAN GREEN
BXW147	1998	HONDA CIVIC 3DR CX SILVER
CAS394	1998	DODGE CARAVAN-7 PASSENGER MAR
CBR760	1999	FORD 15 PASSANGER VAN
CEN672	1999	DODGE VAN-15 PASSENGER GRAY DODGE
CGW604	1999	CARAVAN-7 PASSENGER GREEN
CLR554	2000	FORD E150 CARGO VAN WHITE
CMB764	2005	FORD E350 VAN WHITE 8CYL
CPE862	2000	DODGE RAM VAN WHITE
CRL676	2005	FORD E350 WHITE VAN
CTX539	2005	CHEVROLET IMPALA
CXD662	2010	HONDA ELEMENT 5DR SILVER
CXS475	2001	FORD CROWN VICTORIA
D81404	2011	FORD PICKUP W/ CUBE



CATMA JOINT INSTITUTIONAL PARKING MANAGEMENT PLAN – 2012 ANNUAL UPDATE

UNIVERSITY OF VERMONT

Plate #	Year	Make
DAK983	1998	CHEVROLET ASTRO VAN SILVER
DBA398	2002	TOYOTA PRIUS HYBRID 4D GREEN
DDM901	2002	CHEVROLET ASTRO VAN WHITE
DEH424	1998	SUBARU IMPREZA L 4DR SEDAN WHITE
DFC228	2002	GEM 825 P4 WHI ELEC
DFC229	2002	GEM 825 P2 WHI ELEC*
DFC230	2002	GEM 825 P2 WHI ELEC*
DFC231	2002	GEM 825 P4 WHI ELEC*
DFC232	2002	GEM 825 P4 WHI ELEC*
DFC233	2002	GEM 825 P4 WHI ELEC*
DFC234	2002	GEM 825 P4 WHI ELEC*
DFC235	2002	GEM 825 P4 WHI/ RED ELEC*
DFC236	2002	GEM 825 P4 WHI ELEC*
DGB167	1997	SUBARU LEGACY OUTBACK SW WHITE
DLH498	1997	THOMAS BUS WHITE
DMA512	2003	FORD WINDSTAR MINIVAN GREEN
DNX995	2004	FORD FOCUS 4D GREY
DPE481	1999	GMC SUBURBAN 4X4 V8 BLUE
DSK294	2005	DODGE GRAND CARAVAN (BLUE)
DTL849	2005	TOYOTA PRIUS 1224 HYBRID 4
DWC599	2005	FORD E350 VAN WHITE
EAB310	2006	CHEV EXPRESS 12-PASSENGER VAN BLACK

EAB311	2006	CHEV EXPRESS 12-PASSENGER VAN GREEN
EBW447	2007	TOYOTA PRIUS 4-D SILVER
ECA833	2006	TOYOTA SCION- XB WHITE 4W
EEX848	2003	SUBARU FORESTER SW WHITE
EEY323	2000	SUBARU STATION WAGON WHITE
EFA369	2007	SUZUKI XL7
EFL321	2004	SUBARU FORESTER SW WHITE
EHK328	2003	SUBARU LEGACY SW GREEN
EHX408	2007	CHEVROLET MALIBU GOLDWING
EHX409	2007	CHEVROLET MALIBU GOLDWING
EHX537	2008	CHEVROLET EXPRESS VAN RED
EHX574	2008	CHEVROLET EXP SV WHITE CHEVROLET
EHX612	2008	TRAILBLAZER SUV WHITE FORD CROWN
ELT283	2008	VICTORIA POLICE CRUISER
EMW307	2007	NISSAN SENTRA 4D SILVER
ENN506	2000	SUBARU LEGACY L SW NAVY BLUE
EPD324	1999	TOYOTA SNA SV PEARL 6CYL
EPL620	2007	TOYOTA PRIUS 4H WHITE (HYBRID)
EPX133	2008	FORD CROWN VICTORIA WHITE
ESB715	2009	MITSUBISHI OUTLANDER 4-
ESF162	2008	HONDA ELEMENT 4W 4CYL BLUE
ESR132	2008	FORD FOCUS TS 4D SILVER



Plate #	Year	Make
ETC677	2009	TOYOTA MATRIX 5-DR SILVER 4-C
ETD610	2008	GMC ENVOY 4W GRAY
ETL880	2008	DODGE SPRINTER VAN WHITE
ETL993	2008	DODGE SPRINTER VAN WHITE
ETN891	2008	DODGE SPRINTER 3500SHC VAN
ETR320	2009	SUBARU IMPREZA
ETT893	2002	SUBARU FORESTER 4W WHITE
EWM236	2009	FORD CROWN VICTORIA
EWT686	2010	SUBARU LEGACY WAGON B
EXL898	2009	FORD EDGE BLACK
EYF830	2008	DODGE SPRINTER VAN WHITE
EYF832	2008	DODGE SPRINTER VAN WHITE
EYS398	2000	FORD AMBULANCE

EYY703	2010	FORD CROWN VICTORIA
FAY216	2010	HONDA ACCORD
FCS341	2011	CHEVROLET EXPRESS
FCS350	2011	CHEVROLET EXPRESS
FEE908	2011	HONDA CIVIC VP4
FEG872	2011	FORD ESCAPE HYBRID
FES761	2011	FORD E350 12 PASSENGER VAN
FET561	2011	FORD E350 YELLOW VAN
FET563	2011	FORD E350 BLACK VAN
GM149	2006	HARLEY DAVIDSON POLICE MOTORCYCLE
S11699	1995	CHEVROLET WRECKER GREEN
UVMR1	2006	FORD F350 W/ CUST CRUSADER AMBULANCE
UVMR2	2000	FORD AMBULANCE WHITE

**Garages**

The University of Vermont uses a total of 30 storage and vehicle garages located in Burlington as listed below:

Building Name	Locations
Pomeroy Garage	491 Main Street
Dewey Garage	8 North Prospect Street
178 South Prospect Street	178 South Prospect Street
460 South Prospect Street	460 South prospect Street
466 So. Prospect Street Barn	466 So. Prospect Street
466 So. Prospect Street Barn	466 So. Prospect Street
474 South Prospect Street	474 South Prospect Street
BRC Feed Storage Barn	657 Spear Street
BRC Feed Storage Barn	657 Spear Street



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BRC Feed Storage Barn	657 Spear Street
BRC Feed Storage Barn	657 Spear Street
BRC Feed Storage Barn	657 Spear Street
BRC Feed Storage Barn	657 Spear Street
AG Science Storage	Williston Road
AG Science Storage	Williston Road
AG Science Storage	Williston Road
AG Science Storage	Williston Road
AG Science Storage	Williston Road
CFC Grounds Garage	Centennial Field
CFC Baseball Stands	Centennial Field
CFC Baseball Stands	Centennial Field
CFC Baseball Stands	Centennial Field
284 East Avenue	284 East Avenue
86 South Williams Garage	86 South Williams Garage
Englesby Garage	112 South Williams Street
34 South Williams Garage	34 South Williams Street
151 South Prospect Garage	151 South Prospect Street
308 South Prospect Street	308 South Prospect Street
322 South Prospect Street	322 South Prospect Street
448 South Prospect Street	448 South Prospect Street

**Sec. 8.3.3 (d)**

**Programs, Policies, and Incentives**

The following is a list of TDM programs the University uses. Most are through the CATMA office, though the Occasional Use Parking Permits program is part of the University’s effort to support other CATMA programming.

**Unlimited Access:** The University fully subsidizes transit for both the CCTA local and LINK Express routes through CATMA’s Unlimited Access Program, a partnership between CCTA and CATMA. Ridership has increased by 12% per month for the same period last year. This Unlimited Access Program, along with all the other TDM programs offered through UVM and CATMA, led to the EPA’s continued designation of UVM as one of **New England’s Best Workplace for Commuters**. UVM received this designation by meeting a National Standard of Excellence. The designation spotlights employers that are committed to reducing traffic and air pollution and improving quality of life for their commuters.

**Commuter Challenge:** UVM participates in the annual statewide Way to Go! Commuter Challenge typically held in mid-May. Although UVM’s participation has increased since last year, UVM does not





fare well due in part to the fact that the challenge takes place after commencement resulting in many employees absence for the challenge. The Way To Go! Commuter Challenge was implemented in 2006 as part of Way To Go Week. The awards go to businesses with the highest percentage of employees registered for the event. The challenge encourages use of alternative modes of transportation during the week, hoping people will continue beyond. UVM won 1<sup>st</sup> place in 2006 and 2007 in the Major Employer category (1,000+ employees) and an Honorable Mention in both 2008 and 2009.

**Carpool:** Currently, the University has 57 registered carpools, with 150 participants, a slight increase over last year. There are additional UVM employees who are carpooling, but not included in our number, as they carpool with non-UVM employees and therefore do not qualify for the UVM incentives. Many are registered with CATMA, as they do qualify for the incentives provided through CATMA, including the Emergency Ride Home Program. As incentive to rideshare, carpools with three or more participants receive one free hangtag for Green Zone parking. Carpools with two or more participants receive one free Peripheral hangtag. These hangtags are transferable among the pool members. All members of the pool also receive a free permit for Off-site lots. Participation in the joint “RidesWork” program, a free confidential carpool matching service through CATMA, expands potential carpool membership. Carpool listings and registration forms appear on the CATMA web site and are updated regularly.

**Occasional Use Parking Permits:** The University began issuing occasional use parking permits in the Spring of 2008 as a pilot program, and formalized the offering in the fall of 2009. This allows program participants free or reduced parking, depending upon eligibility. This program encourages the use of CATMA programs by allowing participants access to parking as needed. We have 236 faculty, staff and student participants registered to date and continue to promote the program.

**CarShare Vermont:** CarShare Vermont officially launched on December 15, 2008. The University, through CATMA is currently hosting two vehicles on campus as part of the CarShare Vermont initiative. Both vehicles, Subaru Imprezas, are available to all members of our community who join CarShare Vermont. This program is open to students as well as faculty and staff. CarShare Vermont, along with CATMA and UVM continue to promote CarShare in a variety of ways. Over the past year, flyers, brochures and table tents have been placed around campus. Additionally, articles have appeared on Listserve postings as well as in UVM newspapers and newsletters. CarShare representatives tabled at several UVM events including Focus The Nation, all UVM first-year orientations, new student medical resident orientation, new faculty and staff orientation, class picnic, UVM Farmer’s market, move-in day, and UVM activities fair. Information was distributed through Eco-Reps, class presentations, student welcome bags, and the cars were a stop on campus tours. In mid-October 2011, a new academic year pilot promotion was launched to encourage new membership in CarShare Vermont. All full-time students, faculty and staff are eligible for a waived \$150 annual membership fee for CarShare Vermont’s Share-A-Lot plan.

**Bike/Walk:** Anyone who commits to walking or biking to and from work at least three days a week on a consecutive basis, can register in the CATMA Bike/Walk Rewards program. There are over 470 UVM Employees registered in the Bike/Walk Program, with an average of 108 monthly participants.

**Emergency Ride Home (ERH):** Anyone who registers with CATMA as using a commute mode other than the single occupancy vehicle (S.O.V.) at least two days a week is issued a Commute Smart Card, which will provide a free taxi ride home in an emergency. Once registered in the Emergency Ride Home program, all registrant’s names are included in the monthly drawings for gift certificates to downtown Burlington restaurants. As of October 2011, there were 728 UVM employees registered with CATMA in the ERH program. A complete description of all the CATMA TDM programs and services, which are available to UVM constituents, can be found in the CATMA section of this Plan.

**Bike Ways:** Bicycle use is encouraged with the establishment of UVM’s bikeway network and management. UVM students now have a fully recognized club, The Bicycle Users Group (BUG). The Director of Transportation and Parking Services created the Bicycle Advisory Group (BAG) to the existing Transportation and Parking Services Advisory Committee (TAPSAC) as resource and advisory panel to the student run BUG with the intent of connecting the student effort to the universities overall



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master plan. Additionally, the University continues to take a leading role in the region facilitating new bikeway construction by offering right-of-way licenses over University property wherever possible. This Fall the League of American Bicyclists selected the University of Vermont as one of the nation’s most “Bicycle Friendly Universities.”

**Sec. 8.3.3 (e)**

**Monitoring, Compliance and Enforcement Systems**

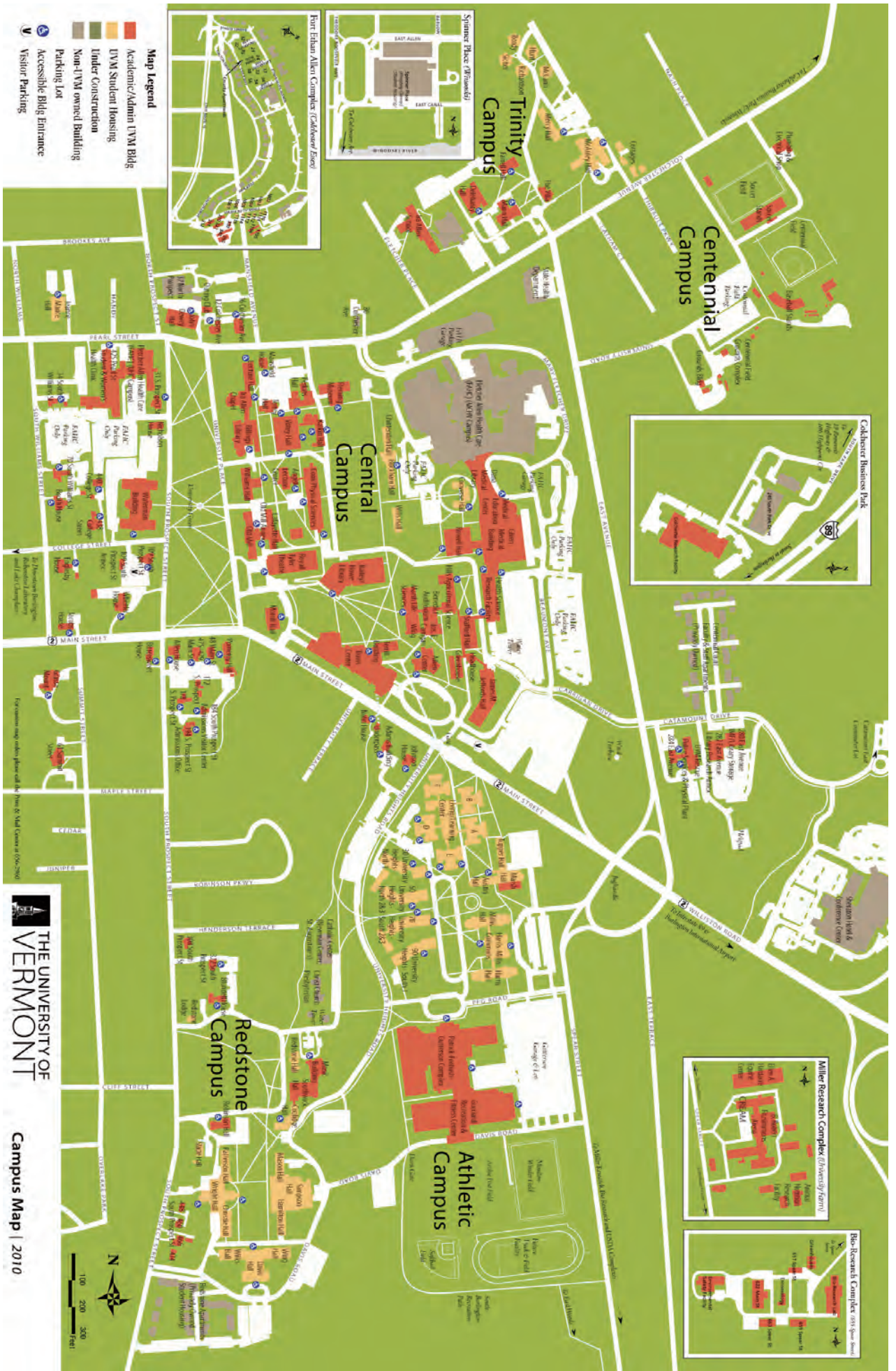
UVM Transportation and Parking Services issued 24,266 parking citations in FY2011; half of these (11,636) were for parking without a permit.

Parking and traffic regulations are enforced using a system of warnings, citations, and/or towing. Traffic citations may either be presented to the owner/operator, placed on the vehicle’s windshield, or in special circumstances be mailed to the registrant.

Violation	Fine
Parked Overtime at Meter/Pay Station/Loading Zone	\$25
Permit Not Displayed	\$30
Parked in a Restricted Area	\$30
Parked without a Valid Permit	\$50
Driving on Grass/Walks	\$50
Fire Lane/Roadway	\$80
Handicap	\$80
Use of Unauthorized Permit	\$80
Falsifying Information	*
Disregarding Traffic Signs	*
Damage, Destroy, or Illegally activating Parking Gates	*
Possessing/Damaging/Altering Signs, Marking, or Signal Devices	*
* Refer to Police Services	







In Fall 2011, [The League of American Bicyclists](#) selected the University of Vermont as one of the nation's most "Bicycle Friendly Universities," at the [Association for the Advancement of Sustainability in Higher Education](#) conference in Pittsburgh, Pa.



## **Transportation and Parking Services**

1

### **I. Parking Regulations:**

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**All parking regulations are in effect 24 hours a day, seven days a week.**

- a. All faculty, staff and students must properly display their valid University of Vermont permit while parked in any University parking area 7:00am to 6:00pm, Monday through Friday. Student residential areas require permits 24 hours a day, 7 days a week.
- b. Faculty, staff, students and visitors will be held responsible for all parking citations involving their vehicles, any vehicle that they operate on campus property, or any vehicle displaying a permit assigned to them.
- c. Vehicles shall not be parked in roadways, lawns or other non-designated areas. The University, having marked approved spaces, is under no obligation to mark all areas where parking is prohibited.
- d. Vehicles parked in handicap or service and delivery spaces without the appropriate permit will be cited and in some cases towed.
- e. Parking in designated loading zones and yellow-domed meters is limited to 30 minutes.
- f. Willfully falsifying information in any transaction or using a counterfeit permit, including permits reported "lost" or "stolen", shall constitute a violation, will be referred to Police Services and may result in suspension of parking privileges. Students may be subject to the University judicial process.
- g. Unauthorized removal, attempting to remove, possession of, tampering with or damaging campus traffic signs or parking gates will be referred to Police Services. Students may be subject to the University judicial process.
- h. Individuals who repeatedly violate the University's parking regulations, and thus show a serious lack of consideration for others, may forfeit their use of campus parking facilities.
- i. Parking permits are the property of the University of Vermont. Permits are not transferable to another user and may not be remanufactured, resold, altered or photocopied under any circumstances. Individuals violating this regulation will be referred to Police Services.

### **II. Traffic Regulations (Enforced by Police Services<sup>2</sup>):**

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- a. Faculty, staff and students are expected to know and comply with state motor vehicle laws and traffic ordinances of the City of Burlington.
- b. The maximum speed limit is 25 miles per hour on all campus roads and drives, and 10 miles per hour in all parking areas.
- c. Pedestrians will be given the right-of-way at all crosswalks.
- d. Driving motor vehicles on campus walkways, lawns, shuttle routes or areas not specifically



designated as a roadway is prohibited and subject to a fine and replacement/repair costs.

- e. Operators of motor vehicles shall comply with traffic signs (yield, stop, etc.) or the direction of a Police or Transportation and Parking Services Officer.
- f. The University of Vermont assumes no responsibility for damage to, theft from or theft of any vehicle parked on University property. Motor vehicle accidents that occur on the UVM campus should be reported to Police Services.

### III. Enforcement:

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Parking and traffic regulations are enforced using a system of warnings, citations, and/or towing.

- a. **Citations:** Traffic citations may either be presented to the owner/operator, placed on the vehicle's windshield, or in special circumstances be mailed to the registrant.

<u>Violation</u>	<u>Fine</u>
Parked Overtime at meter	\$10
Permit Not Displayed	\$30
Parked in a Restricted Area	\$30
Parked Without a Valid Permit	\$50
Driving on Grass/Walks	\$50
Fire Lane/Roadway	\$80
Handicap	\$80
Use of Unauthorized Permit	\$80*
Falsifying Information	*
Disregarding Traffic Signs	*
Damage, Destroy, or Illegally Activating Parking Gates	*
Possessing/Damaging/Altering Signs, Markings, or Signal Devices	*

\* refer to [Police Services](#)<sup>2</sup>

- b. **Towing Vehicles:** The Departments of Transportation and Parking Services and Police Services have the authority to remove, by towing, any motor vehicle from University property when found:

1. Parked in a designated handicap space without proper authorization;
2. Displaying a fraudulent or unauthorized parking permit;
3. As a habitual offender parked in violation of the University's Parking Rules and Regulations;
4. Parked in an area that is not designated as parking;
5. Impeding access/operation of emergency vehicles or snow removal;
6. Abandoned three or more days without valid state registration;
7. On University property in violation of restrictions imposed in writing by the Director of Transportation and Parking Services or his/her designee.

8. When safety or nuisance conditions warrant, such as leaking gas, or fluids that may be harmful to the environment or a faulty car alarm causing a disturbance.

The owner/operator of the vehicle will be held liable for the cost involved in the removal and storage, except when legally parked vehicles are removed during an emergency. In such case, the removal will be at no expense to the owner/operator.

Any Vehicle that is towed under the University's towing guidelines may be assessed the minimum tow fee when attachment occurs. Attachment is defined as the boom or flat bed of the tow vehicle being in physical contact with the wheels of the vehicle to be towed. Individuals must obtain a vehicle release form from Transportation and Parking Services, Monday through Friday, 7:30 AM to 4:00 PM. All other times individuals may contact Police Services in order to retrieve their vehicle from the tow company. All towing and storage fees will be the responsibility of the owner/operator.

## IV. Appeals:

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Individuals wishing to appeal a citation and/or tow must initiate a formal request for appeal within ten (10) business days following the issuance of the citation. Appeals concerning suspension of privileges must be submitted within ten (10) business days following receipt of written notification of suspension.

Appeals are initiated by submitting a written appeal to the Transportation and Parking Services Office or via the [web](#)<sup>3</sup>. Transportation and Parking Services will review the appeal and respond to the appellant with an email of notification. The decision of Transportation and Parking Services may be appealed to the Traffic Board of Appeals unless otherwise noted.

The Traffic Board of appeals was created to hear appeals from students, faculty, staff, and visitors who have received citations. During the academic year, the Board holds regular meetings to hear all appeals not previously settled by Transportation and Parking Services. Appeals for citations during the summer months are heard the following academic year.

The Traffic Board of Appeals is composed of faculty members (appointed by the Faculty Senate), staff members (appointed by the Staff Council) and students (appointed by the Student Government Association). These members elect a chairperson from the faculty or staff. Three board members shall constitute a quorum. On any given appeal, an appointment will be scheduled and an individual will be given one opportunity to appear before the Board. The decision of the Board is final on all appeals.

Contact us: [Parking@uvm.edu](mailto:Parking@uvm.edu)<sup>4</sup>

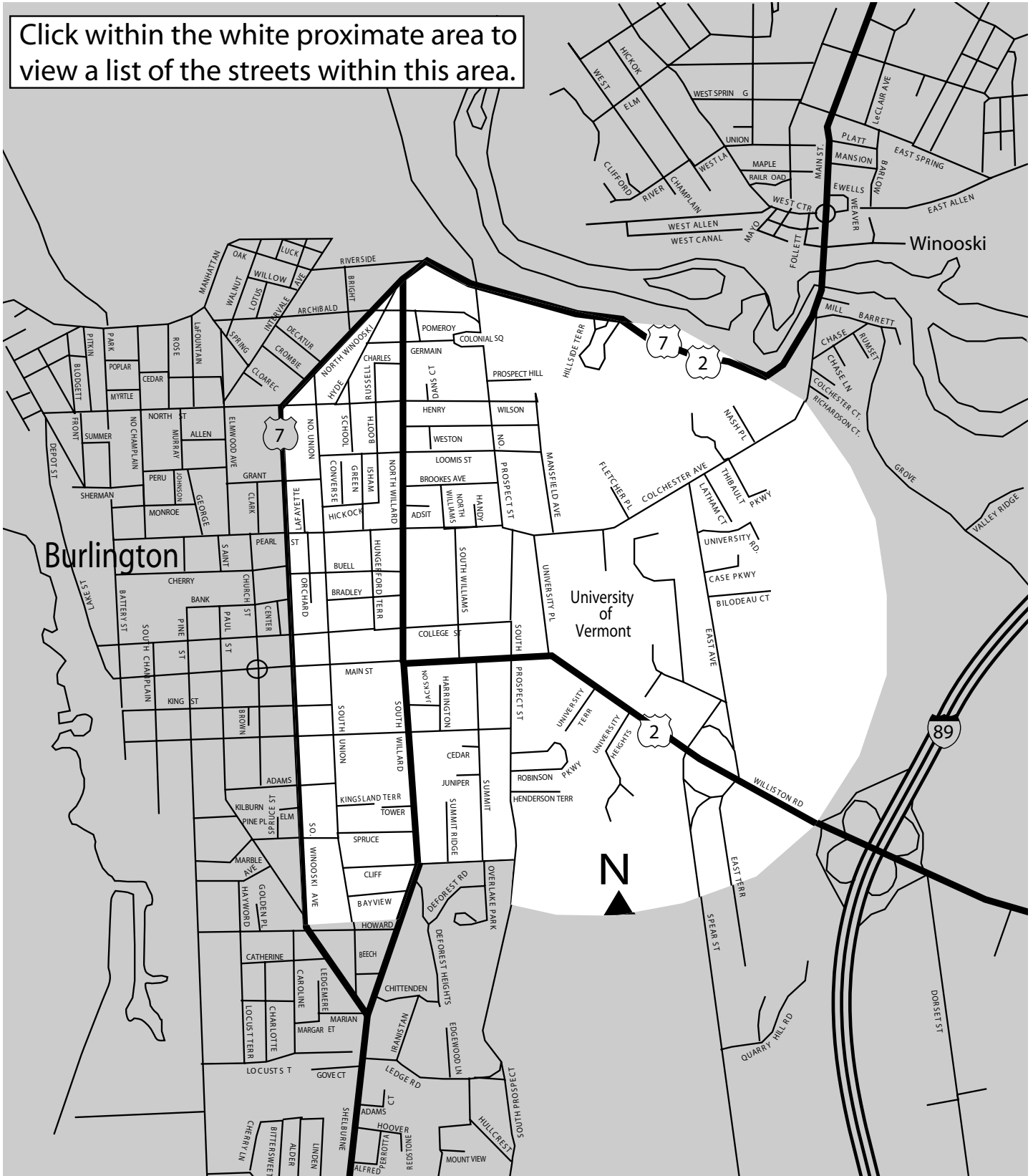
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### Links on this page:

1. [http://www.uvm.edu/tps/parking/rules\\_files/filelist.xml](http://www.uvm.edu/tps/parking/rules_files/filelist.xml)
2. <http://www.uvm.edu/%7Epolice/>
3. <http://www.uvm.edu/tps/parking/?Page=appeals.html&SM=subpi.html>
4. <mailto:parking@uvm.edu>

# COMMUTER PROXIMATE MAP

Click within the white proximate area to view a list of the streets within this area.



## Addresses Within Proximity

Adams Street 75 and higher	King Street 138 and higher
Adsit Court	Kingsland Terrace
Archibald Street 191 and higher	Lafayette Place
Bayview Street	Latham Court
Bilodeau Court	Loomis Street
Bilodeau Parkway	Main Street 225 and higher
Booth Street	Mansfield Avenue
Bradley Street	Maple Street 202 and higher
Brookes Avenue	Nash Place
Buell Street	North Prospect Street
Case Parkway	North Street 265 and higher
Cedar Lane	North Union Street
Charles Street	North Willard Street
Cliff Street	North Williams Street
Colchester Avenue 390 and lower	Orchard Terrace
College Street 230 and higher	Pearl Street 202 and higher
Colonial Square	Pomeroy Street
Converse Court	Prospect Hill
Dans Court	Robinson Parkway
East Avenue	Russell Street
Fletcher Place	School Street
Germain Street	South Prospect 500 and lower
Grant Street 67 and higher	South Union 440 and lower
Green Street	South Willard 450 and lower
Handy Court	South Williams Street
Harrington Terrace	Spear Street 206 and lower
Henderson Terrace	Spruce Street 40 and higher
Henry Street	Summit Ridge
Hickock Place	Summit Street
High Grove Court	Thibault Parkway
Hungerford Terrace	Tower Terrace
Hyde Street	University Road
Isham Street	University Terrace
Jackson Court	Weston Street
Juniper Terrace	Wilson Street

## Transportation and Parking Services

1 2 3

# Occasional Use Parking Permit Program

### Goal:

To provide incentives for individuals who choose alternate transportation, yet need to park on campus occasionally. This program is intended for persons considered a full-time faculty, or staff.

### Program Details:

#### Faculty, Staff and Affiliated Staff:

Those wishing to park on campus occasionally may do so by purchasing daily permits upon surrendering their full time hangtag and enrolling in this program. One permit per month of full time employment per permit cycle (i.e.; 9mos., 12mos., etc.) is available at no cost. Additional permits cost:

Green Zone (if eligible) - \$4.00

White Zone - \$3.00

Orange/Brown Zone - \$2.00

Example: A 9-month faculty member wishes to partake of this program at the beginning of the next permit cycle (June 1). They will receive nine free permits and be eligible to purchase individual permits if need be.

The cost of the permits is set in such a manner that most people will realize a monthly savings on parking if the option is used one day per week. We encourage those interested in the program to choose their best option.

Faculty and Staff members will have the option to choose the Zone for which they are eligible based on their campus address. The Green occasional use permit option is wait list controlled the same as the full time Green Permit option.

Occasional Use permits follow the same permit cycle as regular permits (June 1<sup>st</sup> – May 31). Previously issued permits will expire on May 31<sup>st</sup>. Anyone wishing to continue with program must reapply.

### Definitions

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**Faculty** or **Staff** refers collectively to University personnel who provide or support the instructional, research, and public service activities of the University.

**Affiliated Staff** refers to individuals who are employed by organizations that do business at the University and are such designated by Human Resources as affiliated. This will also include contractors with office space at the University.

### Procedures

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#### Obtaining occasional use permits:

Full-time faculty, staff or affiliated staff may obtain permits at our office at [38 Fletcher Place](#)<sup>4</sup>. Methods of payment for office transactions are cash, check, CAT\$cratch.

Sorry, we cannot accept debit or credit cards at this time.

#### Use of permits:

The customer is responsible for filling in the "expires" area of the permit with the date the permit is being used with an indelible marker provided by Transportation and Parking Services. These permits are valid only in the area as indicated in writing on the front of the permit. Any use of permits for purposes other than intended, or failure to fill in an expiration date, may result in a violation being issued or may result in the loss of eligibility for this program.

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#### Links on this page:

1. [http://www.uvm.edu/tps/parking/parttime\\_files/filelist.xml](http://www.uvm.edu/tps/parking/parttime_files/filelist.xml)
2. [http://www.uvm.edu/tps/parking/parttime\\_files/thedata.thmx](http://www.uvm.edu/tps/parking/parttime_files/thedata.thmx)
3. [http://www.uvm.edu/tps/parking/parttime\\_files/colourschememapping.xml](http://www.uvm.edu/tps/parking/parttime_files/colourschememapping.xml)
4. <http://www.uvm.edu/tps/data/2009CampusMapT&PDDirections.pdf>



**University of Vermont Department of Transportation and Parking Services  
38 Fletcher Place Burlington, VT 05405 - (802) 656 - 8686 - uvm.edu/tps  
2011 - 2012 Faculty/Staff Parking Permit Application**

UVM Issued ID. Number

-   -

Last Name

First Name & MI

Permit # _____
Fee _____
Cash ___ Payroll ___
Check ___ CC ___
Issued By _____
Issue Date _____
Exp. Date _____
Group _____

**DEPARTMENT NAME AND CAMPUS ADDRESS**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

**Vehicle #1**         -   **State**

**Vehicle #2**         -   **State**

Make \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV

Style (circle one) 2D 3D 4D SW PU VN MC CV

Plate Type (choose one)

Plate Type (choose one)

Passenger Car Truck Motorcycle

Passenger Car Truck Motorcycle

Check here to be placed on the Green Permit waitlist

- \_\_\_ Brown Permit Fee .32% of base salary
- \_\_\_ White Permit Fee .48% of base salary
- \_\_\_ Green Permit Fee .64% of base salary
- \_\_\_ Silver (Off-Site) -- FREE
- \_\_\_ Compound (No charge, must have pre-approval from Physical Plant)
- \_\_\_ Occasional Use (No Full time Permit) -- Initial Permits FREE
- \_\_\_ Additional Permits -- Brown (peripheral) Additional per permit- --\$2.00
- \_\_\_ Additional Permits -- White (proximate) Additional per permit- --\$3.00
- \_\_\_ Additional Permits -- Green (main) Additional per permit- --\$4.00
- \_\_\_ Carpool -- Carpool Partners:

(all members must complete separate application)

*Please read the following paragraph carefully before signing below. Signing this document constitutes your legal signature and binding agreement to the terms set forth below.*

By signing below I understand that I am responsible to know and comply with the University's Traffic and Parking Rules and Regulations as well as the process of appeals for citations incurred. I also understand that the above permit is for the sole use of the individual to whom it is registered, cannot be resold, photocopied or remanufactured, and is not transferable to any individual or any vehicles other than those registered above. I also understand it is my responsibility to return or exchange my permit should my employment status at the University change or end. I irrevocably elect to have my University compensation reduced via pre-tax payroll deduction each pay period at the rate in effect for the parking permit zone and type assigned to me, if applicable. I understand I am responsible for all parking citations issued to any vehicle registered to me. By signing below I understand the University may process any delinquent parking fines or fees which are sixty days past due. I understand, in accordance with University policy, correspondence from TPS will be sent to my UVM email account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University of Vermont Department of Transportation and Parking Services  
 38 Fletcher Place, Burlington, VT 05405 - (802) 656 - 8686 - uvm.edu/tps  
 2011 - 2012 Affiliate Staff Parking Permit Application

Permit # _____
Fee _____
Cash ___ Payroll _____
Check ___ CC _____
Issued By _____
Issue Date _____
Exp. Date _____
Group _____

UVM Issued ID. Number

-   -

Last Name

First Name & MI

**LOCAL ADDRESS OR CAMPUS ADDRESS**

Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

**Vehicle #1** **State**  
        -

**Vehicle #2** **State**  
        -

Make \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV

Style (circle one) 2D 3D 4D SW PU VN MC CV

Plate Type (choose one)

Plate Type (choose one)

Passenger Car    Truck    Motorcycle

Passenger Car    Truck    Motorcycle

- Check here to be placed on the Green Permit waitlist
- \_\_\_ Emeriti or Retired (No Charge)
- \_\_\_ Green Affiliate Permit Fee \$329 yr
- \_\_\_ White Affiliate Permit Fee \$247 yr
- \_\_\_ Brown Affiliate Permit Fee \$165 yr
- \_\_\_ Silver (Off-Site) -- FREE
- \_\_\_ Occasional Use (No Full time Permit) -- Initial Permits FREE
- \_\_\_ Additional Permits -- Brown (peripheral) Additional per permit--\$2.00
- \_\_\_ Additional Permits -- White (proximate) Additional per permit--\$3.00
- \_\_\_ Additional Permits -- Green (main) Additional per permit--\$4.00

*Please read the following paragraph carefully before signing below. Signing this document constitutes your legal signature and binding agreement to the terms set forth below.*

By signing below I understand: I am responsible to know and comply with the University's Traffic and Parking Rules and Regulations as well as the process of appeals for citations incurred; the above permit is for the sole use of the individuals to whom it is registered, cannot be resold, photocopied or remanufactured, and is not transferable to any individual or any vehicles other than those registered above; it is my responsibility to return or exchange my permit should my employment status at the University change or end. I am responsible for all parking citations issued to any vehicle registered to me and all citations must be paid prior to the issuance of any parking permit; and that signing below I understand the University may process any delinquent parking fines or permit fees which are sixty days past due. In accordance with University policy, correspondence from Transportation and Parking Services will be sent to my UVM email address.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**University of Vermont Department of Transportation and Parking Services  
38 Fletcher Place, Burlington, VT 05405 - (802) 656 - 8686 - uvm.edu/tps  
2010 - 2011 Student Parking Permit Application**

Permit # _____
Fee _____
Cash ___ CATcard ___
Check ___ CC ___
Issued By _____
Issue Date _____
Exp. Date _____
Group _____

UVM Issued ID. Number

Last Name

First Name & MI

CAMPUS ADDRESS OR LOCAL ADDRESS

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Vehicle #1**

License Plate

-

State

**REGISTERED OWNER INFORMATION:**

Make \_\_\_\_\_

NAME: \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV

CITY, STATE \_\_\_\_\_

Plate Type (choose one) Passenger Car Truck Motorcycle

EMAIL OR PHONE: \_\_\_\_\_

RELATIONSHIP TO DRIVER: \_\_\_\_\_

**Vehicle #2**

License Plate

-

State

**REGISTERED OWNER INFORMATION:**

Make \_\_\_\_\_

NAME: \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV

CITY, STATE \_\_\_\_\_

Plate Type (choose one) Passenger Car Truck Motorcycle

EMAIL OR PHONE: \_\_\_\_\_

RELATIONSHIP TO DRIVER: \_\_\_\_\_

- Resident \$330.00 Academic Year, 1 semester \$180.00
- Commuter Brown \$115.00 Academic Year, 1 semester \$73.00
- Commuter Purple \$176.00 Academic Year, 1 semester \$103.00
- Gold (after 3:30pm only) \$69.00 Academic Year, 1 semester \$45.00
- Silver (Off-Site) -- FREE
- Medical Student -- 1st & 2nd year; Brown \$115.00, Purple \$176.00; 3rd & 4th year Black \$329.00, thru 5/23

**Please read the following paragraph carefully before signing below. Signing this document constitutes your legal signature and binding agreement to the terms set forth below.**

- **I understand** I am responsible to know and comply with the University's Traffic and Parking Rules and Regulations as well as the process of appeals for citations incurred. I understand I am responsible for all parking citations issued to any vehicle registered to me.
- **I state** that all information provided is accurate (Relationship and Registered Owner) and I am eligible to register these vehicles as per University Parking Rules & Regulations.
- **I understand** the assigned permit is for the sole use of the individual to whom it is registered, cannot be resold, photocopied or remanufactured, and is not transferable to any individual or any vehicles other than those registered above. I understand the consequence for this violation is referral to UVM Police Department and the Center for Student Ethics & Standards.
- **I understand** I am authorizing the University to bill my University Catscratch Account or subsequent payment will be forthcoming; in accordance to the payment method chosen. I understand, in accordance with University practice, correspondence from TPS will be sent to my UVM email account.

Signature \_\_\_\_\_ Date: \_\_\_\_\_



University of Vermont Department of Transportation and Parking Services  
 38 Fletcher Place , Burlington, VT 05405  
 Phone: (802) 656 - 8686 - Fax: (802) 656-6550 - www. uvm.edu/tps  
 2010 - 2011 Vendor /Contractor Parking Permit Application

Permit # \_\_\_\_\_  
 Fee \_\_\_\_\_  
 Cash \_\_\_\_\_  
 Check \_\_\_\_\_  
 CC \_\_\_\_\_  
 Issued By \_\_\_\_\_  
 Issue Date \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Group \_\_\_\_\_

**Please print with a ball point pen.**

Company Name

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Vehicle #1**

License Plate \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV  
 Plate Type (choose one)  Passenger Car  Truck  Motorcycle

**Vehicle #3**

License Plate \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV  
 Plate Type (choose one)  Passenger Car  Truck  Motorcycle

**Vehicle #5**

License Plate \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV  
 Plate Type (choose one)  Passenger Car  Truck  Motorcycle

**Vehicle #2**

License Plate \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV  
 Plate Type (choose one)  Passenger Car  Truck  Motorcycle

**Vehicle #4**

License Plate \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV  
 Plate Type (choose one)  Passenger Car  Truck  Motorcycle

**Vehicle #6**

License Plate \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_

Color \_\_\_\_\_ Year \_\_\_\_\_

Style (circle one) 2D 3D 4D SW PU VN MC CV  
 Plate Type (choose one)  Passenger Car  Truck  Motorcycle

**Please indicate the number of permits requested.**

Brown  Green  White

UVM Department you are working for \_\_\_\_\_ UVM Personnel in charge of project \_\_\_\_\_

Reason permit is needed (to be filled out by University Personnel in charge of project)

**Vendor**

\_\_\_\_\_  
 \_\_\_\_\_

Email address of contact for citations incurred \_\_\_\_\_

UVM Signature \_\_\_\_\_ Date \_\_\_\_\_

Please read the following paragraph carefully before signing below. Signing this document constitutes your legal signature and binding agreement to the terms set forth below. I understand that I am responsible to know and comply with the University's Traffic and Parking Rules and Regulations as well as the process of appeals for citations incurred. I understand that the above permit is for the sole use of the individual to whom it is registered, cannot be resold, photocopied, or remanufactured, and is not transferable to any other individual or any other vehicles than those registered above. I understand that I am responsible for all parking citations issued to any vehicle while conducting business on our behalf.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Mail Permit
- Will Pick Up

Operator \_\_\_\_\_

University of Vermont Department of Transportation and Parking Services  
38 Fletcher Place - Burlington, VT 05405 - Phone: (802) 656 - 8686 - Fax: (802) 656-6550  
www.uvm.edu/tps  
2010 - 2011 Handicap Parking Notification

Last Name of Handicap Plate/Tag Holder:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

First Name & MI

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Address of Plate/Tag Holder:

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
(MM) (DD) (YYYY)

HANDICAP PLATE/TAG INFORMATION: TAG PLATE  
State Of Issuance

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Date of Expiration: \_\_\_\_\_ Permanent Temporary  
(MM) (DD) (YYYY)

The University of Vermont  
Transportation & Parking Services  
38 Fletcher Place  
Burlington, VT 05405

Fax - (802) 656-6550

(802) 656-8686

www.uvm.edu/tps

VISITOR PARKING PERMIT REQUISITION

Please provide complete information:

Requesting Dept. \_\_\_\_\_ Dept. Address \_\_\_\_\_

Contact /Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Name of Visitor or Group \_\_\_\_\_ Number of Permits \_\_\_\_\_

Building guest is visiting \_\_\_\_\_ (location of event, or where attendees will be staying)

Parking location will be determined by Transportation and Parking Services based on availability. Please indicate any special needs  
(i.e. handicapped, or access to other campus parking areas): \_\_\_\_\_

Please check one: Will pick up \_\_\_\_\_ Mail \_\_\_\_\_ Address if different from above \_\_\_\_\_

Chartstring: 80240 \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE (OFFICE USE ONLY)**

Number of Permits \_\_\_\_\_ Number Series from \_\_\_\_\_ to \_\_\_\_\_

Authorized Area(s) \_\_\_\_\_ Permit Dates from \_\_\_\_\_ to \_\_\_\_\_

Pricing: Regular \_\_\_\_\_ Summer Conf. \_\_\_\_\_ Cost per Permit \_\_\_\_\_ Total Cost \_\_\_\_\_

Payment Voucher (System Invoice) # \_\_\_\_\_ Bulk Invoice # \_\_\_\_\_ T2 Account # \_\_\_\_\_

Date \_\_\_\_\_ Issued by \_\_\_\_\_



# THE UNIVERSITY OF VERMONT VEHICLE REMOVAL

TIME \_\_\_\_\_ A.M.  
P.M.      DATE \_\_\_\_\_

DECAL NUMBER

										MAKE	COLOR		
2D	3D	4D	CT	CV	JP	MC	OT	PU	SW	TK	VN	REGISTRATION NO.	STATE

LOCATION: \_\_\_\_\_ CITATION #: \_\_\_\_\_

REASON FOR REMOVAL: \_\_\_\_\_  
\_\_\_\_\_

REMOVED BY: \_\_\_\_\_

REMOVED TO: \_\_\_\_\_

TOW TRUCK OPERATOR: \_\_\_\_\_

REMOVAL REQUESTED BY: \_\_\_\_\_

REMOVAL APPROVED BY: \_\_\_\_\_

VISIBLE DAMAGES PRIOR TO TOWING:     YES     NO

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE UNIVERSITY OF VERMONT**  
**VEHICLE RELEASE AUTHORIZATION**

Name: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Address: \_\_\_\_\_

Model: \_\_\_\_\_

\_\_\_\_\_

Color: \_\_\_\_\_

Phone #: \_\_\_\_\_

License plate #: \_\_\_\_\_

Operator license #: \_\_\_\_\_

S.S. #: \_\_\_\_\_

State: \_\_\_\_\_

Faculty \_\_\_\_\_ Staff \_\_\_\_\_

D.O.B. \_\_\_\_\_

Student \_\_\_\_\_ Visitor \_\_\_\_\_

This is only to verify that the above named person is responsible for the vehicle listed herein. This is not intended to represent payment for the release of the vehicle.

Information verified by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Vehicle Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**UNIVERSITY OF VERMONT  
TRANSPORTATION & PARKING SERVICES**

*Waiver of Liability*

I, the undersigned, agree to permit the University of Vermont Department of Transportation and Parking Services, its employees and/or agents ("University"), to attempt to gain entry into a locked vehicle ( ) or Jumpstart a disabled vehicle ( ) bearing registration plate \_\_\_\_\_, state of \_\_\_\_\_, as some condition exists where I must enter the vehicle without the use of a key or some condition exists that where the vehicle's engine will not start. I will hold the University harmless from any damage done to the vehicle, either actual or hidden, which may cause failure of the vehicle door locking mechanisms, engine, electrical or other mechanical part of the vehicle in connection with the assistance rendered. I hereby release the University from any liability and shall not initiate any litigation; civil or criminal, in connection with the assistance provided. I also hereby certify that I am either the owner of the above-named vehicle or am authorized by the owner of the vehicle to operate the vehicle and to serve as agent of the owner for the purposes of waiving liability as described above.

Vehicle Operator Signature	Vehicle Model	Officer Signature
Date: _____	Telephone: _____	
Name: _____	Address: _____	
Date and Time Service Rendered: ____/____/____ : ____ a.m. p.m.		
Lockout _____	Jumpstart _____	

DISPLAY FROM REARVIEW MIRROR

UNIVERSITY OF VERMONT  
DEPARTMENT OF TRANSPORTATION  
& PARKING SERVICES

OCCASIONAL USE WHITE

**VOIDED 6/14/11**

PERMIT: OUW-0531

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

This permit not valid beyond 5/31/2012

DISPLAY FROM REARVIEW MIRROR

UNIVERSITY OF VERMONT  
DEPARTMENT OF TRANSPORTATION  
& PARKING SERVICES

OCCASIONAL USE GREEN

**VOIDED 7/14/11**

PERMIT: OUG12-0843

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

This permit not valid beyond 5/31/2012

DISPLAY ON REAR VIEW MIRROR

Property of  
The University of Vermont  
Department of Transportation  
and Parking Services

Parking Permit 2011-2012

Permit: TP12-01895

**VOIDED**  
7/14/11

EXP

2011 2012

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

DISPLAY FROM REARVIEW MIRROR

UNIVERSITY OF VERMONT  
DEPARTMENT OF TRANSPORTATION  
& PARKING SERVICES

OCCASIONAL USE BROWN

PERMIT: OUB12-0160

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

DATE OF USE

Mon Tue Wed Thu Fri

This one-day permit valid on above date only

This permit not valid beyond 5/31/2012

Rydin Decal - 800-448-1991 - www.rydindecals.com - R3

**2012**



*The*  
**UNIVERSITY**  
*of*  
**VERMONT**

**COMMUTER**  
**BLACK**

**EXP. 5/31/12**

**CK12-0051**

Property of UVM • Not Transferable

Rydin Decal - 800-448-1991 - www.rydindecals.com - R6

**2011**



*The*  
**UNIVERSITY**  
*of*  
**VERMONT**

**COMMUTER**  
**BLACK**

**EXP. 12/19/11**

**CKF11-0001**

Property of UVM • Not Transferable



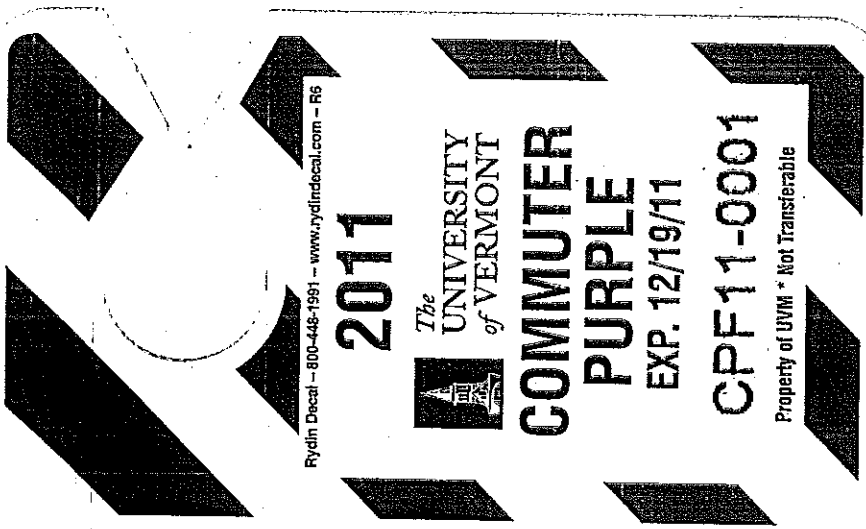
**CE12-0001**

Property of UVM • Not Transferable



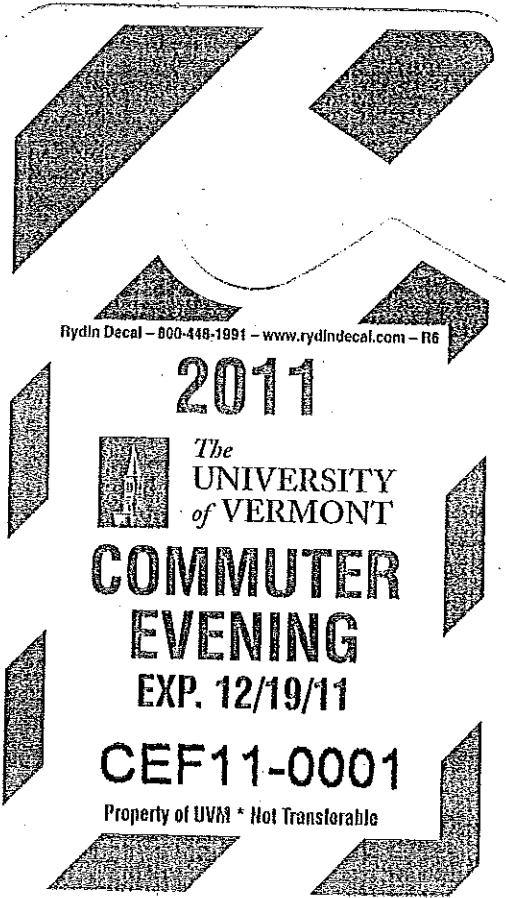
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Property of UVM • Not Transferable



**CPF11-0001**

Property of UVM • Not Transferable



**CEF11-0001**

Property of UVM • Not Transferable

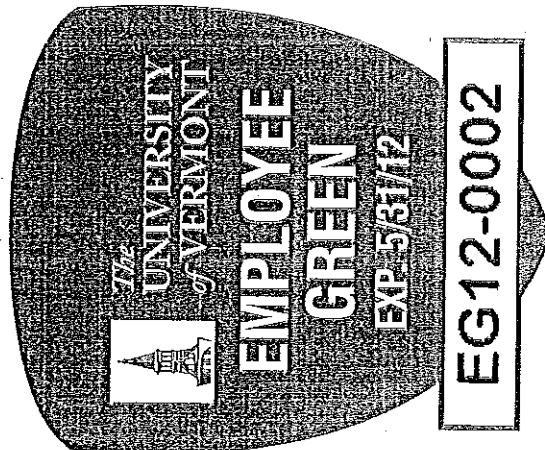
**2011**



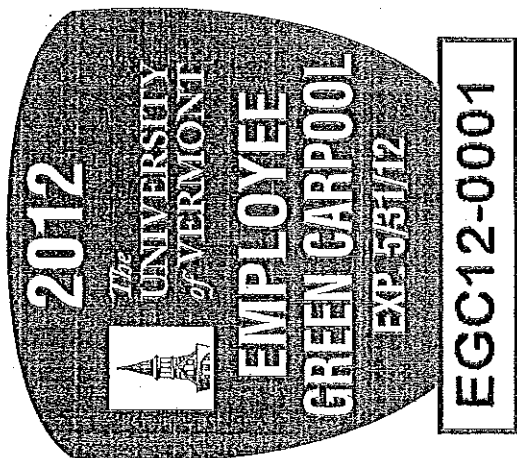
*The*  
**UNIVERSITY**  
*of*  
**VERMONT**

**COMMUTER**  
**EVENING**

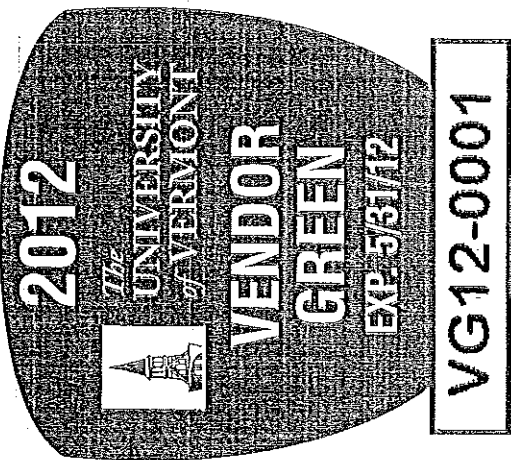
**EXP. 12/19/11**



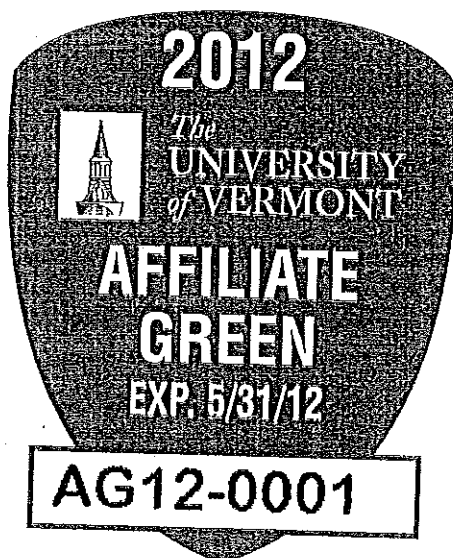
Property of UVM \* Not Transferable



Property of UVM \* Not Transferable



Property of UVM \* Not Transferable



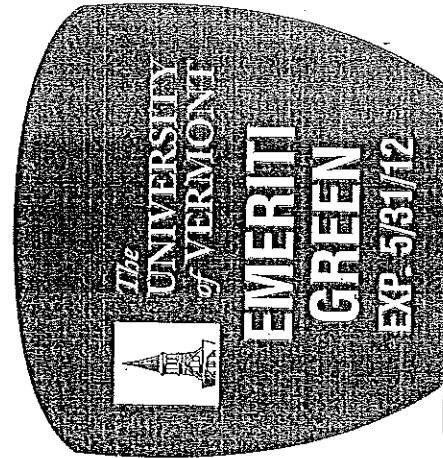
Property of UVM \* Not Transferable





OS12-0001

Property of UVM \* Not Transferable



RG12-0002

Property of UVM \* Not Transferable



TG12-0045

Property of UVM \* Not Transferable



EC12-0001

Property of UVM \* Not Transferable

**2012**



*The*  
**UNIVERSITY**  
*of*  
**VERMONT**

**VENDOR  
WHITE**

**EXP. 5/31/12**

**VW12-0001**

Property of UVM \* Not Transferable

**2012**



*The*  
**UNIVERSITY**  
*of*  
**VERMONT**

**EMPLOYEE  
WHITE CARPOOL**

**EXP. 5/31/12**

**EWC12-0001**

Property of UVM \* Not Transferable



*The*  
**UNIVERSITY**  
*of*  
**VERMONT**

**EMPLOYEE  
WHITE**

**EXP. 5/31/12**

**EW12-0002**

Property of UVM \* Not Transferable

**2012**



*The*  
**UNIVERSITY**  
*of*  
**VERMONT**


**AFFILIATE  
WHITE**

**EXP. 5/31/12**

**AW12-0101**

Property of UVM \* Not Transferable

**2012**



**The UNIVERSITY of VERMONT**


**AFFILIATE BROWN**

**EXP. 5/31/12**

**AB12-0001**

Property of UVM \* Not Transferable

**2012**




**The UNIVERSITY of VERMONT**

**COMMUTER BROWN**

**EXP. 5/20/12**

**CB12-0601**

Property of UVM \* Not Transferable



**The UNIVERSITY of VERMONT**

**EMPLOYEE BROWN**


**EXP. 5/31/12**

**EB12-0003**

Property of UVM \* Not Transferable

Rydin Decal - 800-448-1991 - www.rydindecals.com - R6

**2011**




**The UNIVERSITY of VERMONT**

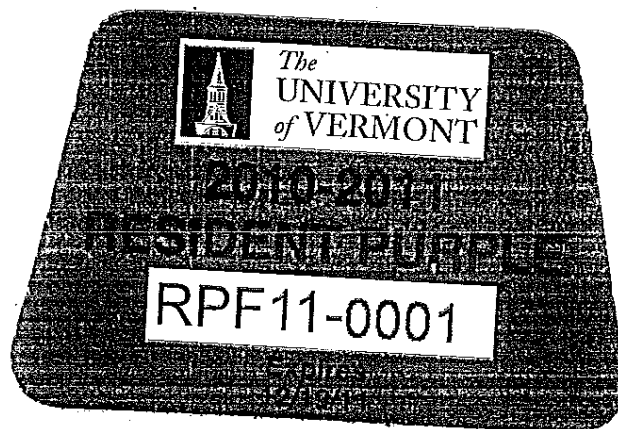
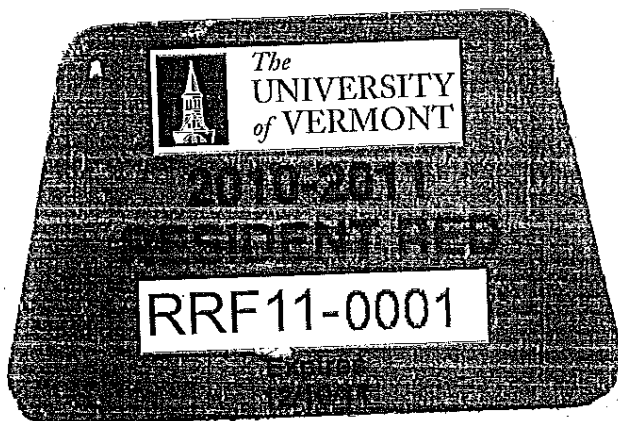
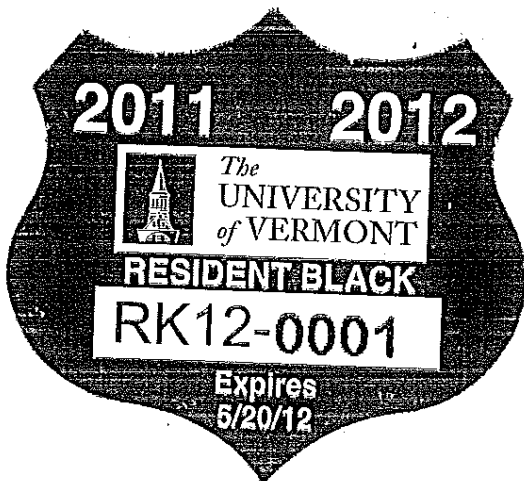
**COMMUTER BROWN**

**EXP. 12/19/11**

**CBF11-0001**

Property of UVM \* Not Transferable

  
**MOTORCYCLE**  
**12-0001**  
EXP. 5/31/2012



# The University of Vermont

## Transportation and Parking Services

### Transportation Services

CATS provides safe and convenient shuttle service for students, staff, faculty, and visitors. CATS supports alternatives to driving, helping to reduce the number of vehicles traveling on city streets and parking in lots at the center of campus. CATS buses are run by either bio-diesel or Compressed Natural Gas. The CATS system is handicapped accessible.

If you have other questions concerning CATS service please consult our website or call our office. Please call 656-8686 or ask your driver. Transportation Services: (802) 656-0795.



#### On Campus

Routes	Days	Times	Runs Every...	Maps (PDF)
<u><a href="#">REDSTONE EXPRESS</a></u>	MON-THURS FRIDAY	7:45am - 6:45pm 7:45am - 3:45pm	15 Minutes	<u><a href="#">Map</a></u>
<u><a href="#">DAYTIME</a></u>	MON-FRI	7:20am - 6:30pm	10 Minutes	<u><a href="#">Map</a></u>
<u><a href="#">EVENING</a></u>	MON-THURS	6:15pm - 11:45pm	30 Minutes	<u><a href="#">Map</a></u>
<u><a href="#">WEEKEND</a></u>	SAT SUN	11:30AM - 6:30PM 11:30AM - 9:30PM	30 Minutes	<u><a href="#">Map</a></u>

#### Off Campus

Routes	Days	Times	Runs Every...	Maps (PDF)
<u><a href="#">SUNDAY-THURSDAY</a></u>	SUN-THURS	6:30pm - midnight	30 Minutes	<u><a href="#">Map</a></u>
<u><a href="#">WEEKEND</a></u>	FRI & SAT	6:30pm - 10:00pm	15 Minutes	<u><a href="#">Map</a></u>
LATE-NIGHT WEEKEND	FRI & SAT	10:00pm - 3:00am		<u><a href="#">Map</a></u>

ON CAMPUS SHUTTLE ROUTE DAYTIME FALL 2009

The **On Campus bus route** will now go from WDW to Trinity. The route will run as follows:

- Monday through Friday from 7:20 am through 6:30 pm.
- Service is provided at 10 minutes intervals as follows:

Leave	Heading	Times	Actual / Approx.
<b>WDW</b>	North	on the 0's ( :00 :10, :20, :30, :40, :50)	Actual
Coolidge	North	on the 2's ( :02, :12, :22, :32, :42, :52)	approx.
Patrick Gym	North	on the 3's ( :03, :13, :23, :33, :43, :53)	approx.
Harris Mills	North	same as Patrick Gym	approx.
Living / Learning / University Heights	North	on the 4's ( :04, :14, :24, :34, :44, :54)	approx.
Davis Center West Door / Bailey Howe / Royall Tyler / Lafayette (best stop for <b>Waterman</b> )	North	on the 6's ( :06, :16, :26, :36, :46, :56)	approx.
Billings / Ira Allen (best stop for <b>Jeanne Mance</b> )	North	on the 8's ( :08, :18, :28, :38, :48, :58)	approx.
<b>Trinity (Mercy)</b>	South	on the 5's ( :05, :15, :25, :35, :45, :55)	Actual
Kalkin / Votey / CBW	South	on the 9's ( :09, :19, :29, :39, :49, :59)	approx.
Cook / Bailey Howe / Lafayette	South	on the 0's ( :00 :10, :20, :30, :40, :50)	approx.
Marsh Life Science / CBW	South	on the 1's ( :01, :11, :21, :31, :41, :51)	approx.
Hills / Given / HSRF	South	same as Marsh	approx.
Davis Oval	South	on the 2's ( :02, :12, :22, :32, :42, :52)	approx.
Living Learning / University Heights	South	on the 4's ( :04, :14, :24, :34, :44, :54)	approx.
Harris Millis / Gutterson Garage	South	on the 5's ( :05, :15, :25, :35, :45, :55)	approx.
Coolidge	South	on the 7's ( :07, :17, :27, :37, :47, :57)	approx.

**TIPS TO GETTING WHERE YOU WANT TO GO FAST**

Use your cell phone for the time.

If you are on main campus and want to go directly to Trinity, take the north bound bus on the University place stops (Davis West Door and Billings)

If you are on Main campus and want to get to Redstone, take the south bound bus on the road adjacent to the CBW green (Kalkin / Votey, Cook, Davis Oval)

Leave yourself time on the high volume routes that start at WDW before the 9:00 am MWF class, the 9:20 and 10:40 TTh class.

Please arrive a few minutes early for times that are marked approx.

If you are at Redstone, please see the Redstone Express schedule for additional service.

You can ride back as far as Patrick Gym on the Patrick Gym route

## What you need to know--

# Redstone Express Daily Time Service

Update as of August 30, 2010

The Redstone Express bus route runs Monday through Thursday from 7:45 am through 6:45 pm at 15 minute intervals.

On Friday the bus runs from 7:45 am through 3:45 pm at 15 minute intervals.

<u>Leave</u>	<u>Heading</u>	<u>Times</u>	<u>Actual Approx.</u>
Coolidge (Redstone Circle)	North	:00, :15, :30, 45	Actual
Continuing Education (On-Demand)	North	:03, :18, :33, 48	Approx
Davis Center West Door / Bailey Howe / Royall Tyler Lafayette	North	:05, :20, :35, 50	Approx
Buildings / Ira Allen	South	:06, :21, :36, 51	Approx
Waterman	South	:10, :25, :40, 55	Approx
Last trip leaves Redstone Circle 6:45pm Mon-Thursday, 3:45pm on Fri			

### TIPS TO GETTING WHERE YOU WANT TO GO FAST

- Use your cellphone for the Blirp-It live On-Screen real bus tracking
- Leave yourself time on the high volume routes before the 9:00 MWF class, the 9:20 and 10:40 TTh
- Please arrive at least 15 minutes early for times that are marked approx.
- If you are at Redstone, please see On Campus schedule for additional service



## EVENING WEEK & WEEKEND DAY SUTTLE SCHEDULE FALL 2009

The **On Campus Evening bus route** will run from WDW to Trinity on 30 minute intervals from 6:15 pm through 11:45 pm Monday through Thursday. The **Weekend Daytime bus route** runs on 30 minute intervals from 11:30 am – 6:30 pm Saturday and from 11:30 am through 9:30 pm on Sunday.

Leave	Heading	Times	Actual / Approx.
<b>WDW</b>	<b>North</b>	<b>:15, :45</b>	<b>Actual</b>
Coolidge	North	:17, :47	approx.
Patrick Gym	North	:18, :48	Actual
Harris Mills	North	same as Patrick Gym	approx.
Living / Learning / University Heights	North	:19, :49	approx.
Davis Center West Door / Bailey Howe / Royall Tyler	North	:21, :51	approx.
Billings / Ira Allen	North	:23, :53	approx.
<b>Trinity (Mercy)</b>	<b>South</b>	<b>:30, :00</b>	<b>Actual</b>
Kalkin / Votey / CBW	South	:34, :04	approx.
Cook / Bailey Howe / Lafayette	South	:35, :05	approx.
Marsh Life Science / CBW	South	:36, :06	approx.
Hills / Given / HSRF	South	same as Marsh	approx.
Davis Oval	South	:37, :07	Actual
Living Learning / University Heights	South	:39, :09	approx.
Harris Millis / Gutterson Garage	South	:40, :10	approx.
Coolidge	South	:42, :12	approx.
Last bus leaves the Library at 11:46 Monday-Thursday			

### TIPS TO GETTING WHERE YOU WANT TO GO FAST

Use your cell phone for the time.

If you are on main campus and want to go directly to Trinity, take the north bound bus on the University place stops (Davis West Door and Billings)

If you are on Main campus and want to get to Redstone, take the south bound bus on the road adjacent to the CBW green (Kalkin / Votey, Cook, Davis Oval)

Please arrive a few minutes early for times that are marked approx.

The Off Campus bus will follow the same route from WDW to Trinity. Returning from Trinity, the bus will go down town and back to Redstone.



What you need to know –

## Weeknight Off Campus Route (WDW to Trinity to Downtown)

Update as of October 13, 2008

The **Off Campus evening bus route** will run from WDW to Trinity through downtown on 30 minute intervals from 6:30 pm through 12:00 am (last loop begins) Sunday through Thursday.

Leave	Heading	Times	Actual / Approx.
WDW	North	:00, :30	Actual
Coolidge	North	:02, :32	approx.
Patrick Gym	North	:03, :33	Actual
Harris Mills	North	same as Patrick Gym	approx.
Living / Learning / University Heights	North	:04, :34	approx.
Davis Center West Door / Bailey Howe / Royall Tyler	North	:07, :37	approx.
Billings / Ira Allen	North	:08, :38	approx.
Trinity (Mercy)	South	:10, :40	Actual
Jeanne Mance	South	:14, :44	approx.
Pearl and Willard	South	:15, :45	approx.
Rite Aid	South	:20, :50	approx.
Kinkos	South	:22, :52	approx.
Return via Maple Street with stops on demand			
Last bus leaves the Library at 12:07 for Off campus service			

### TIPS TO GETTING WHERE YOU WANT TO GO FAST

Use your cell phone for the time.

If you are on main campus and want to go directly to Trinity, take the north bound bus on the University place stops (Davis West Door and Billings)

If you are on Main campus and want to get to Redstone, both the On-Campus and Off-Campus buses will take you there.

Please arrive a few minutes early for times that are marked approx.

The Off Campus bus will follow the same route from WDW to Trinity as the On-Campus. From Trinity, the bus will go down town before returning to WDW. Travel times to WDW with either bus are the same from most points on campus.

What you need to know –

## Weekend Evening (WDW to Trinity to Downtown)

Update as of October 13, 2008

The **Off Campus bus route** will run from WDW to Trinity through downtown on 15 minute intervals from 6:30 pm through 10:00 pm Friday and Saturday. (see Late Night schedule for additional weekend service).

Leave	Heading	Times	Actual / Approx.
WDW	North	:00, :15, :30, :45	Actual
Coolidge	North	:02, :17, :32, :47	approx.
Patrick Gym	North	:03, :18, :33, :48	Actual
Harris Mills	North	same as Patrick Gym	approx.
Living / Learning / University Heights	North	:04, :19, :34, :49	approx.
Davis Center West Door / Bailey Howe / Royall Tyler	North	:07, :22, :37, :52	approx.
Billings / Ira Allen	North	:08, :23, :38, :53	approx.
Trinity (Mercy)	South	:10, :25, :40, :55	Actual
Jeanne Mance	South	:14, :29, :44, :59	approx.
Pearl and Willard	South	:00, :15, :30, :45	approx.
Rite Aid	South	:05, :20, :35, :50	approx.
Kinkos	South	:06, :21, :36, :51	approx.
Return via Maple Street with stops on demand			
Switch to Late Night Schedule for further service			

### TIPS TO GETTING WHERE YOU WANT TO GO FAST

Use your cell phone for the time.

If you live at CBW, Use the Billings / Ira Allen stop

Please arrive a few minutes early for times that are marked approx.

The Off Campus bus will follow the same route from WDW to Trinity. Returning from Trinity, the bus will go down town.

## Weekend Late Night

See Weekend Evening map

The Late Night bus route will run from WDW to Trinity through downtown on 10 minute intervals from 10:00 pm through 2:30 am Friday and Saturday.

Leave	Heading	Times	Actual / Approx.
<b>From 10:00 – 12:30</b>			
Coolidge	North	10:10, 10:30, 10:50, 11:10, 11:30, 11:50, 12:10, 12:20	Actual
Additional Coolidge stops if room is available		10:03, 10:23, 10:43, 11:03, 11:23, 11:43, 12:03, 12:23	approx.
Living / Learning / University Heights	North	10:00, 10:20, 10:40, 11:00, 11:20, 11:40, 12:00, 12:20	Actual
Additional Living / Learning / University Heights stops if room is available		10:13, 10:33, 10:53, 11:13, 11:33, 11:53, 12:13	approx.
Davis Center West Door / Bailey Howe / Royall Tyler	North	On the 7's from 10:07 until 12:27	approx.
CBW @ Billings / Ira Allen	North	On the 9's from 10:09 to 12:29	approx.
Trinity (Mercy)	South	On the 10's from 10:10 to 12:20	Actual
Jeanne Mance	South	On the 4's from 10:14 to 12:24	approx.
Pearl and Willard	South	On the 5's from 10:15 to 12:25	approx.
Rite Aid	South	On the 7's from 10:17 until 12:27	approx.
Kinkos	South	On the 8's from 10:18 until 12:28	approx.
<b>From 12:30 – 2:30</b>			
Coolidge	North	12:30, 12:45, 1:00, 1:15, 1:30, 1:45, 2:00, 2:15	Actual
Living / Learning / University Heights	North	12:33, 12:48, 1:01, 1:18, 1:33, 1:48, 2:03, 2:18	Actual
Davis Center West Door / Bailey Howe / Royall Tyler	North	12:37, 12:52, 1:07, 1:22, 1:37, 1:52, 2:07, 2:22	approx.
CBW @ Billings / Ira Allen	North	12:39, 12:54, 1:09, 1:24, 1:39, 1:54, 2:09, 2:24	approx.
Trinity (Mercy)	South	12:30, 12:45, 1:00, 1:15, 1:30, 1:45, 2:00, 2:15, 2:30	Actual
Jeanne Mance	South	12:35, 12:50, 1:05, 1:20, 1:35, 1:50, 2:05, 2:20, 2:35	approx.
Pearl and Willard	South	12:36, 12:51, 1:06, 1:21, 1:36, 1:51, 2:06, 2:21, 2:36	approx.
Rite Aid	South	12:40, 12:55, 1:10, 1:25, 1:40, 1:55, 2:10, 2:25, 2:40	approx.
Kinkos	South	12:41, 12:56, 1:11, 1:26, 1:41, 1:56, 2:11, 2:26, 2:45	approx.
Return via Maple Street with stops on demand			
Last bus leaves Coolidge at 2:15, Trinity at 2:30 and Rite Aid at 2:45			

### TIPS TO GETTING WHERE YOU WANT TO GO FAST

Use your cell phone for the time.

If you live at CBW, Use the Billings / Ira Allen stop

Please arrive a few minutes early for times that are marked approx.



## Why Walk?

1. Walking is an effective way to become physically fit, to manage a chronic medical condition, and keep weight under better control.
2. Whatever your reason to beginning a walking routine, walking has a great reputation as an ideal way to incorporate regular activity into your daily routine without a lot of added cost. This makes walking fun and easy. The whole body effects of walking include:
  - increased energy
  - improved ability to manage stress
  - lowers blood pressure
  - promotes better sleep
  - burns calories and raises metabolism
  - promotes cardiovascular health
  - helps you to keep your chronic illness in check.
  - increased bone health

### Walking is inspiring...

"Through diet and WALKING I was able to control my diabetes and my hypertension...I use the stairs and walk...its a wonderful stress reducer".

- Alan, Fletcher Allen

"My mental health depends on my daily 'biped commute' (walking)...I love the peaceful time during my walk"

- Lisa, UVM

An important measure of a workplace is the health and wellness of its employees. The **Partnership Walking Map** has been designed to provide opportunities for employees, students and our community visiting both Fletcher Allen and the University of Vermont to increase physical activity by choosing to walk to areas between our shared campuses. The map highlights suggested routes, distances, level of difficulty, and offers other activities to boost physical activity for everyone.

In partnership, Fletcher Allen and the University of Vermont encourage physical activity and promote healthy habits at very little cost. Incorporating physical activity into your normal routine or workday can be a first start.

For more information about Wellness Programs, contact:

#### Fletcher Allen Wellness Program

Email: [Wellness@vtmednet.org](mailto:Wellness@vtmednet.org)

Web site: [www.fletcherallen.org/Health\\_Improvement/wellness.html](http://www.fletcherallen.org/Health_Improvement/wellness.html)

#### UVM WorkLife Services

Email: [worklife@uvm.edu](mailto:worklife@uvm.edu)

Web site: [www.uvm.edu/hrs/?Page=healthy/worklife.html](http://www.uvm.edu/hrs/?Page=healthy/worklife.html)

For information on other state and local resources related to physical activity visit:

[www.vermontfitness.org](http://www.vermontfitness.org)

[www.healthvermont.gov](http://www.healthvermont.gov)

#### Campus Area Transportation Management Association

Email: [catma@uvm.edu](mailto:catma@uvm.edu)

Web site: [www.catmavt.org](http://www.catmavt.org)

# Walking Routes

around Fletcher Allen

and

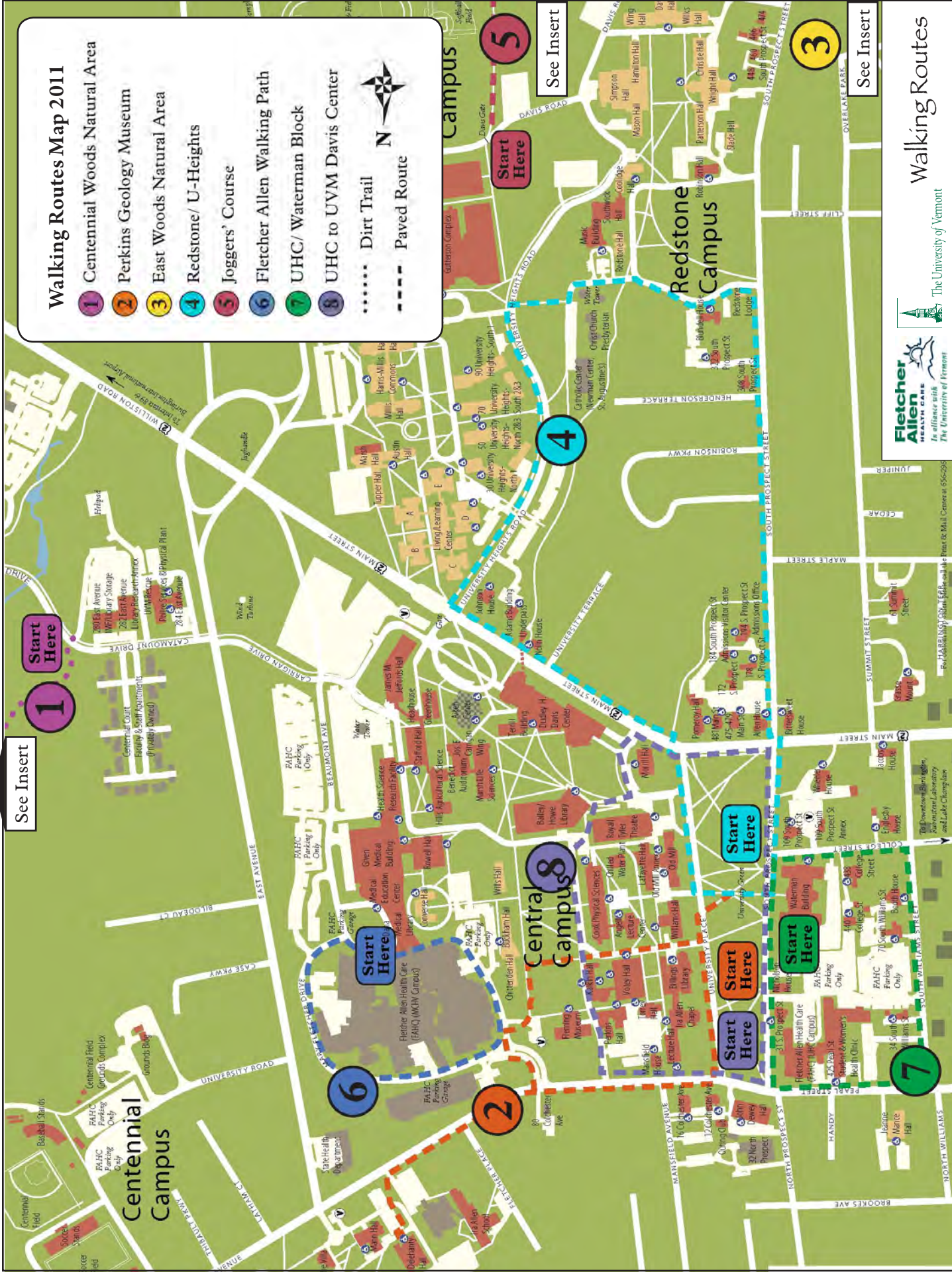
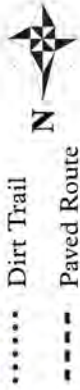
the University of Vermont





# Walking Routes Map 2011

- 1 Centennial Woods Natural Area
- 2 Perkins Geology Museum
- 3 East Woods Natural Area
- 4 Redstone/ U-Heights
- 5 Joggers' Course
- 6 Fletcher Allen Walking Path
- 7 UHC/ Waterman Block
- 8 UHC to UVM Davis Center





## Walking - Finding a Physical Activity You Can Live With

Walking is one of the best activities for getting and staying physically active throughout the seasons. Walking is relatively easy; it is a self-paced activity that brings with it many positive health benefits. As a low intensity cardiovascular activity, walking has benefits for everyone. All ages and abilities can benefit from a daily walk for health and fitness.

### Tips for Getting Started

1. Wear clothes that will keep you dry and comfortable. Invest in a good pair of walking shoes and a water bottle.
2. Start with shorter walks, and gradually increase the length of your walk each day.
3. Do what comes naturally – set a stride length that is comfortable and a speed that isn't too tough when starting to walk. You should be able to speak comfortably as you walk.
4. Slowly bring the pace up during your walk. As time goes by, your body gets stronger and needs a new challenge.
5. When you're done walking, it is advised that you slow your pace to cool your body down. This will gradually ease your heart rate to its normal level.
6. Always carry ID for safety and walk in well lit and traveled areas.
7. Forty five minutes of moderate exercise is suggested for maintaining health and managing weight most days of the week.
8. If 45 minutes seems too long, break it up into three walks of 15 minutes each.
9. Before and after a vigorous walk, stretching is important to reduce injuries and also to improve your flexibility. Your muscles will be warm and ready to stretch after walking.



Choose your wellness walk. For Trails 1-5, begin at the MOVE Yourself sign marking the starting point of each walk. For Trails 6, 7, & 8, see map for starting point. Bring this map with you as your walking guide. All miles are for round trip walks.

hike through dense, mature woods. The hilly trail is short, very scenic and makes a great lunchtime or after work hike. The hiking trail heads straight into the woods and then turns left after about 30 feet. Continuing straight ahead along the trail, you will see the remains of an abandoned railroad trestle crossing Potash Brook. Further along the trail, you will parallel the Potash Brook for a short distance and walk through a grove of tall Eastern Hemlock trees and back to where you started.

### #1 – Centennial Woods Natural Area - 1.05 miles - Moderately Difficult

Start at the Centennial Woods Natural Area trailhead located on Catamount Drive. This trail is rated moderately difficult and should take about an hour to walk. The trail can be wet or muddy and has several steep sections. Wear appropriate hiking footwear. The UVM Environmental Program has installed small wooden arrow signs for you to follow.

### #2 – Perkins Geology Museum - 1.17 miles - Easy

Start near the fountain on the University Green and walk towards Billings. This walk is rated easy and makes it ideal at a brisk pace during lunch. From Billings, follow the pedestrian path through the Fleming Green. Turn left and head towards the Colchester Avenue traffic light, crossing the street and continuing on towards Deleahanty Hall/Perkins Geology Museum. On the return walk, stay on Colchester Avenue until you get to the Dewey Hall crosswalk. Cross over to the University Green.

### #3 – East Woods Natural Area - .44 miles - Easy to Moderate

Start at the small parking area located off Swift Street. This trail is rated an easy to moderate

### #4. Redstone/ U-Heights - 1.53 miles - Easy

Start at the University Green fountain and cross South Prospect Street towards the Waterman Building. Walk towards Main Street, continuing on South Prospect until you reach the exit drive from the Redstone Green. Turn left at the Green and walk until you reach University Heights Road. Continue walking, eventually turning left onto Main Street. Cross Main Street at Morrill Hall and walk until you reach the University Green fountain.

### #5. Joggers' Course -

#### 3.25 miles - Moderately Difficult

Start on the Joggers' Course located adjacent to the Guicciardi Fitness center. This walk is great for walking, jogging or biking. Most of the path is level, with almost all of it on paved path. A short stretch, about .75 miles, is a dirt path through a grassy field next to the Burlington Country Club.

### #6. Fletcher Allen Walking Path .5 miles - Moderately Easy - Wheelchair Accessible

Start outside of the ACC Main Pavilion by taking a right on the paved sidewalk. Continue down the concrete stairs and past the emergency department entrance. Keeping on the sidewalk, you will first pass the side entrance to the

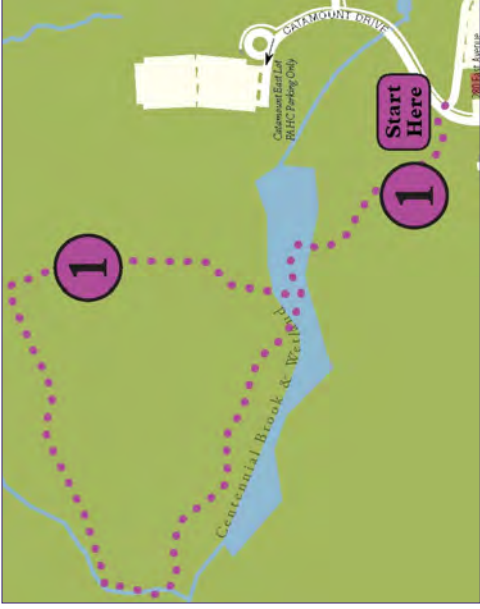


stretch. As you continue up the incline, the ACC Main Pavilion will come into view.

McClure building on your right. Continue to follow the sidewalk past the historic Mary Fletcher building. Stop by the Park Bench Yoga Station to



Once you reach the Davis Center, you will walk a route through the UVM main campus that will take you past the Fletcher Allen medical center campus to Colchester Ave. Take a left onto Colchester Ave. and continue walking until you come to the corner of So. Prospect Street. Turn left on So. Prospect. This will take you back to the entrance of the University Health Center.



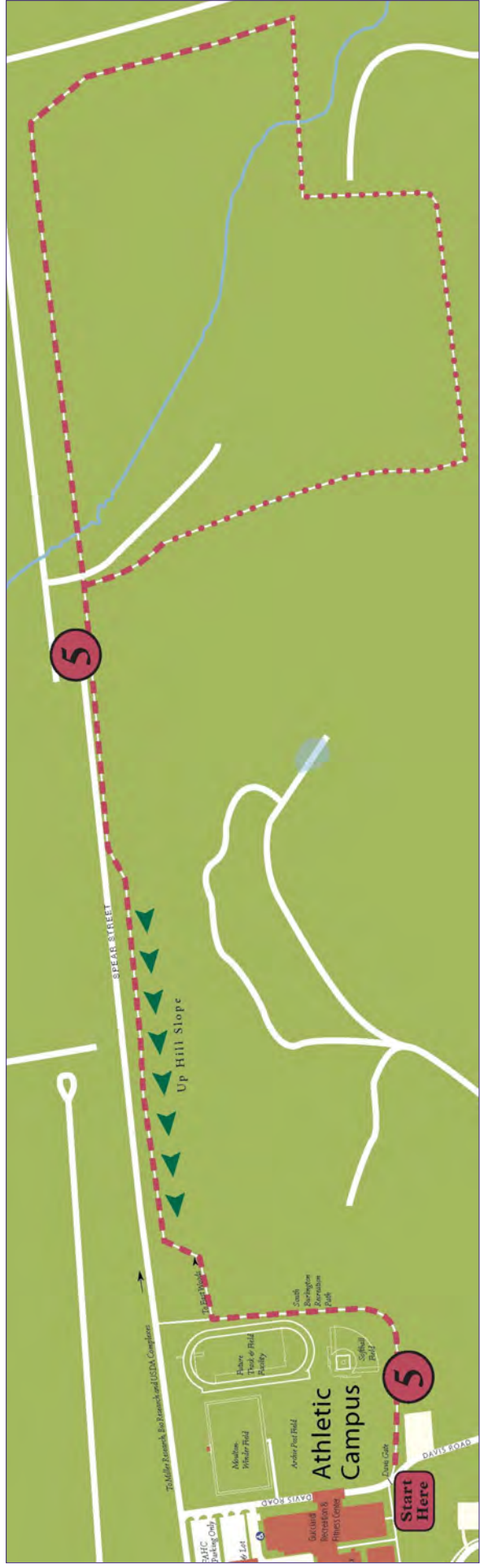
on So. Prospect and conclude your walk at your starting point.

### #7. University Health Center/Waterman Block - .7 miles - Easy

Start your walk out the front door of either the University Health Center building or the Waterman Building on So. Prospect Street. Continue along until you reach the corner of College Street. Turn right onto College Street walking towards the corner of So. Williams Street. Take a right on So. Williams Street. You will walk the length of So. Williams Street until you come to Pearl Street. At Pearl Street, turn right. You are now heading towards the corner of Pearl Street and So. Prospect Street. Turn right

### #8. University Health Center to UVM Davis Center – 1 mile - Moderately Easy

Begin your walk out the front door of the University Health Center building. Walk South on So. Prospect towards Main Street. When you reach Main Street, turn left and begin walking up a slight incline towards the Davis Center.

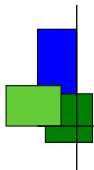


# CAMPUS AREA TRANSPORTATION MANAGEMENT ASSOCIATION (CATMA) - FALL 2011

## Sec. 8.3.3 (a)

### Employment and Enrollment

The CATMA member institutions employ a total of 10,382 individuals. Additionally, student population is 13,508 students. See breakdown by institution below.



## CATMA Membership Fall 2011 Breakdown

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**Employees Within the City of Burlington**

- CATMA Members
  - Champlain College 597
  - Fletcher Allen 5,355
  - University of Vermont 3,767
- CATMA Affiliates/Pilot Program
  - City of Burlington, downtown employees 216
  - State of Vermont, downtown employees 550

**Total 10484**


CATMA Members include Associate Member

- CCRPC (Winnoski, not included in count)


**Student Population on Campus Within the City of Burlington**

- Champlain College \* 3114
- University of Vermont 13,478

**Total 16,592**



Patient Visits Per Year – 1,000,00



\* This number differs from the enrollment number as it represents the number of students who actually attend classes on the Burlington campus.

## Sec. 8.3.3 (d)

### About CATMA, Membership and Programs

The Campus Area Transportation Management Association (CATMA) is a private, membership-based, non-profit organization. Established in 1992, CATMA's founding premises included a joint mission to plan and manage parking and transportation in ways that better coordinate land use and therefore lessen the environmental impacts on the community.

**Members** include Champlain College, Fletcher Allen and University of Vermont.

**Associate Members** include Chittenden County Regional Planning Commission

**Affiliate members** include the State of Vermont downtown Burlington district and the City of Burlington core downtown Burlington district. Further information on Page CATMA: .





CATMA

## CATMA’s Board Resolution

The CATMA institutions have always been committed to a Transportation Demand Management (TDM) strategy that move as much parking off the “Hill” as possible. Acting on the February of 2002 CATMA Board of Directors resolution, we have established the southerly strategically located parking facility at the former General Dynamics/Gilbane property off Pine Street on Lakeside Avenue. CATMA, on behalf of the institutions, continues to pursue parking facilities to the north and to the east,, which will be served by CCTA local bus service and/or shared shuttles to the “Hill”.

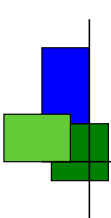
## Comprehensive Strategy

Over the years, CATMA’s comprehensive strategy of transportation system management (TSM) and extensive transportation demand management (TDM) programs have resulted in significant reductions in the single occupancy vehicle mode (SOV) to our campuses. CATMA’s workplace TDM initiatives include the programs and services listed here.

## CATMA Goals


- Establish long-term transportation policies and leadership.
- Provide strategic and long term planning for multimodal transportation and parking developments in conjunction with the Members’ shared land use planning.
- Plan, develop and expand comprehensive multimodal transportation systems management (TSM) programs, incorporating transportation demand management (TDM) strategies.
- Plan, develop, own and manage multimodal transportation systems and parking facilities

## CATMA Transportation Demand Management (TDM) Programs



### CATMA Transportation Demand Management Programs & Services

- **Bike/Walk Reward Program** –launched May 2001
- **Unlimited Access** on Mass Transit/Transit Subsidies (UVM Jan. 2003, Champlain Sept. 2006)
- **Emergency Ride Home Program** (2x month, 8x year, \$60/trip)
- Carpool Incentives at institutions
- A Joint **Confidential Ridesharing Program (RidesWork)**
- Staggered Work and Class Scheduling
- Pedestrian Walkways & Bikeway System
- Flex-time policies
- Telecommuting
- 21 Shuttle Vehicles Jointly Managed with over 2 Million Boardings Per Year
- Partnership with CarShare Vermont
- Work-site Commuter Events/Fairs
- Employee and Student Transportation Surveys






### BIKE/WALK REWARDS PROGRAM

The **Bike/Walk Reward Program** was launched in May 2001 as an incentive for people to bike or walk to and from work. At the same time, the program has contributed considerable money into our local economy. Not only has the program helped change people's habits as to their commute mode, it also exposes people to the many wonderful stores and restaurants located in downtown Burlington. By rewarding participants for biking or walking to and from work with gift certificates redeemable at stores in the downtown Burlington area, we've created a new pool of people shopping locally. This program, which started with 17 participants, now has over 1010 people registered with CATMA as biking and/or walking to and from work and an average of 210 people participating in the reward program regularly. As of December 31, 2011, CATMA has issued over \$164,00 in gift certificates.

In January 2007, the **Bike/Walk** program was revamped. The current program requires participants to bike or walk to and from work at least three days a week for two 4-weeks blocks. CATMA provides each participant with a **Bike/Walk Reward Card** on which to record the dates they bike and/or walk. After turning in their completed card to CATMA, participants are sent a \$15.00 reward of their choice. Reward choices include gift cards to either City Market, Merrill's Roxy Cinema or SKIRACK. These changes were implemented to keep the program affordable for the institutions and to reduce administration of the program. Additionally, by requiring participants to bike or walk three days a week, the majority of their commuting is now by a mode other than drive alone and they are truly alternate commuters. Employees can complete the two four-week Bike/Walk program blocks and earn the accompanying rewards as often as they choose.

Bike/Walk participants along with everyone registered in the **Emergency Ride Home** program, are entered into monthly drawings for gift certificates to downtown Burlington restaurants. The tremendous success of CATMA's **Bike/Walk Reward Program** resulted in the Burlington Business Association presenting CATMA with the Burlington Business Association Member of the Month award in November 2002.

In April 2003, CATMA was congratulated for the great work we've done to promote Transportation Demand Management programs. At the Association for Commuter Transportation (ACT) Patriot Chapter New England TDM Conference and Awards Luncheon held at the World Trade Center in Boston, CATMA was chosen as the recipient of the TDM Creative Excellence – Private Sector award for our **Bike/Walk Program**. In September 2003, our **Bike/Walk Program** was selected as a "silver" award winner for the Award of Excellence - 2003 ACT National Award Nominee in the category: Creative Excellence.

In February 2004, CATMA's **Bike/Walk Reward Program** was featured in "Creating Active Communities, Ten Case Studies of Programs and Partnerships", a report published by the Rails-to-Trails Conservancy. The Rails-to-Trails Conservancy received a grant from the Robert Wood Johnson Foundation in order to help make a connection between physical activity, community design and public health. Part of the grant was used to produce a "best practices" report highlighting projects, partnerships and policies that improve a community's physical activity levels, and which other communities may wish to emulate. The Campus Area Transportation Management Association's (CATMA's) Bike/Walk Reward Program was one of ten case studies of programs and partnerships showcased in the report "Creating Active Communities, Ten Case Studies of Programs and Partnerships". The publication highlighted a variety of approaches used to encourage physical activity, which could spark ideas and perhaps be replicated in communities across the country. Our Bike/Walk programs continues to be mentioned in various newspaper and magazine articles including the Burlington Free Press and Bike Culture magazine.

### UNLIMITED ACCESS PROGRAM

In January 2003, CATMA and the Chittenden County Transportation Authority (CCTA) signed an **Unlimited Access Agreement**. This agreement provides a means for CATMA to provide unlimited access 24/7 to existing CCTA public transit services to employees, faculty, students and staff of some or all CATMA member institutions. Initially, only the University of Vermont and the CATMA office



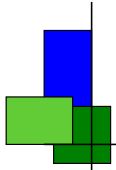
CATMA

offered unlimited access to their employees, faculty, and students. On August 28, 2006, Champlain College joined the program. We continue to explore the opportunity for the other CATMA institutions to join the **Unlimited Access Program**.

Since offering unlimited access to the employees, faculty, and students of Champlain College and UVM, we have seen a dramatic increase in ridership numbers on CCTA. (See slides for year-over-year comparisons.) The steady increase in ridership has led to an increase in available parking spaces for both UVM and Champlain College and an increase in federal dollars to CCTA. Our Unlimited Access partnership with CCTA differs from other programs around the country, which charge a set fee for every employee and/or student regardless of their transit use. With Unlimited Access, we pay only for actual rides taken. CCTA invoices CATMA monthly at a contracted rate per ride. CATMA pays the invoice and back bills UVM and Champlain College. Part of the success of this program can be attributed to extensive marketing campaigns jointly developed by CATMA, CCTA, Champlain College and UVM. One of the first products of this effort was a tri-fold brochure, which was developed by a group of UVM students. During the spring semester of 2004, CATMA and CCTA worked directly with the group as they designed the “UVM ID... get off-campus free!” brochure. A similar brochure was developed for Champlain College. A “How To Ride” map and guide was also developed along with a poster for both UVM and Champlain College. Additionally, articles continue to appear in UVM and Champlain College and CATMA communications, publications and websites, as well as program awareness and promotion at on-site commuter events, through various departments within the institutions, and through student groups.



**TRANSIT/BUS DISCOUNTS/SUBSIDIES**

Fletcher Allen offer their employees a 50% transit subsidy on a monthly pass or 10-ride ticket on all CCTA local routes. In addition, these employees are eligible for a 25% transit subsidy on a monthly or 10-ride tickets on all CCTA LINK Routes. Employees purchase these passes directly through their



## CATMA TDM Program Participants

- Emergency Ride Home
  - 1,765 currently registered
  - FY 11 • 64 people, total expense \$3,024.00
- Bike/Walk Program
  - 1007 currently registered (as bike or walker)
  - 210 actively participate
- Registered Carpoolers
  - Currently over 415 actively carpooling
- Looking to Join, Start, or Willing to Add New Members to a Carpool OR on RidesWork Board
  - Currently 115 listings in CATMA Database





employer, and are also encouraged to register with CATMA for Emergency Ride Home, monthly drawings and communications.

### **RIDESWORK CONFIDENTIAL CARPOOL MATCHING SERVICE | 802-656-RIDE (-7433)**

CATMA maintains a confidential carpooling database. Our database contains information on both existing carpools and people who are interested in ridesharing. We are very careful to maintain strict confidentiality. Anyone interested in carpooling can register online or call the CATMA RidesWork direct line. CATMA's carpool service is unique in that it matches employees commuting to a destination specific area at the medical/campus district and recognizes the various shift schedules. The member's information is entered into the database and a potential carpool match is sought. If a successful match is retrieved, CATMA personally contacts the individuals and provides the match and logistical information. We maintain a "Carpool Bulletin Board" on our web site, but again, those interested in a particular listing must call the CATMA office to receive personal matching assistance.

All carpools employed with a CATMA institution are covered under our **Emergency Ride Home Program** once we receive their registration. Their names are automatically entered into monthly drawings for gift certificates to local restaurants.

### **EMERGENCY RIDE HOME PROGRAM (ERH)**

**Employees** - This FREE program is offered only to those who register with CATMA as one who regularly carpools, vanpools, bikes, walks or takes the bus; reducing the single occupant vehicles on the Hill and the Burlington area.

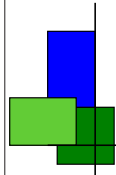
One of the obstacles for people who are considering alternate modes of commuting is how they will get home in the event of an emergency. To alleviate this worry, CATMA provides this **ERH** program free of charge to anyone associated with its member institutions who uses an alternate commute mode. Participants register with CATMA as an alternate commuter and are issued a CATMA **Commute Smart Card**, which includes brief instructions on using the program and the cab company phone number. This card is renewed on an annual basis. If an emergency arises on a day that an alternate commute mode was used, the member calls Morf Taxi Service directly to make ride arrangements. There is no money required out of the member's pocket, unless the fare is over \$60. The Emergency Ride Home program will pay up to \$60 of the fare for each ride (approximately 40 miles). Participants are allowed to use the emergency ride home up to twice a month and eight times in a twelve month period. We currently have over 1,765 CATMA member institution employees registered in our **Emergency Ride Home Program**.

**Students** - The **ERH** program is also provided to the Champlain College students who are living at Spinner Place, Quarry Hill and park at Gilbane off-site lot. These students are automatically issued a CATMA **Commute Smart Card** on a semester to semester basis. They are allowed to use the program anytime the Champlain/Quarry Hill/Spinner Place/Gilbane shuttle is not operating for a ride between the college campus and these sites. Additionally, as all resident students at Champlain College who bring a car are required to park it at the Gilbane lot (except on weekends) they are also issued a **Commute Smart Card**. They can use the taxi service to get between the Gilbane lot and campus when the Champlain College shuttle is not running. Champlain College reimburses CATMA for all taxi rides taken by their students.

### **MONTHLY RESTAURANT DRAWINGS**

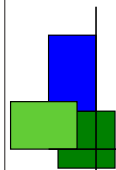
Employees who register with CATMA as one who regularly carpools, vanpools, rides with a family member, bikes, walks, takes the bus or uses any mode other than SOV (single occupant vehicle) will automatically be entered in CATMA's monthly drawings for local restaurant gift certificates. Each month, several winners are chosen in the alternate commuters drawing. Winners receive either a \$15.00 gift certificate to Penny Cluse Café or Vermont Pub and Brewery or \$20.00 to Three Tomatoes Trattoria. Our CCRPC members can receive a gift certificate either from Tiny Thai Restaurant or Papa Franks in Winooski to support their local community.





## CATMA Program Results

- Bike/Walk Reward Program (Began May 2001)
  - 105 average participants/month
  - Over **\$164,000** in Gift Cards to Downtown Burlington Businesses Distributed as Rewards
- Alternate Commuter Monthly Awards
  - 454 winners - **\$6,200** in gift certificates to local restaurants (began Oct. 2000)



## CATMA Program Results

### Unlimited Access Program – Champlain College

Date	Average trips/month	Number of Individuals Using Service
April 2006 (Pilot Program)	1,526	About 250
Fall 2006 (Sept-Nov) Include Spinner Place Shuttle	6,274	Used by over 550 individual riders/month
Fall 2008* (Sept-Nov)	4,423 - 38% increase over 2007	Used by over 657 individual riders/month - 34% increase over 2007
Fall 2009** (Sept-Nov)	3,657 Compares to 3,445 in 2008	Used by over 497 individual rider/month – compares to 511 in 2008
Fall 2011 (Sept-Nov)	3,520	Used by over 522 individual riders/month



\*Does NOT include Spinner Place Shuttle Ridership in 2007 or 2008.

\*\*CATMA Express Shuttle no longer in service. Trip count for CCTA local and LINK routes only. DOES NOT include ANY shuttle ridership. Majority who rode CATMA shuttle now ride Champlain shuttles.






## CATMA Program Results

### Unlimited Access Program - University of Vermont

Date	Average trips/month	Number of Individuals Using Service
Jan-April 2003 (Pilot Program)	5,549	Data Not Available
Fall 2004 (Sept-Nov)	15,777 - 69% increase over Fall 03	Data Not Available
Fall 2005 (Sept-Nov)	20,786 - 32% increase over Fall 04	Used by over 2,500 individuals/month
Fall 2006 (Sept-Nov)	22,819 - 10% increase over Fall 05 and 145% increase over fall 2003	Used by 2,846 individuals/month
Fall 2008 (Sept-Nov)	30,028 - 24% increase over fall 2007 and 323% over fall 2003	Used by over 3,875 individuals/month
Fall 2009 (Sept-Nov)	33,893 - 13% increase over 2008 CATMA Express Rte 30 no longer operating in fall 2009	Used by over 4,276 individuals/month
Fall 2011 (Sept-Nov)	36,365	Used by over 4,700 individuals/month




## CATMA

### Unlimited Access Program FY 11

Unlimited Access Ridership - FY11

	Champlain			UVM			Total Ridership	Total Cost of Service
	Local Routes	LINK	Champlain Cost for	Local Routes	LINK	UVM Cost for Service		
<b>FY/11</b>								
Jul-10	2,411	140	\$2,547.18	15,674	2,280	\$20,360.52	20,505	\$22,907.70
Aug-10	2,496	248	\$2,918.88	18,394	2,255	\$22,743.72	23,393	\$25,662.60
Sep-10	3,537	270	\$3,955.14	37,293	2,618	\$40,338.90	43,718	\$44,294.04
Oct-10	3,229	282	\$3,709.62	35,837	2,888	\$39,783.06	42,236	\$43,492.68
Nov-10	2,936	305	\$3,494.88	27,863	2,797	\$32,497.02	33,901	\$35,991.90
Dec-10	2,401	281	\$2,952.90	24,197	2,327	\$28,111.86	29,206	\$31,064.76
Jan-11	2,752	428	\$3,625.92	25,549	3,106	\$30,995.28	31,835	\$34,621.20
Feb-11	3,057	340	\$3,682.98	33,976	2,997	\$36,684.16	40,370	\$40,367.14
Mar-11	2,948	414	\$3,815.28	30,030	3,527	\$36,653.40	36,919	\$40,468.68
Apr-11	2,939	340	\$3,583.98	31,958	3,362	\$38,087.64	38,599	\$41,671.62
May-11	2,517	265	\$3,001.14	19,881	3,032	\$26,282.34	25,695	\$29,283.48
Jun-11	2,733	266	\$3,186.90	16,476	2,642	\$21,713.04	22,117	\$24,899.94
<b>Total</b>	<b>33,956</b>	<b>3,579</b>	<b>\$40,474.80</b>	<b>317,128</b>	<b>33,831</b>	<b>\$374,250.94</b>	<b>388,494</b>	<b>\$414,725.74</b>
FY/10	34,134	2,457	\$37,753.56	294,579	27,397	\$342,038.88	358,567	\$379,792.44
FY/09	30,181	2,151	\$33,147.54	257,248	30,219	\$315,487.80	319,668	\$348,929.46
FY/08	23,658	2,974	\$29,508.24	213,707	21,477	\$257,675.54	263,634	\$286,540.20




CATMA

**OUTREACH/COMMUNICATIONS PLAN**

Over the past several years, CATMA has further developed its outreach efforts at its member institutions by conducting year round on-site commuter events in strategic venues, including Human Resource Benefit Fairs, Nurses Knowledge Fair, New Faculty Orientation, Fall Student Fairs, and various spring/fall campaigns. The goal of these events is to educate, create awareness and assist employees with alternate commute and mobility options and its benefits to the employee, the employer and the community. Employees value these direct, personal on-site events and CATMA values the opportunity to build personal relations with its members. Employees are encouraged to consider alternate utilitarian modes for personal and work travel. At the events, CATMA provides blinkie lights, lip balms w/SPF, backpack/grocery tote bags w/reflective tape and also distributes information on the Safe Streets Collaborative and coupons to local bike shops to purchase reflective gear.

A significant effort began in Summer 2010 with the strengthening of communications with CATMA participants and potential participants to increase employees access to transportation options and information.

- The CATMA website was revamped in 2009 and has continued enhancing its image, easily accessible resources, current transportation information, news and events and on-line registration process.
- CATMA strengthened and tailored its communications with various list serves to regularly disseminate information electronically according to members mode/interest. This effort exposes members more frequently with CATMA program information and transportation resources, news and local events.
- A quarterly E-newsletter has been developed and will be distributed to all registered CATMA participants in the winter, spring, summer and fall.
- CATMA launched a Facebook Page in early 2011 and recently created a Twitter feed.

**Please see CATMA Outreach/Marketing Yearly Events in CATMA's attachment section for a list of yearly CATMA activities and outreach.**

**PARTNERSHIPS**

CATMA maintains strong partnerships with local, state and national industry transportation leadership organizations, such as Association of Commuter Transportation, Best Workplaces for Commuters, Vermont Agency of Transportation, Chittenden County Regional Planning Commission.

CATMA provides support and maintains partnerships with local and regional service providers, such as Chittenden County Transit Authority and CarShare Vermont, as well as local advocacy groups such as LocalMotion, Burlington Bike/Walk Council.

**CARSHARE VERMONT**

In December 2008, **CarShare Vermont**, a nonprofit organization, officially launched in the Burlington area. CATMA partners with **CarShare Vermont** to provide car pod locations on the campuses of Champlain College and the University of Vermont. UVM and Champlain College originally purchased four cars for its fleet and in October 2011 released vehicle ownership to CarShare Vermont. There are two pod locations on the Champlain campus and two on UVM, all of which house Subaru Imprezas. There are six additional pod locations, which have Toyota Priuses and Toyota Pick-Up Truck in the city of Burlington, giving members a total of ten cars to choose from.

Car-sharing is a practical, easy, and fun way to reduce car dependence, increase mobility, and improve the health of our community and environment. **CarShare Vermont** gives members affordable and easy access to a network of vehicles that can be reserved 24/7 for as little as 15-minutes or as long as wanted. **CarShare Vermont** is a key piece to developing a full suite of transportation choices for CATMA members and the community as an alternative to driving alone.





Currently **CarShare Vermont** reported over 570 individuals and 20 local business members sharing 10 vehicles. Every car is being used an average of seven hours per day. Membership is open to anyone eighteen and older who has a clean driving record and who has been driving at least two years. 18-20 year olds must also have insurance on an existing auto policy. This is their primary coverage with CarShare insurance as secondary coverage. CarShare Vermont will be adding a vehicle to Winooski.

CATMA works closely with CarShare to develop a suite of marketing materials. CarShare participated in over 50 events in the past year including tabling at new student orientations, parades, festivals, and conferences. Flyers and posters have been distributed around both campuses and in bus shelters, materials were placed in orientation packets, family weekend packets and new student registration packets. Articles have appeared in campus and area news publications and campus tours include a promo of the campus pods. In Fall 2010, CarShare offered Champlain College and UVM students a \$15 driving credit with any new membership if signed up by September 30, 2010. In mid-October 2011, a new academic year pilot promotion was launched to encourage new membership in CarShare Vermont. All full-time students, faculty and staff at UVM and Champlain College are eligible for a waived \$150 annual membership fee for CarShare Vermont's Share-A-Lot plan.

CATMA continues to work with CarShare in developing creative incentive promotions at the academic institutions to encourage new membership and utilization of the CarShare service.

### **PILOT PROGRAMS**

#### **State of Vermont (downtown Burlington employees)**

In November of 2007, we received an inquiry from Jane Helmstetter, Field Director of the State of Vermont Agency of Human Services, about participating in CATMA's alternative commuter programs and services due to parking issues in downtown Burlington. In May 2008, a 6-month pilot program was launched and has continued since. All programs and services offered to CATMA institution members (except subsidized transit) were opened to the state employees working in downtown Burlington. Between our kickoff event in May 2008 and spring 2009, we held several tabling events at the state building at 108 Cherry St.

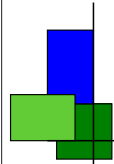
Since we had baseline survey data on the state employees from the Downtown Burlington Transportation survey conducted in November 2007, we have continued obtaining their data in CATMA's Employee Transportation Survey in 2008, 2009 and 2010. Considering the reduction in their workforce, consolidation of offices and available parking downtown, the State downtown district displays positive mode trends. Based on response to CATMA's 2008 survey, State's downtown drive alone rate was 64.2% and in 2010 is down to 61.7%, with improvements in bike, walk and carpools as well. The State's satisfaction with commute rate has improved from 33.2% in 2007 up to 40.0% in 2010.

We continue to explore a more permanent relationship with the State, including their joining CATMA as an associate member. See Program Registrants slide for information on current 2011 registered employees.

#### **City of Burlington (downtown Burlington employees)**

In Fall 2009, CATMA was approached by the City of Burlington regarding their proposed Employee Commute Strategy, an initiative in the Burlington Legacy Project Action Plan. The City's downtown staff was included in CATMA's Fall 2009 Employee Transportation Survey to obtain base commuting data for this group. In January 2010, CATMA and the City of Burlington launched a one-year Pilot Program which enabled the City's core downtown employees to enroll and participate in CATMA's TDM programs and services, as well as be included in CATMA's Fall 2010 Employee Transportation Survey to measure effect of alternate commuter incentives and mode changes. Based on the City response in CATMA surveys, the Single Occupant Vehicle (SOV) was 55.8% in 2009 and almost 1-year of Pilot Program, the same group SOV rate went down to 50.0% with positive trends in alternate modes.



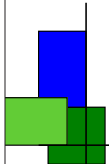


## Pilot Program for State of Vermont Downtown Burlington Employees

Program Registrants					
	Bike	Walk	Bus	Carpool	Total*
May 08	14	18	16	21	54
Sept 08	22	24	29	31	88
Aug 09	26	28	35	37	110
Dec 10	23	24	25	34	97
Dec 11	24	25	21	33	88



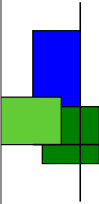
\*Some people use multi-modes



## State of Vermont, Downtown Burlington District Employees / Primary Mode

Employee Surveys	Downtown Burlington Winter 2007	CATMA Fall 2008	CATMA Fall 2009	CATMA Fall 2010
Drive Alone	77.9%	64.2%	65.2%	61.7%
Carpool	7.0%	19.4%	14.8%	16.5%
CCTA Bus	4.1%	4.2%	2.6%	2.6%
Park & Ride Bus	N/a	1.2%	1.9%	3.5%
Bike & Ride Bus	N/a	0%	0%	0%
Bike	2.5%	1.8%	2.6%	1.7%
Walk	4.9%	6.7%	8.4%	9.6%
Other	3.3%	2.4%	3.9%	4.3%
Shuttle (PARC)	.4%	0%	0%	0%
Telecommute	0%	0%	.6%	0%
Total	100%	100%	100%	100%





## Pilot Program for City of Burlington Downtown Burlington Employees

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### Programs and Services

- Bike/Walk Reward Program
- Transit Subsidies – City provides FREE 10-ride passes
- Confidential Carpool Matching Service
- Emergency Ride Home Program
- Monthly Restaurant Drawings
- CarShare Vermont

### City Program Participants:


\*\*October 2010

ERH	Bike/Walk	Bus	Carpool
34	*31	19	4

### CATMA Survey '10: City Data (214 empl) (30% Response)

Mode Split: How do you generally commute to work?

Drive alone	Bike	Walk	Carpool	CCTA bus/ shuttle	Park & Ride	Other
50.0%	9.4%	9.4%	17.2%	4.7%	3.1%	4.7%



### CATMA EXPRESS SHUTTLE

In the fall of 2002, CATMA formed a partnership with CCTA for the purpose of running the CATMA Express Shuttle. Initially, the shuttle was set up in response to a demand for off-site parking needs during the Renaissance project at Fletcher Allen Health Care and based on our projection of Gilbane as a desirable intercept lot location with the proposed construction of the Southern Connector. However, after a careful analysis of the ridership data and operating cost of the CATMA Express Shuttle, CATMA decided to suspend its operation as of Friday, June 26, 2009. Due to the lack of a Southern Connector, plans to develop the Gilbane site on hold, reduction in a need for parking at this location, and the current economy, it was determined that the CATMA Express shuttle from this site was no longer cost-effective.

Due to the success of CATMA's Transportation Demand Management (TDM) programs, including Unlimited Access, there was an excess of available parking spaces at the University of Vermont. Although future development plans call for a reduction in land use for parking, for the near future UVM was able to offer parking to Fletcher Allen Health Care eliminating the need for Medical Center and UHC employees to be assigned parking at the Gilbane site. As Fletcher Allen Health Care employees constitute the bulk of shuttle riders, the move significantly reduces the need to run a shuttle from the Gilbane lot to the Hill. Although the CATMA shuttle has provided express direct service to the Hill, the cost per ride to operate this shuttle became prohibitive, especially in light of cost per ride paid by the institution through the Unlimited Access programs at both Champlain College and the University of Vermont. In FY/09, boardings on the CATMA Express averaged 6,762 a month, with the majority being Fletcher Allen employees. Annual cost of operating the shuttle in FY/09 was \$402,677.89, or \$4.96 per ride.

As in the past, all CATMA institution employees will continue to be encouraged to enroll in CATMA's TDM programs (Bike-Walk rewards, confidential carpool matching service, transit discounts, Emergency Ride Home) to continue reducing traffic congestion and the single occupant vehicles on the



## CATMA Express Shuttle Ridership FY 09

FY/09	Red Cross	Champlain	Fletcher Allen		UVM	Total CATMA Shuttle Boardings	Total Cost of Service
			CATMA Express	PARC South			
Jul-08	6	211	4,339	493	595	5,644	\$34,877.61
Aug-08	10	142	4,263	533	572	5,520	\$33,292.27
Sep-08	10	960	4,661	536	1,166	7,333	\$33,292.27
Oct-08	12	1,075	4,994	544	1,295	7,920	\$36,462.96
Nov-08	9	900	4,352	465	1,055	6,781	\$30,121.57
Dec-08	6	762	4,723	357	962	6,810	\$33,292.27
Jan-09	9	766	4,937	322	1,104	7,138	\$33,292.27
Feb-09	5	991	4,742	266	1,243	7,247	\$31,706.92
Mar-09	11	712	5,405	340	1,128	7,596	\$34,877.61
Apr-09	8	1,216	5,515	357	1,215	8,311	\$34,877.61
May-09	12	76	4,459	531	568	5,646	\$31,706.92
Jun-09	9	107	4,105	522	457	5,200	\$34,877.61
<b>Total</b>	<b>107</b>	<b>7,918</b>	<b>56,495</b>	<b>5,266</b>	<b>11,360</b>	<b>81,146</b>	<b>\$402,677.89</b>
						<b>Cost/Ride</b>	<b>\$4.96</b>



Hill. CATMA institution employees and any student who is permitted to bring a car to school, can still park for free at the General Dynamics/Gilbane PARC lot by registering with their institution to receive a hang tag. The CCTA PARC route, which runs from the Gilbane lot to the corner of Bank and St. Paul street, is still in operations.

**BEST WORKPLACE FOR COMMUTERS<sup>SM</sup>**

One of the side benefits to all the transportation demand management (TDM) programs we offer is that CATMA, Champlain College, Fletcher Allen and the University of Vermont have all been named as Best Workplaces for Commuters<sup>SM</sup>. This is a national designation renewed on an annual basis.

Best Workplaces for Commuters<sup>SM</sup> is an innovative program that provides qualified employers with national recognition and an elite designation for offering outstanding commuter benefits. Employers that meet the National Standard of Excellence in commuter benefits—a standard created by the U.S. Environmental Protection Agency—can get on the list of Best Workplaces for Commuters. In October 2003, the EPA announced the first ever “2003 New England’s Best Workplaces for Commuters<sup>SM</sup>” list. Both Fletcher Allen Health Care and the University of Vermont names appeared on the first list. In November 2004, CATMA was named to the list and Champlain College received the designation in September 2006.

Champlain College and UVM qualified under the primary benefit due to their participation in CATMA’s Unlimited Access Program. Fletcher Allen qualified by using a combination of transit subsidy, carpool coupon program, walking/biking program subsidies, and for having a large number of full time employees working compressed schedules. Each institution was able to list over 12 categories in the supporting benefits list, including being a member of a Transportation Management Association (TMA) and due to the Transportation Demand Management (TDM) programs offered by both the institutions and CATMA. Significant credit was also given for the Bike/Walk Program. Best Workplaces for Commuters<sup>SM</sup> demonstrates that alternatives to drive-alone commuting, such as transit,




carpools, and teleworking are economically beneficial, yielding value to workers, employers, and our environment.

In October 2007, the Center for Urban Transportation Research (CUTR) at the University of South Florida in collaboration with communities across the country, assumed responsibility for the national management of the program.


**ANNUAL WAY TO GO COMMUTER CHALLENGE**

CATMA continues to be very active in the planning and executing of the annual statewide **Way To Go Commuter Challenge**. This week-long event typically held in mid-May, is an opportunity for employers, businesses, organizations and communities to encourage people to explore options for healthy, environmentally friendly and cost-effective transportation. By carpooling, taking the bus, biking, walking or telecommuting and “curbing the car” participants dramatically reduce their personal contribution to air and water pollution, save money and improve their health and well-being. CATMA works closely with our member institutions to promote Way To Go through communications within institutions publications and by hosting on-site commuter events. The combination of our efforts have resulted in numerous awards for CATMA institutions in the Commuter Challenge. By encouraging people to try an alternative to driving alone during Way To Go week, we hope many will continue seeking alternatives to driving solo.




## Way To Go! Commuter Challenge

	2005	2008	2009	2011
	Total Sign Ups	Total Sign Ups	Total Sign Ups	Total Sign Ups
<b>Champlain College</b>	5	53	86	112
<b>Fletcher Allen (FA)</b>	99	398	418	352
<b>University of Vermont</b>	<b>209</b>	<b>260</b>	<b>233</b>	<b>215</b>



2006 – UVM 1<sup>st</sup> Place for Major Employer Category, FA Honorable Mention  
 2007 – UVM 1<sup>st</sup> Place for Major Employer Category  
 2008 – FA 1<sup>st</sup> Place for Major Employer Category, Champlain College 1<sup>st</sup> Place for Large Employer Category, UVM Honorable Mention  
 2009 – FA 1<sup>st</sup> Place for Giant Employer Category, UVM Honorable Mention  
 2010 – FA received Honorable Mention  
 2011 –FA 1<sup>st</sup> Place for Macro Employer, Champlain College Honorable Mention for Large Employer





CATMA

**CATMA SURVEY DATA**

One of the ways we account for the success of our TDM programs, is through information gathered from our Transportation Surveys. We survey our employees of all CATMA member institutions in the fall and the students from Champlain College and UVM in the spring. In our fall 2008 employee survey we also surveyed the state of Vermont employees working in downtown Burlington. They were again included in the fall 2009 and 2010 employee survey along with employees of the Community College of Vermont and city of Burlington employees who work in downtown Burlington. Additionally, CATMA member institution employees working in Colchester and Tilley Drive in South Burlington were included in fall 2008 and 2009, with Technology Park added in 2009 employee survey. In the spring of 2009 and 2010 student survey, we added the students at the Community College of Vermont who attend classes at the downtown Burlington campus in preparation for their move to Winooski. In 2010 the RPC employees were included in the survey. In 2010 Employee Survey we included Timberlane site.

**CATMA did not conduct any surveys in 2011 due to its transition to a biennial Employee & Student transportation survey schedule.**

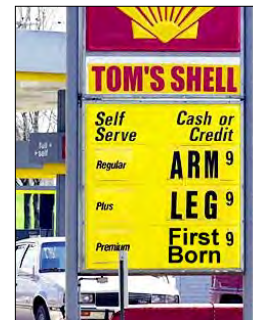
Data from CATMA’s Employee and Student Transportation Surveys, including mode splits is included in this report. As you will note, our survey data continues to show positive trends in the reduction of the SOV rate of our employee. Similar shifts in modes can be seen in the student data as well. The **Unlimited Access Program** has contributed to these mode shifts.

On the survey question, “How satisfied are you with your college/university transportation experience thus far?”, we have seen a steady improvement in the satisfied rate since first asking the question. The rise can be attributed to the efforts being made by both Champlain College and UVM as they fine tune their transportation programs and the significant success of the Unlimited Access Program along with all the other programs and services offered through the institutions and CATMA.

## CATMA Annual Transportation Survey Overall Satisfaction

How satisfied are you with your transportation experience/commute thus far?

		Very Satisfied	Somewhat Satisfied	Not Satisfied
<b>Students</b>				
	Spring 03	12.2%	53.4%	34.4%
	Spring 07	5.3%	62.6%	12.0%
	Spring 08	34.5%	57.3%	8.2%
	Spring 09	40.2%	52.0%	7.7%
	Spring 10	40.9%	52.8%	6.3%
<b>Employees</b>				
	Fall 05	46.3%	44.2%	9.4%
	Fall 07	46.4%	45.0%	8.6%
	Fall 08	47.4%	44.7%	7.8%
	Fall 09	51.3%	42.5%	6.3%
	Fall 10	50.9%	43.2%	5.9%





## CATMA Annual Spring Transportation Survey Residential Student

How do you generally commute to Main campus?

	2003	2007	2008	2009	2010
Drive Alone	All = 5.2% C = 26.9% U = 2.1%	All = 1.8% C = 4.3% U = 1.3%	All = 1.1% C = 4.5% U = .4%	All = 1.0% C = 2.1% U = .8%	All = 0.9% C = 1.4% U = .8%
Bike/Walk	All = 64.8% C = 53.7% U = 66.4%	All = 72.7% C = 88.3% U = 69.4%	All = 72.9% C = 75.3% U = 72.5%	All = 73.2% C = 74.0% U = 73.1%	All = 75.5% C = 76.9% U = 75.2%
CCTA Bus	All = 3.0% C = .0% U = 3.4%	All = 5.0% C = 5.3% U = 5.0%	All = 2.2% C = 4.0% U = 1.9%	All = 2.2% C = .5% U = 2.6%	All = 2.7% C = 1.4% U = 2.9%
Carpool/ Vanpool	All = 2.0% C = 6.0% U = 1.5%	All = .3% C = .5% U = 0.2%	All = .2% C = 1.0% U = 0.1%	All = .4% C = 1.6% U = .2%	All = .4% C = 0.9% U = .3%
Shuttle incl. Spinner Place Starting fall 2007	All = 20.9% C = .0% U = 23.9%	All = 19.2% C = .5% U = 23.0%	All = 22.2% C = 13.4% U = 23.9%	All = 21.9% C = 19.3% U = 22.4%	All = 19.4% C = 17.7% U = 19.7%
Other	All = 4.1% C = 13.4% U = 2.7%	All = 1.1% C = 1.1% U = 1.1%	All = 1.4% C = 2.0% U = 1.3%	All = 1.3% C = 2.6% U = 1.0%	All = 1.2% C = 1.8% U = 1.0%



C = Champlain College mode splits. U = UVM mode splits.  
Survey conducted annually starting in 2003. Results reported give baseline plus last four years of data.

## CATMA Annual Spring Transportation Survey Students Within ½ Mile of Campus

How do you generally commute to Main campus?

	2003	2007	2008	2009	2010
Drive Alone	All = 21.4% C = 51.1% U = 17.7%	All = 6.3% C = 20.7% U = 3.9%	All = 5.6% C = 11.0% U = 4.5%	All = 6.3% C = 21.5% U = 4.2%	All = 4.3% C = 12.7% U = 3.2%
Bike/Walk	All = 64.8% C = 31.1% U = 68.9%	All = 78.0% C = 67.2% U = 79.7%	All = 79.7% C = 76.7% U = 80.2%	All = 81.0% C = 63.1% U = 83.5%	All = 83.8% C = 73.2% U = 85.2%
CCTA Bus	All = 3.9% C = 0% U = 4.4%	All = 12.1% C = 10.3%* U = 12.4%	All = 9.6% C = 1.4% U = 11.3%	All = 8.5% C = 1.5% U = 9.5%	All = 8.7% C = 1.4% U = 9.7%
Carpool/ Vanpool	All = 4.9% C = 4.4% U = 4.9%	All = 1.7% C = 0% U = 2.0%	All = 2.1% C = 8.2% U = .8%	All = 2.0% C = 6.2% U = 1.4%	All = 1.9% C = 4.2% U = 1.6%
Shuttles	N/A	N/A	All = .5% C = 2.7% U = .0%	All = .8% C = 6.2% U = .0%	All = .7% C = 5.6% U = .0%
Other	All = 5.1% C = 13.3% U = 4.1%	All = 1.9% C = 1.7% U = 2.0%	All = 2.6% C = .0% U = 3.1%	All = 1.4% C = 1.5% U = 1.4%	All = 0.7% C = 2.8% U = 0.4%



C = Champlain College mode splits. \* Includes shuttles. U = UVM mode splits.  
Survey conducted annually starting in 2003. Results reported give baseline plus last four years of data.





## CATMA Annual Spring Transportation Survey Students Outside ½ Mile of Campus

How do you generally commute to Main campus?

	2003	2007	2008	2009	2010
Drive Alone	All = 79.4% C = 91.8% U = 74.5%	All = 56.9% C = 70.9% U = 54.1%	All = 51.5% C = 69.9% U = 47.9%	All = 49.0% C = 69.7% U = 44.8%	All = 49.2% C = 69.2% U = 45.6%
Bike/Walk	All = 7.9% C = 1.9% U = 10.3%	All = 14.5% C = 7.3% U = 15.9%	All = 18.8% C = 10.6% U = 20.4%	All = 17.2% C = 12.3% U = 18.2%	All = 19.4% C = 9.6% U = 21.1%
CCTA Bus	All = 3.7% C = 1.3% U = 4.7%	All = 18.4% C = 10.1% U = 20.1%	All = 19.7% C = 7.8% U = 22.0%	All = 21.8% C = 6.6% U = 24.8%	All = 20.8% C = 9.6% U = 22.8%
Carpool/ Vanpool	All = 6.6% C = 3.8% U = 7.7%	All = 6.7% C = 3.6% U = 7.3%	All = 6.9% C = 4.9% U = 7.3%	All = 7.6% C = 4.9% U = 8.0%	All = 5.5% C = 2.9% U = 6.0%
Shuttles	N/A	N/A	All = 2.8% C = 4.9% U = 2.4%	All = .4% C = 2.5% U = .0%	All = .9% C = 5.8% U = .0%
Other	All = 2.3% C = 1.3% U = 2.7%	All = 3.4% C = 8.2% U = 2.5%	All = .3% C = 1.9% U = .0%	All = 4.0% C = 4.1%* U = 4.1%**	All = 4.2% C = 2.9%* U = 4.5%**



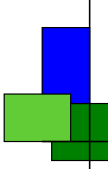
C = Champlain College mode splits. U = UVM mode splits.  
 \* Perkins Pier & combo modes. \*\* Combination modes, seasonal, UVM/CATs bus, carpool  
 Survey conducted annually starting in 2003. Results reported give baseline plus last four years of data.

## CATMA Annual Spring Transportation Survey Resident Student Data

Did you bring a car with you this semester (spring)?

	2003	2004	2005	2006	2007	2008	2009	2010
Overall percent of <u>Champlain College Resident</u> students who brought a car	80.6%	51.4%	40.7%	37.4%	39.4%	35.6%	32.3%	37.3%
Overall percent of <u>UVM Resident</u> students who brought a car	50.7%	42.3%	31.7%	25.5%	24.4%	25.0%	21.2%	21.4%


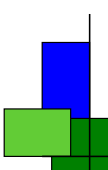




## CATMA Annual Fall Employee Transportation Survey

	Drove Alone	Carpool	Bus	Bike/Walk	Tele-commute	Park & Ride	Bike & Bus	Other*
2000	73.8% With Shuttle 17.3% W/O Shuttle 56.5%	11.5%	2.2%	5.2%	-			2.8%
2007 (1)	53.6% With Shuttle 10.7% W/O Shuttle 42.9%	12.2%	9.3%	12.6%	0%	5.5%	0.7%	6.0%
2008 (2) No Red Cross	52.6% With Shuttle 11.8% W/O Shuttle 40.8%	16.8%	8.8%	12%	.1%	5.4%	0.6%	3.6%
2009 (3)	54.7% With Shuttle 10.8% W/O Shuttle 43.9%	14.5%	7.2%	11.3%	0%	5.8%	0.6%	6.0%
2010 (4)	57.5% With Shuttle 10.2% W/O Shuttle 47.3%	15.5%	7.1%	10.2%	.1%	5.0%	0.8%	3.6%

Online Survey conducted annually starting in 2000. Results reported give baseline plus last three years of data.  
 \*Other modes include a high number of family carpools, combination of modes, and seasonal shifts for commute.  
 (1) 2007 data is all CATMA employees in Burlington plus Fanny Allen campus.  
 (2) 2008 data includes all the above plus Colchester and Tilley Drive in S. Burlington.  
 (3) 2009 data includes all the above plus Technology Park in S. Burlington, which explains the slight dip in alternate commute modes. CATMA Express Shuttle ceased operation in June 2009 due to large number of Fletcher Allen employees parking location moving from Gilbane lot to UVM South lot. (4) Added Timberlane





## CATMA "Hill" Annual Fall Employee Transportation Survey

	Drove Alone	Carpool	Bus	Bike/Walk	Tele-commute	Park & Ride	Bike & Bus	Other*
2003	64.8% With Shuttle 15.7% W/O Shuttle 49.1%	11.2%	4.5%	13.5%	0%	N/A	N/A	5.9%
2007	52.6% With Shuttle 10.8% W/O Shuttle 41.8%	12.5%	9.6%**	13.0%	0%	5.5%**	0.8%	6.1%
2008 No Red Cross	52.2% With Shuttle 10.0% W/O Shuttle 42.2%	16.5%	9.3%	12.3%	0%	2.2%	0.5%	3.6%
2009	53.9% With Shuttle 8.7% W/O Shuttle 45.2%	14.3%	7.5%	11.7%	0%	6.0%	0.7%	6.0%
2010	54.4% With shuttle 10.9% W/O shuttle 43.5%	16.3%	7.7%	11.3%	.2%	5.4%	0.9%	3.8%

Online survey conducted annually starting in 2000.  
 2003-2009: Hill data includes employees on the Hill, downtown Burlington, Fanny Allen, Fort, Champlain Mill  
 2010: Hill data includes employees on the Hill and downtown Burlington to give actual Burlington data.  
 CATMA Express Shuttle ceased operation in June 2009 due to large number of Fletcher Allen employees parking location moving from Gilbane lot to UVM South lot.

\* Other modes include a high number of family carpools, combination of modes, and seasonal shifts for commute.






## Implementing Effective TDM Measures

What Works Best for Vehicle Trip Reduction?  
Programs Which:

- Focus on information/promotion alone = -1.4%
- Provide enhanced alternatives (vanpools, shuttle buses) = 8.5%
- Focus on financial incentives and disincentives = 16.4%
- Combined enhanced alternatives with incentives/disincentives = 24.5%



*Commuter Choice Primer An Employer's Guide to Implementing Effective  
Commuter Choice Programs, published by EPA*



## Transit Cooperative Research Project (TCRP) B-4

- “ TDM programs implemented by employers are among the most successful and offer the greatest potential for significant results in certain areas.”



### **CONCLUSION**

CATMA's TDM programs have received local, national, and international recognition. Both individuals and organizations continually call upon us for our expertise and guidance in the field of transportation demand management. We often accept invitations to speak at conferences and workshops. We continue to take an active role in local, regional and international committees and associations that specialize in commute options and solutions and work to create a more workable transportation system. These include: the Board and several committees within the Chittenden County Metropolitan Planning Organization, the Burlington Business Association and their Downtown Action Group and Marketing committee, the Vermont Rideshare Advisory Committee, Burlington Walk/Bike Council, CarShare Vermont, and an active roll in the Way To Go Commuter Challenge.

Additionally, we continue to be involved in the Association for Commuter Transportation (ACT) including an active role in ACT's Patriot Chapter, the ACT National Membership Committee, Communications Committee, ACT Telework and Public Policy Council. CATMA staff has participated in and completed ACT's Leadership Academy.

### **CATMA Staff**

Robert Penniman, Executive Director

Sandy Thibault, Associate Director

Katie Bailey Martin, TDM Coordinator

CATMA continues to work to provide alternative transportation choices to assist our employees', students and employers in choosing and promoting sustainable active and healthy commute mode that's easy on them, their wallet and the environment. CATMA is continually enhancing its TDM programs, services and products which promote safe, efficient and healthy commuting options.

A big thank you to the employees and our member institutions for their investment, support and promotion of TDM on the Hill which eases traffic congestion, increases mobility, improves land use, supports economic development, and protects our environment.

**CATMA's Motto – "Connecting You With Transportation Choices"**





*Campus Area  
Transportation Management Association  
Awards*

*2009 Way To Go! Commuter Business Challenge  
1st place in Giant employer category - Fletcher Allen Health Care  
Honorable Mention in Giant employer category - University of Vermont*

*2008 Way To Go! Commuter Business Challenge  
1st place in Large employer category - Champlain College  
1st place in Major employer category - Fletcher Allen Health Care  
Honorable Mention in Major employer category - University of Vermont*

*2007 Way To Go! Commuter Business Challenge  
Honorable Mention in Major employer category - Fletcher Allen Health Care  
1st place in Major employer category - University of Vermont*

*2007 ACT (Association of Commuter Transportation) International Award  
Award of Excellence/ Outstanding Service Award - Partnership  
1st place award - Unlimited Access Program*

*2006 Way To Go! Commuter Business Challenge  
1st place award in major employer category - University of Vermont*

*2006 ACT International Award  
Award of Excellence/ Creative Excellence  
1st place award - Partnership Campaign: Fletcher Allen Health Care Wellness & CATMA*

*2006 EPA Best Workplaces for Commuters  
Silver Level award*

*2005 ACT Patriot Chapter TDM Award  
TDM Creative Excellence  
Unlimited Access Program*

*EPA Best Workplaces for Commuters (BWC)  
2009-November: CATMA, Champlain College, FAHC, UVM all receive BWC designation  
2006-Sept: Champlain College receives BWC designation  
2004-Nov: CATMA receives BWC designation  
2003-Oct: UVM receives BWC designation  
2003-Oct: FAHC receives BWC designation*

*2003 ACT International Award  
Award of Excellence/ Creative Excellence  
Silver Award - Bike-Walk Bucks Reward Program*

*2003 ACT Patriot Chapter TDM Award  
TDM Creative Excellence  
Bike-Walk Bucks Reward Program*

*2002 Burlington Business Association (BBA)  
CATMA receives Member of the Month*



• American Red Cross • Champlain College • Fletcher Allen Health Care • University of Vermont  
*Connecting You With Transportation Choices!*

## New “Emergency Ride Home” Logo





# CATMA Rack Card - Fall 2009



*Connecting You With  
Transportation Choices*



- Bike • Walk • Bus • Carpool
- Telecommute • CarShare

CATMA provides transportation choices to help make your commute easy on you, your wallet and the environment.

CATMA, the Campus Area Transportation Management Association, was formed in 1992 to enable its members, the American Red Cross, Champlain College, Fletcher Allen Health Care and the University of Vermont, to share resources as well as jointly plan, develop and manage all transportation and parking programs, infrastructure and associated facilities.

In order to reduce the cost of commuting, parking, and to help reduce stress, CATMA provides employees and students of our member institutions with transportation options and assistance.

Programs include:

- Confidential Carpool Matching Service
- Bike/Walk Reward program
- Emergency Ride Home Program
- Bus Subsidies, including the FREE rides for Champlain College and UVM constituents
- Off-site parking options
- Shuttles
- CarShare Options

In addition to the CATMA member institutions, a variety of CATMA programs and services are also available to employees and students of several affiliated member organizations. Please visit our web site for a list of our current members and additional information on all our programs and services! Register for any of the programs online at [www.catmavt.org](http://www.catmavt.org).

All employees should check with their employer for additional incentives unique to their company. Some offer telecommute options, gas coupons, preferential parking and discounted parking permits for carpoolers, discounted Ferry passes and/or part-time parking permits.

## Campus Area Transportation Management Association

20 West Canal St., Suite C9, Winooski, VT 05404

Tel: 802.656.RIDE (7433) ■ FAX: 802.881.0294

Email: [CATMA@uvm.edu](mailto:CATMA@uvm.edu) ■ [www.catmavt.org](http://www.catmavt.org)

Printed on recycled paper 1/10

# Emergency Ride Home Annual Renewal 2011 Enclosure



*"Connecting You  
With Transportation  
Choices"*  
802.656.RIDE (7433)

You'll find a wealth of information on the  
CATMA web page [www.catmavt.org](http://www.catmavt.org)

- Our new E-NEWSLETTER
- Check today's weather
- Calculate your carbon footprint
- Check out the **Carpool Bulletin Board** for the latest carpool ads.
- Find the latest news, updates, and list of upcoming workshops and events
- See **LINKS OF INTEREST** to connect to local, state and national organizations
- Get more information on all our alternate commute programs, services and incentives.



**CATMA Joins Facebook!**  
"Become a Fan today"

**Like Us on Facebook**, let your friends know you support CATMA and share your efforts in alternately commuting.

Be apart of the like minded community, connect with commuters! Share resources and learn about transportation options.

Keep current with commuter resources, news, info and events that can help you navigate through your area.



**Enjoy the convenience and  
freedom of a car on demand.**

Join **CarShare Vermont** and you'll have 24/7 access to a network of cars parked conveniently around Burlington, including on the Champlain College and UVM campuses.

Learn more about **CarShare Vermont** or join today at [www.carsharevt.org](http://www.carsharevt.org). You never know when you might need a car, but you don't have to bring one to work or own one to get where you need to go!



**Way To Go! Commuter Challenge**  
May 16-20, 2011

**Way To Go!** is an annual statewide event encouraging the use of cheaper, healthier, and more earth-friendly transportation alternatives.

Participating is easy. All you need to do is sign up and "go green".

Check the CATMA web site for a listing of spring tabling events at CATMA member institutions or sign up at [www.waytogovt.org](http://www.waytogovt.org) or by calling 802.658.6060 x1067.

# CATMA Outreach/Marketing Yearly Events

<p>Champlain College</p> <p>Spinner Place Event          Quarry Hill Event          Student Orientation ~ Main campus          Employee Survey Fall Promo          Lakeside Ave Transportation          Champlain/CATMA/ Way To Go (Carshare)          Car Free Day          Fletcher Allen Health Care          New Residents Orientation          Employee Picnic          Benefits Fair          Employee Survey Fall Promo ~ Environmental Services FAHC -          WTG Promo ~          One Burlington Square (11-1)          MCHV Campus (11-1 &amp; 4-7pm)          UHC Campus (11-1)          Nurses Knowledge Fair          New Medical Residents Orientation          University of Vermont          New Faculty Fair          Focus The Nation ~ Earth Week          Focus The Nation ~ Frank Livak Fireplace lounge          Annual Benefits Fair ~ Waterman</p>	<p style="text-align: right;">CATMA</p> <p>CATMA Promo - Employee Survey          CATMA - WTG Share &amp; Learn ~ How to promote WTG at your place of employment          WTG Kick Off          Montpelier          Downtown Burlington          WTG Awards Ceremony          Pilot Programs          State of VT - Commuter Event          State of VT - WTG Promotion          City of Burlington - Wellness Event ~ Boathouse          City of Burlington - Lunch Outreach          City of Burlington - Roadshow ~          Fletcher Free Library          Ken Schatz group          Firehouse gallery          Bike Commuter Workshop          Host quarterly ACT &amp; BWC Netconferences</p>
<p>COMMUNITY/INSTITUTION/          NATIONAL EVENTS-COMMITTEES</p> <p>Census Data press conference ~ downtown          Bike/Ped Summit          Colchester Avenue Corridor Task Force          Burlington Business Association          Burlington Walk/Bike Council          MPO Committees (TAC, MTP, P&amp;R)          UVM BFAST, UVM TRC, UVM Environmental Forum          Sustain Champlain          ACT Patriot Chapter Conf          ACT National Conference          ACT Netconferences          BWC Netconferences          CCTV Show - Sustainable Transportation</p>	<p>CATMA TDM          PRESENTATIONS</p> <p>Sustain Champlain          UVM survey/CATMA update          CCV survey/CATMA update          Champlain Staff Council          Champlain College Council (Transportation group)          United Way Working Bridges          UVM ECO Reps          E-Communications:          CATMA - WTG News pieces for various          Newsletters (The Sun, This Week at FA, Notes on Nursing,          UVM Staffline, UVM Office of Sustainability, Sustain          Champlain, VT Clean Cities, TRC News)</p>



# CATMA Annual Employee Transportation Survey Fall 2010



Complete the Online Survey and Have a Chance to Win One of Many Prizes, Including Gift Certificates to a Local Store or Restaurant!

To our valued colleagues,

We know you all share with us the importance of having adequate parking, easing traffic congestion, improving our air quality and preserving our environment. As each of our institutions move forward in planning for the next several years, we all have the opportunity to help influence the future of our region.

You have been selected to participate in the CATMA Annual Employee Transportation Survey Fall 2010 because you are an employee at one of the CATMA member institutions (American Red Cross, Champlain College, Fletcher Allen Health Care, University of Vermont); OR you are employed at the State of Vermont or City of Burlington downtown Burlington district, Community College of Vermont, CCMPO or CCRPC. Your data gathered from this survey is valuable in assisting CATMA with developing and evaluating commuting services and programs which benefit you and the community. Whether you drive alone, bike, walk, carpool, take the bus to work, or telecommute, your responses to this survey help plan and improve future transportation, parking and landuse issues that impact the Burlington area. Please make every effort to complete this survey. Thank you for your support, interest and participation.

Sincerely,

Dr. Melinda L. Estes, President & Chief Executive Officer, Fletcher Allen Health Care

Dave Finney, President, Champlain College

Daniel Mark Fogel, President, University of Vermont

Jane Helmstetter, Field Director, Burlington District, AHS/FS State of Vermont

Susan Parmer, CEO, American Red Cross Northern New England

Bob Kiss, Mayor, City of Burlington

Joyce Judy, President, Community College of Vermont

Michele Boomhower, Executive Director, CCMPO

Charlie Baker, Executive Director, CCRPC



The survey takes about 10 minutes to complete. Once you complete the survey, your password will become void assuring survey accuracy. All information is confidential and will provide insight into travel patterns. Responses are used to advance commuting alternatives which best serve you and our institutions. At the end of the survey, please provide additional comments and enter your name into the prize drawing!

## SURVEY INSTRUCTIONS AND PASSWORD

1. Log onto the CATMA web site at [www.catmavt.org](http://www.catmavt.org)
2. Click on the CATMA SURVEYS link
3. Enter the randomly assigned, non traceable password below:

PASSWORD:

4. If you do not have access to a computer, either at WORK or at HOME, please contact CATMA at 656-RIDE.

“Connecting You With Transportation Choices”

[www.catmavt.org](http://www.catmavt.org)  
656-RIDE | [catma@uvm.edu](mailto:catma@uvm.edu)  
20 West Canal St, Suite C9  
Winooski VT 05404



The University of Vermont

This survey is sponsored by CATMA (Campus Area Transportation Management Association) and its member institutions. Should you have any questions or need assistance, please call CATMA @ 656-RIDE.



# Welcome to Champlain's Lakeside Ave! Consider Alternative Transportation

Lets talk commuting options and getting to main campus!!  
Visit CATMA at Champlain's Lakeside Ave Open House  
February 15, 2011  
Lunchtime



#### Ride CCTA for FREE with Champlain ID on local and LINK Express routes

- ⇒ With a quick transfer at Cherry St station, most local routes can access the Pine Street route to the Lakeside Ave site! With two stops: Gilbane/PARC Shuttle and Pine St/Cumberland Farms.
- ⇒ Middlebury and Montpelier LINK Express offers 2+ departures/day with direct access to Lakeside Ave stops - St. Albans LINK Express offers 2+ departures/day with a transfer at Cherry St



#### Walk or Bike

- ⇒ Reward your heart, mind and pocket by biking or walking to/from work and enroll in CATMA's Bike/Walk Reward Program for \$15 gift cards to local Burlington retailers.
- ⇒ Easy bike parking at Lakeside, showers and amenities too!



#### Carpool

- ⇒ Reduce traffic congestion, save money on gas and lessen your impact on the environment! Carpool and save with CATMA's Confidential Carpool Matching Service
- ⇒ Check out our CARPOOL BULLETIN BOARD on the CATMA website for the latest carpool ads and listings. Place your Free Ad by contacting CATMA at 656-RIDE

#### CATMA's Emergency Ride Home Program

Alternately commute to/from work at least 2 days/week and enroll in CATMA's Emergency Ride Home Program, which provides you with a FREE taxi ride home up to \$60/ride, 8 times a year.



Check out the Lakeside Ave Digital Video Screen for current bus and transportation information located near the new Coffee Bar on the main floor!!

## Coming Spring 2012, Champlain College's "Car Free Challenge" Start thinking about your options



Campus Area Transportation Management Association

"Connecting You With Transportation Choices"  
20 West Canal St - Suite C9, Winooski, VT 05404  
802.656.RIDE - [CATMA@uvm.edu](mailto:CATMA@uvm.edu) - [WWW.CATMAVT.ORG](http://WWW.CATMAVT.ORG)



**BEST**  
Workplaces  
for Commuters™

Sustain Champlain

# Campus Area Transportation Management Association (CATMA)

## "Connecting You With Transportation Choices"



CATMA is your resource to transportation options. UVM, Champlain College and Fletcher Allen full-time employees, staff and faculty are eligible to participate in any of CATMA's commuter programs. Register with CATMA if you commute by carpool, bus, bike, walk or rideshare at least 2 days a week. You'll automatically be enrolled in Emergency Ride Home and monthly restaurant drawings!

### CATMA Programs include:

#### **CATMA's Emergency Ride Home Program**

⇒ Alternately commute to/from work at least 2 days/week and enroll in CATMA's Emergency Ride Home Program, which provides you with a FREE taxi ride home up to \$60/ride, 8 times a year.

#### **Bike/Walk Rewards Program**

⇒ Reward your heart, mind and pocket by biking or walking to/from work and enroll in CATMA's Bike/Walk Reward Program for \$15 gift cards to local Burlington retailers.

#### **Confidential Carpool Matching Service**

⇒ Reduce traffic congestion, save money on gas and lessen your impact on the environment!  
 ⇒ Check out our CARPOOL BULLETIN BOARD on the CATMA website for the latest carpool ads and listings. Place your Free Ad by contacting CATMA at 656-RIDE

#### **Transit Subsidies**

⇒ Ride CCTA for FREE with UVM ID on local and LINK Express routes.

#### **CarShare Options**

⇒ Full-time employees at UVM are eligible for a FREE one year membership to **CarShare Vermont**. Check for eligibility criteria by visiting [www.CarShareVT.org](http://www.CarShareVT.org) or calling 802.861.2371

#### **Shuttles & Off-site Parking**

802.656.RIDE(-7433) | [CATMA@UVM.EDU](mailto:CATMA@UVM.EDU) | [www.CATMAVT.org](http://www.CATMAVT.org)

> ----- <  
 CATMA Alternate Commuting Programs Enrollment Form

- I'm interested in finding a carpool.
- I take the bus, walk, bike or carpool at least 2 days/week. Register me in the Emergency Ride Home Program and restaurant drawings.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Department: \_\_\_\_\_  
 Campus Address: \_\_\_\_\_ MailStop (if applicable): \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

My commute begins in \_\_\_\_\_ How many ROUND trip miles is your daily commute? \_\_\_\_\_ miles  
 Indicate commuting mode & number of days per week you typically use this mode:  
 \_\_\_\_\_ Bike \_\_\_\_\_ Bus \_\_\_\_\_ Carpool \_\_\_\_\_ Walk \_\_\_\_\_ Ferry \_\_\_\_\_ Vanpool \_\_\_\_\_ Telecommute

Please indicate your reason(s) for participating in CATMA's programs (check all that apply):  
 Rewards  Traffic & Parking Issues  Environment  No Choice  Other \_\_\_\_\_

#### **CARPOOL ONLY**

If carpooling, list names of the people in your Carpool: \_\_\_\_\_  
 Is your carpool accepting new members?  Yes  No  Maybe  
 I prefer to:  Share Driving  Drive only  Ride only  
 I'm looking for a Carpool, here is my ad:  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Spring is here and the annual **Way To Go! Commuter Challenge** is on...



As a reminder, alternate commuting programs and services provided by the Campus Area Transportation Management Association (CATMA) are available to employees of CCMPO & CCRPC

Emergency Ride Home Program  
Bike/Walk Rewards Program  
RidesWork Confidential Carpool Matching Service  
½ Price Monthly & Ten-Ride passes for CCTA buses  
Chance to win restaurant gift certificates!

For additional information or to register, visit our web site at [www.catmavt.org](http://www.catmavt.org) or call the CATMA office at 656.RIDE



**SPRING REMINDER**



# Bike Commuter Workshop

In Fall 2011, CATMA offered two FREE Bike Commuter Workshops to Champlain College, Fletcher Allen, and University of Vermont employees provided by LocalMotion and sponsored by Sustain Champlain, Fletcher Allen Wellness and UVM Transportation and Parking Services.

Email Outreach:



**FREE Bike Commuter Workshop @ UVM Davis Center**  
*"Sure, I'd bike to work sometimes, if it wasn't for ..."*



We all have our reasons. The fact is, many of us would like to bike more often. Whatever is getting in your way, Local Motion and CATMA can help. Take our bike commuter workshop, and activate your commute today!

**WHAT:** "Getting Into Bike Commuting" Workshop

**WHO:** All employees of CATMA institutions

**WHEN:** Wednesday, September 21, 12:00 PM to 1:00 PM

**WHERE:** Chittenden Room, 4th floor of Davis Center

**COST:** Free!

**TO REGISTER:** Visit <http://bit.ly/r1R9KS> and fill out the online registration form

Sign up today for this FREE bike commuter workshop! In just one short hour, you will learn:

- What gear you need (and don't need) to stay safe and comfortable
- How to make sure your bike is in good shape for commuting
- How to map out a route that fits with your available time and comfort level
- How to "read" the street and ride safe under a range of conditions

Best of all, you'll come away with some FREE GEAR to outfit you right, plus access to one-on-one coaching to get you ready for your first bike commute. Don't miss this opportunity -- register today!

For more information, contact Katie Bailey at [catma@uvm.edu](mailto:catma@uvm.edu) or 656-7433 x1.

# FREE Bike Commuter Workshop

Put the brakes on your carbon footprint. Bike to work!

Biking to work is one of the best things you can do to reduce your energy consumption -- and get some fresh air an exercise at the same time! If you've been wanting to start bike commuting but need a little help getting started, Local Motion, CATMA and Champlain College can help. Take our bike commuter workshop, and activate your commute today!



Wednesday, September 21  
12:00pm – 1:00pm  
Chittenden Room, 4<sup>th</sup> floor of Davis Center @ UVM

To Register: visit <http://bit.ly/1R9KS>

**FREE GEAR + Helmets for ONLY \$8**

- What you'll learn:
- What gear you need (and don't need) to stay safe and comfortable
  - How to make sure your bike is in good shape for commuting
  - How to map out a route that fits with your available time and comfort level
  - How to "read" the street and ride safe

**Employees ONLY**  
Limited to 20 participants  
RSVP SOON! or by 9/15



More Info contact:  
Katie Bailey at  
[catma@uvm.edu](mailto:catma@uvm.edu) or  
656-7433 x1



Fall 2011  
E-Newsletter

Connecting You With  
Transportation Choices  
[www.CATMAVT.org](http://www.CATMAVT.org)



## Fall in Vermont

Can you believe it's November already? With the mild fall we had, it's surprising the snow has already fallen and winter is around the corner. CATMA had a fun filled fall with bike commuter workshops, new mobility benefits and award ceremonies, but now its time to prepare for winter commuting.

We hope that all who were affected by Tropical Storm Irene are doing well and mobility is progressing. Remember VTrans offers an up-to-date road condition resource and other hurricane related updates to assist Vermonters in navigating through the aftermath of Irene. Visit <http://www.aot.state.vt.us/>

## Events, Resources & Updates

### Bike Commuter Workshop



In partnership with [Local Motion](#), CATMA and its member institutions offered 2 bike commuter workshops this fall. These were open to all employees of CATMA member institutions, and offered as a "Bike Commuting 101". We'd like to send a special thanks to [Champlain College Sustain Champlain](#), [Fletcher Allen Wellness](#) and [UVM Transportation and Parking Services](#) in helping make these workshops possible.

### CarShare Vermont Update

On October 19, CATMA announced on behalf of its academic members, UVM and Champlain College, an exciting new mobility benefit for their full-time students, faculty and staff: a subsidized CarShare Vermont Membership.

- [Click here to read more about the new mobility benefit](#)
- [Click here to read the Press Release.](#)

### Way To Go! Awards Ceremony

On October 7, Mayor Kiss of Burlington handed out the awards for the 2011 [Way To Go!](#) Challenge at Contois Auditorium, Burlington City Hall. CATMA would once again like to congratulate Fletcher Allen and Champlain College for receiving business awards. Thank you to everyone!



## Check it out...

CCTA Curb Your Car  
Fletcher Allen Benefits Fair  
CATMA News

## Quick Links

CCTA  
Commuter Resources/Links  
CarShare Vermont  
LocalMotion  
Monthly Restaurant Winners  
Upcoming Events

[Find us on Facebook](#) 

[Join our Mailing List!](#)

[Register with CATMA](#)

## UVM & City of Burlington receive Bike Friendly Designation

Congratulations to the University of Vermont for receiving a Bronze "Bicycle Friendly Universities" designation from the League of American Bicyclists. We'd also like to congratulate the City of Burlington for their Bronze "Bicycle Friendly Communities" designation. [Click here to read more...](#)

## "Complete Street" Concept Approved for Colchester Avenue

On Oct 19, the Burlington Public Works Commission approved to adopt the 3-lane configuration, which was installed as a demo last September. It will take some time to transition to the Complete Streets plan but there will be many benefits, including bike lanes and enhanced crosswalks. For further info on this project, [click here](#).

## Food for YOUR Commute

### Get Your Blinkie Lights

CATMA has blinkie lights available upon request. [Click here to contact us...](#)

On 11/4, CCTA's early morning/late evening riders can ask bus drivers for a safety clip. [Click here to learn more...](#)


### CCTA Offers Additional Service

Now offering two additional weekday evening trips on the Essex Junction route and a new LINK servicing Waterbury-Burlington. [Click here to see schedule](#).

### Day Light Savings Time

CATMA would like to remind you on Sunday, November 6 to turn your clocks back.

### Traffic Alert and Snow Ban Alerts

CATMA posts updated Traffic/Construction Alerts on the [CATMA website](#) and Facebook every Friday to assist you in planning an efficient commute. We'll also be posting Snow Ban alerts when available. For further info, please contact [CATMA](#) or "Like Us" on .

## Like Us On FACEBOOK and win PRIZES!

**For the month of November become a friend of CATMA on FACEBOOK and you will be entered in a special drawing for a Penny Cluse gift certificate and a Commuter Stainless Steel Wide-Mouth Bottle. All you have to do is "Like Us" on Facebook.**

Like us on Facebook 

- FIND assistance in planning a cost-effective and efficient commute to/from work.
- CONNECT with your like minded friends, commuters and community.
- SHARE transportation resources and learn about mobility options, services & programs.
- ACCESS current commuter news, events and info helping you navigate to/from work.

## Commuter Programs, Services & Incentives

Employees at CATMA's member institutions, including [CCRPC](#), are eligible to enroll in our alternate commute programs, services & incentives. [Click here](#) for commute benefits your employer offers.

[Bicycle Benefits](#)

[Bike/Walk Rewards Program](#)

[CCTA Bus/Transit Pass Discounts; Unlimited Access Program](#)

[CarShare Vermont](#)

[Confidential Carpool Matching Service](#)

[Emergency Ride Home Program](#)

[RidesWork Bulletin Board](#)



Benefits of alternative commuting: Reduce stress, save on commute costs, consistent travel times and routes, decreased personal vehicle maintenance and wear/tear, part-time travel options, improve air quality and decrease road construction costs.

CATMA Members: [Champlain College](#), [Fletcher Allen Health Care](#), [University of Vermont](#).

CATMA Associate Members: [CCRPC](#)

CATMA Affiliates: [American Red Cross](#), [City of Burlington](#) (downtown district),  
[State of Vermont](#) (downtown district)

CATMA was formed in 1992 to enable its members to share resources as well as jointly plan, develop and manage all transportation and parking programs, infrastructure and associated facilities. Contact CATMA at 802-656-RIDE (-7433) for information on alternative commuting options, resources or land use matters.

Sincerely,

Bob, Sandy and Katie  
CATMA



**Save  
\$6**

### Safety Gear

Get Your 6\$ Coupon

The sun is setting early. Don't get caught in the dark!

Having reflective clothing and lights is important for your nighttime outings. In partnership with the area outdoor shops, Local Motion continues to provide the \$6 coupon -- for a whole array of safety gear. What a deal!

[Click on the coupon here](#), print it out and bring it to your local outdoor shop.

**Be Smart,  
Be Safe!**

**Offer Expires: December 31, 2011**



Try it FREE today.



## Why Walk?

1. Walking is an effective way to become physically fit, to manage a chronic medical condition, and keep weight under better control.
2. Whatever your reason to beginning a walking routine, walking has a great reputation as an ideal way to incorporate regular activity into your daily routine without a lot of added cost. This makes walking fun and easy. The whole body effects of walking include:
  - increased energy
  - improved ability to manage stress
  - lowers blood pressure
  - promotes better sleep
  - burns calories and raises metabolism
  - promotes cardiovascular health
  - helps you to keep your chronic illness in check.
  - increased bone health

### Walking is inspiring...

"Through diet and WALKING I was able to control my diabetes and my hypertension...I use the stairs and walk...its a wonderful stress reducer".

- Alan, Fletcher Allen

"My mental health depends on my daily 'biped commute' (walking)...I love the peaceful time during my walk"

- Lisa, UVM

An important measure of a workplace is the health and wellness of its employees. The **Partnership Walking Map** has been designed to provide opportunities for employees, students and our community visiting both Fletcher Allen and the University of Vermont to increase physical activity by choosing to walk to areas between our shared campuses. The map highlights suggested routes, distances, level of difficulty, and offers other activities to boost physical activity for everyone.

In partnership, Fletcher Allen and the University of Vermont encourage physical activity and promote healthy habits at very little cost. Incorporating physical activity into your normal routine or workday can be a first start.

For more information about Wellness Programs, contact:

#### Fletcher Allen Wellness Program

Email: [Wellness@vtmednet.org](mailto:Wellness@vtmednet.org)

Web site: [www.fletcherallen.org/Health\\_Improvement/wellness.html](http://www.fletcherallen.org/Health_Improvement/wellness.html)

#### UVM WorkLife Services

Email: [worklife@uvm.edu](mailto:worklife@uvm.edu)

Web site: [www.uvm.edu/hrs/?Page=healthy/worklife.html](http://www.uvm.edu/hrs/?Page=healthy/worklife.html)

For information on other state and local resources related to physical activity visit: [www.vermontfitness.org](http://www.vermontfitness.org)  
[www.healthvermont.gov](http://www.healthvermont.gov)

#### Campus Area Transportation Management Association

Email: [catma@uvm.edu](mailto:catma@uvm.edu)

Web site: [www.catmavt.org](http://www.catmavt.org)

# Walking Routes

around Fletcher Allen

and

the University of Vermont





# Walking Routes Map 2011

- 1** Centennial Woods Natural Area
- 2** Perkins Geology Museum
- 3** East Woods Natural Area
- 4** Redstone/ U-Heights
- 5** Joggers' Course
- 6** Fletcher Allen Walking Path
- 7** UHC/ Waterman Block
- 8** UHC to UVM Davis Center

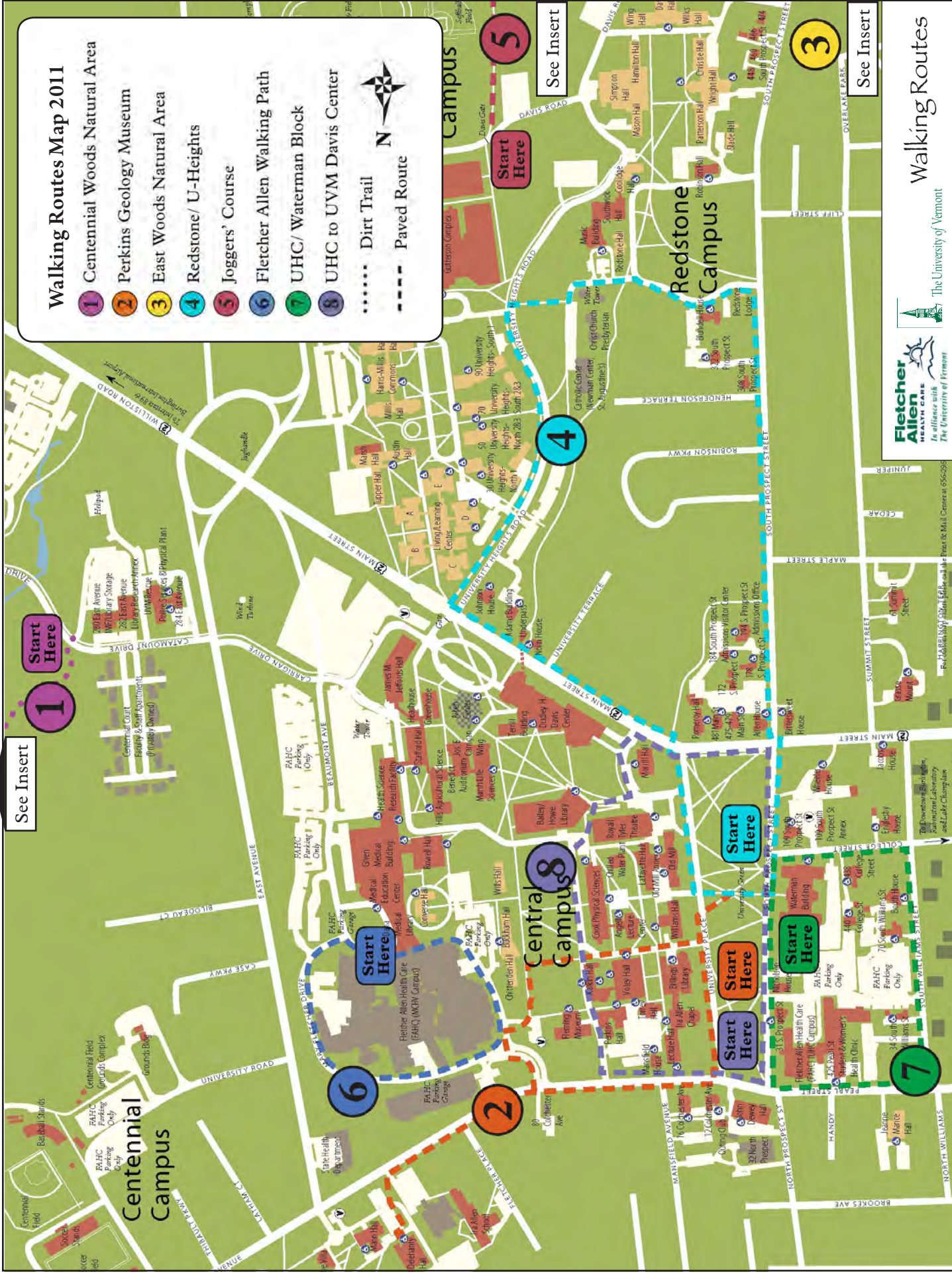


..... Dirt Trail

----- Paved Route

See Insert

See Insert



**Fletcher Allen HEALTH CARE**

In alliance with The University of Vermont

The University of Vermont

Walking Routes



## Walking - Finding a Physical Activity You Can Live With

Walking is one of the best activities for getting and staying physically active throughout the seasons. Walking is relatively easy; it is a self-paced activity that brings with it many positive health benefits. As a low intensity cardiovascular activity, walking has benefits for everyone. All ages and abilities can benefit from a daily walk for health and fitness.

### Tips for Getting Started

1. Wear clothes that will keep you dry and comfortable. Invest in a good pair of walking shoes and a water bottle.
2. Start with shorter walks, and gradually increase the length of your walk each day.
3. Do what comes naturally – set a stride length that is comfortable and a speed that isn't too tough when starting to walk. You should be able to speak comfortably as you walk.
4. Slowly bring the pace up during your walk. As time goes by, your body gets stronger and needs a new challenge.
5. When you're done walking, it is advised that you slow your pace to cool your body down. This will gradually ease your heart rate to its normal level.
6. Always carry ID for safety and walk in well lit and traveled areas.
7. Forty five minutes of moderate exercise is suggested for maintaining health and managing weight most days of the week.
8. If 45 minutes seems too long, break it up into three walks of 15 minutes each.
9. Before and after a vigorous walk, stretching is important to reduce injuries and also to improve your flexibility. Your muscles will be warm and ready to stretch after walking.



Choose your wellness walk. For Trails 1-5, begin at the MOVE Yourself sign marking the starting point of each walk. For Trails 6, 7, & 8, see map for starting point. Bring this map with you as your walking guide. All miles are for round trip walks.

hike through dense, mature woods. The hilly trail is short, very scenic and makes a great lunchtime or after work hike. The hiking trail heads straight into the woods and then turns left after about 30 feet. Continuing straight ahead along the trail, you will see the remains of an abandoned railroad trestle crossing Potash Brook. Further along the trail, you will parallel the Potash Brook for a short distance and walk through a grove of tall Eastern Hemlock trees and back to where you started.

### #1 – Centennial Woods Natural Area - 1.05 miles - Moderately Difficult

Start at the Centennial Woods Natural Area trailhead located on Catamount Drive. This trail is rated moderately difficult and should take about an hour to walk. The trail can be wet or muddy and has several steep sections. Wear appropriate hiking footwear. The UVM Environmental Program has installed small wooden arrow signs for you to follow.

### #2 – Perkins Geology Museum - 1.17 miles - Easy

Start near the fountain on the University Green and walk towards Billings. This walk is rated easy and makes it ideal at a brisk pace during lunch. From Billings, follow the pedestrian path through the Fleming Green. Turn left and head towards the Colchester Avenue traffic light, crossing the street and continuing on towards Deleahanty Hall/Perkins Geology Museum. On the return walk, stay on Colchester Avenue until you get to the Dewey Hall crosswalk. Cross over to the University Green.

### #3 – East Woods Natural Area - .44 miles - Easy to Moderate

Start at the small parking area located off Swift Street. This trail is rated an easy to moderate

### #4. Redstone/ U-Heights - 1.53 miles - Easy

Start at the University Green fountain and cross South Prospect Street towards the Waterman Building. Walk towards Main Street, continuing on South Prospect until you reach the exit drive from the Redstone Green. Turn left at the Green and walk until you reach University Heights Road. Continue walking, eventually turning left onto Main Street. Cross Main Street at Morrill Hall and walk until you reach the University Green fountain.

### #5. Joggers' Course -

#### 3.25 miles - Moderately Difficult

Start on the Joggers' Course located adjacent to the Guicciardi Fitness center. This walk is great for walking, jogging or biking. Most of the path is level, with almost all of it on paved path. A short stretch, about .75 miles, is a dirt path through a grassy field next to the Burlington Country Club.

### #6. Fletcher Allen Walking Path .5 miles - Moderately Easy - Wheelchair Accessible

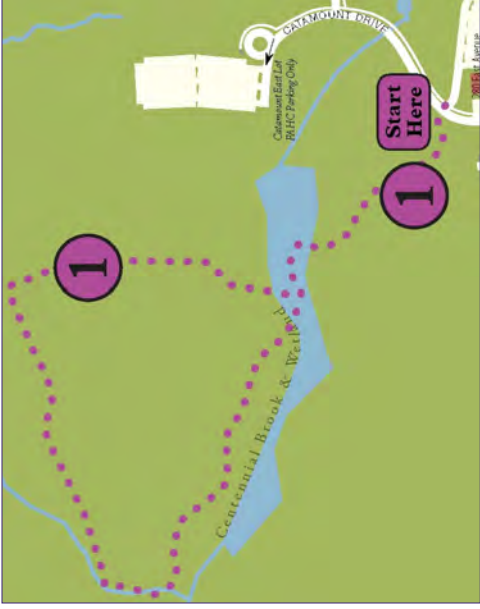
Start outside of the ACC Main Pavilion by taking a right on the paved sidewalk. Continue down the concrete stairs and past the emergency department entrance. Keeping on the sidewalk, you will first pass the side entrance to the



McClure building on your right. Continue to follow the sidewalk past the historic Mary Fletcher building. Stop by the Park Bench Yoga Station to stretch. As you continue up the incline, the ACC Main Pavilion will come into view.

### #7. University Health Center/Waterman Block - .7 miles - Easy

Start your walk out the front door of either the University Health Center building or the Waterman Building on So. Prospect Street. Continue along until you reach the corner of College Street. Turn right onto College Street walking towards the corner of So. Williams Street. Take a right on So. Williams Street. You will walk the length of So. Williams Street until you come to Pearl Street. At Pearl Street, turn right. You are now heading towards the corner of Pearl Street and So. Prospect Street. Turn right

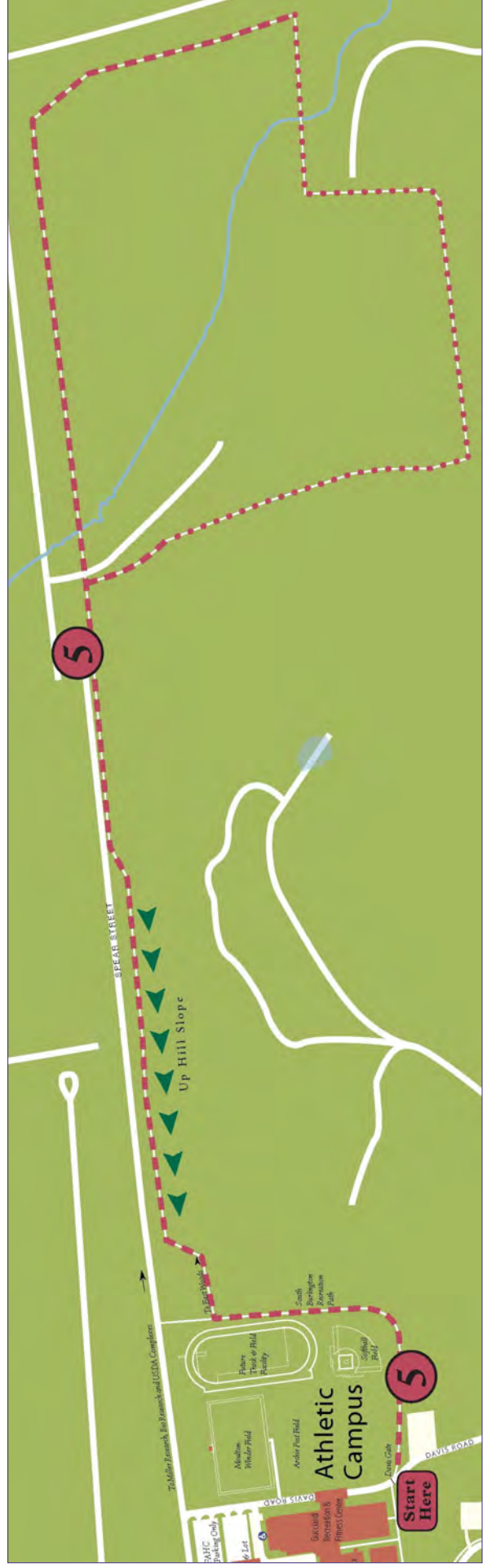


Once you reach the Davis Center, you will walk a route through the UVM main campus that will take you past the Fletcher Allen medical center campus to Colchester Ave. Take a left onto Colchester Ave. and continue walking until you come to the corner of So. Prospect Street. Turn left on So. Prospect. This will take you back to the entrance of the University Health Center.

on So. Prospect and conclude your walk at your starting point.

### #8. University Health Center to UVM Davis Center – 1 mile - Moderately Easy

Begin your walk out the front door of the University Health Center building. Walk South on So. Prospect towards Main Street. When you reach Main Street, turn left and begin walking up a slight incline towards the Davis Center.



## ARTICLE 8: PARKING

*Introduction: This Article of the Burlington Comprehensive Development Ordinance establishes the requirements for off-site parking throughout the city. It also include parking for bicycles and requirements for institutional parking management plans.*

### PART 1: GENERAL REQUIREMENTS

#### **Sec. 8.1.1 Purpose**

It is the purpose of this article to:

- (a) Ensure there are adequate parking and loading facilities to serve the use or uses of the property;
- (b) Ensure that parking facilities are designed to provide proper circulation, reduce hazards to pedestrians, and protect the users of adjoining properties from nuisance caused by the noise, fumes, and glare of headlights which may result from the operation of vehicles parking off the street;
- (c) Reduce congestion in the streets and contribute to traffic safety; and
- (d) Encourage alternate modes of travel that will reduce dependence upon the single-occupancy automobile.

These regulations are enacted under the provisions of **24 V.S.A. Chapter 117**

#### **Sec. 8.1.2 Applicability**

No structure shall be erected or altered, or any use changed or established, unless or until the provisions of this Article have been met. No onsite parking shall be required or provided within the Urban Reserve District.

#### **Sec. 8.1.3 Parking Districts**

The demand for parking is highly dependent on the context within which a given use or structure is located. Factors such as proximity to other related uses, availability of public transportation, the density of land uses, and the ability to share parking with nearby uses are all factors which influence the demand for individual and dedicated off-site parking. For the purposes of this Article, the following three (3) Parking Districts as illustrated in **Map 8.1.3-1** are hereby created:

(a) Neighborhood Parking District:

This parking district establishes the baseline of parking requirements throughout the city where the demand for offsite parking is largely dependent on the needs and characteristics of an individual site or land use.

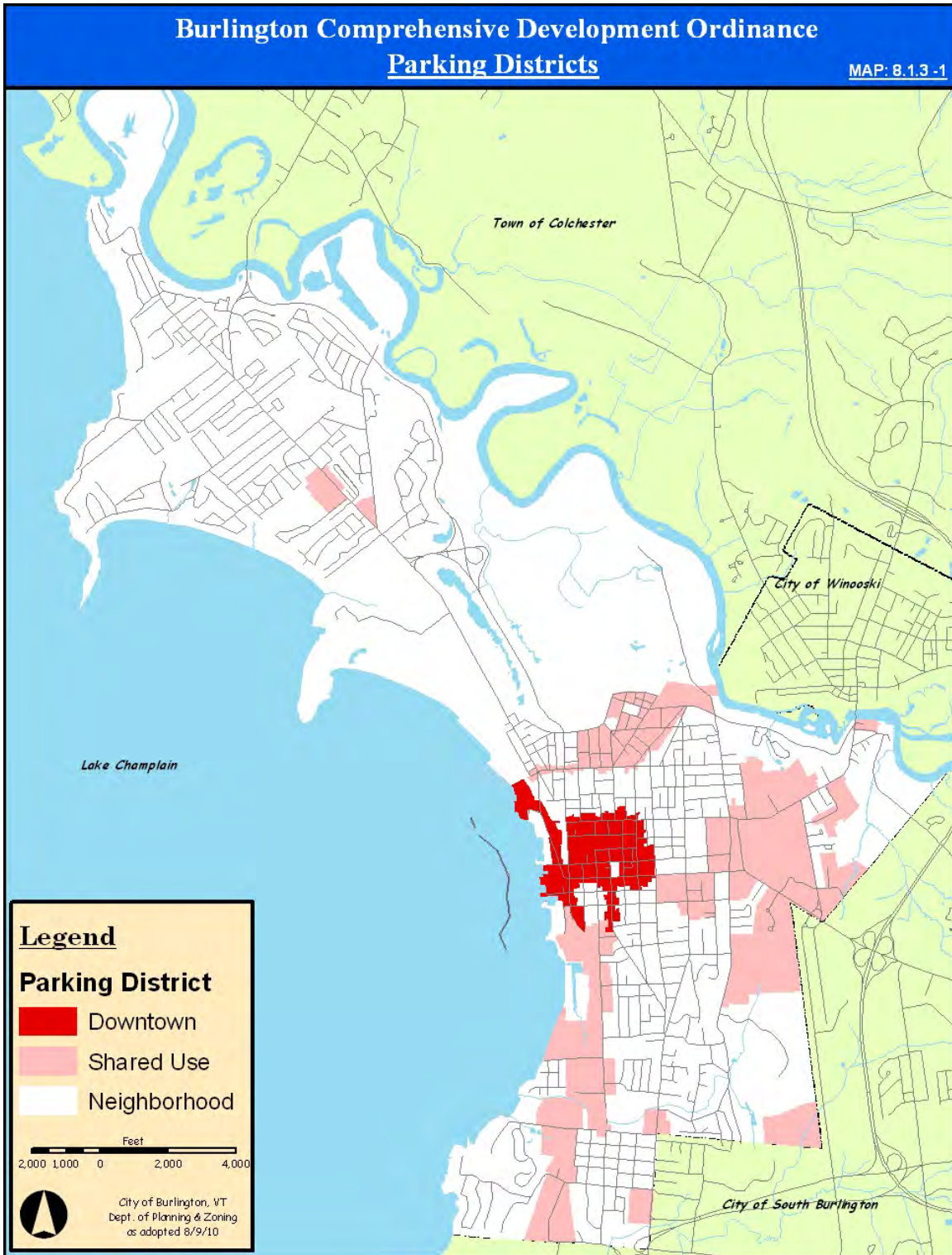
(b) Shared Use Parking District:

This parking district reduces the requirements from the baseline standards recognizing that opportunities exist to share parking demand between related nearby land uses, and that travel to and between these uses may not be strictly automobile dependent.

(c) Downtown Parking District:

This parking district further reduces the requirements from the baseline standards recognizing that extensive sharing of parking demand between nearby land uses occurs; that a majority of travel to and between land uses is independent from an automobile; and that an array of public parking facilities and frequent transit service greatly reduces the need for independent parking for individual land uses.





Map 8.1.3 - 1 Parking Districts

**Sec. 8.1.4 Existing Structures**

Any structure or land use lawfully in existence prior to the adoption of this ordinance shall not be subject to the requirements of this Article as long as the kind or extent of use is not changed, and provided further that any parking facilities now serving such structures shall not in the future be reduced below such requirements.

**Sec. 8.1.5 Existing Structures - Change or Expansion of Use**

Whenever there is an alteration or conversion of a structure or a change or expansion of a use which increases the parking requirements, the total additional parking requirements for the alteration, conversion, change, or expansion shall be provided in accordance with the requirements of this Article. A waiver may be requested pursuant to the provisions of **Sec. 8.1.15**.

**Sec. 8.1.6 Existing Structures: Exemption in Downtown District**

Any nonresidential use within a structure lawfully in existence prior to January 1, 2007 in any Downtown Parking District shall be exempt from the requirements of this Article when applying for a change to any other nonresidential use.

**Sec. 8.1.7 Non-conforming Residential Structure**

Where additions or conversions to existing residential structures within a Neighborhood or Shared Use Parking District add living space but do not add dwelling units, and such sites do not currently meet the parking standards of **Sec. 8.1.8**, one (1) parking space shall be provided for each additional room. Single detached dwellings shall be exempt from this requirement.

**Sec. 8.1.8 Minimum Off-Street Parking Requirements**

Parking for all uses and structures shall be provided in accordance with **Table 8.1.8-1**.

- (a) Where no requirement is designated and the use is not comparable to any of the listed uses, parking requirements shall be determined by the DRB upon recommendation by the administrative officer based upon the capacity of the facility and its associated uses.
- (b) When the calculation yields a fractional number of required spaces, the number of spaces shall be rounded to the nearest whole number.

<b>Table 8.1.8-1 Minimum Off-Street Parking Requirements</b>			
	<b>Neighborhood Districts</b>	<b>Shared Use Districts</b>	<b>Downtown Districts</b>
<b>RESIDENTIAL USES</b>	<b>Per Dwelling Unit except as noted</b>		
Multi-unit attached dwelling units, studio units or 1-bedroom dwelling unit.	2	1	1
Single Family detached and Duplex	2	2	1
<b>RESIDENTIAL USES - SPECIAL</b>	<b>Per Dwelling Unit except as noted</b>		
Assisted Living	0.5	0.5	0.4
Bed and Breakfast (per room, in addition to single-family residence)	1	0.75	0.5
Boarding House (per two (2) beds)	1	0.75	0.5
Community House	1	0.75	0.5
Convalescent Home (per four (4) beds)	1	1	1
Dormitory (per two (2) beds)	1	1	1
Group Home (per two (2) beds)	1	1	1
Historic Inn (per room, in addition to single-family residence)	1	0.75	0.5
Sorority & Fraternity (per two (2) beds)	1	1	1
<b>NON-RESIDENTIAL USES</b>	<b>Per 1,000 square feet of gross floor area (gfa) except as noted</b>		
Adult Day Care (per two (2) employees)	1	1	1
Agricultural Use	None	None	None
Amusement Arcade	2	1	0
Animal Boarding/Kennel/Shelter	2.5	1.5	1
Animal Grooming (per grooming station)	1	1	0
Animal Hospitals/Veterinarian Office	3	2	1
Appliance & Furniture Sales/Service	2.5	1	1
Aquarium	1.3	1	1
Art Gallery	3.3	2.5	1
Auction Houses	3.3	2.5	1
Automobile & Marine Parts Sales	2.5	1.5	1
Automobile Body Shop	2 plus 1/bay	2 plus 1/bay	2 plus 1/bay
Automobile Repair/Service	2 plus 1/bay	2 plus 1/bay	2 plus 1/bay
Automobile Sales – New & Used	2	2	1



<b>Table 8.1.8-1 Minimum Off-Street Parking Requirements</b>			
	<b>Neighborhood Districts</b>	<b>Shared Use Districts</b>	<b>Downtown Districts</b>
Bakery - Retail	2.5	2.5	1
Bakery - Wholesale	2	2	1
Bank, Credit Union	2.5	2	1
Bar/Tavern	4	3	None
Beauty/Barber Shop (per station/chair)	1	1	None
Bicycle Sales/Repair	2.5	1	None
Billiard Parlor (per game table)	1	1	None
Boat Repair/Service	2	2	1
Boat Sales/Rental	2	2	1
Boat Storage	3	2	1
Bowling Alley (per lane)	3	2	1
Building Material Sales	3.3	2.5	1
Café (per four (4) seats)	1	1	None
Camp Ground (per camping space)	1	1	1
Car Wash (stacking spaces per wash bay)	4	4	4
Cemetery	None	None	None
Cinema (per four (4) seats)	1	1	None
Club, Membership	3.3	2.5	1
Community Center	3.3	2.5	1
Community Garden (per ten (10) plots)	1	1	None
Conference Center	3	2	1
Contractor Yard (per 1,000 gfa of office space)	2.5	2	2
Convenience Store	3	2	1
Convention Center	n/a	3	2
Courthouse	n/a	3.3	2
Crematory (per FTE employee)	1	1	1
Crisis Counseling Center	4	3	1
Daycare - Home (6 children or less)	None	None	1 drop-off
Daycare - Large (Over 20 children) (per two (2) employees)	1 plus 1 per 5 children	1 plus 1 per 5 children	2 drop-off
Daycare - Small (20 children or less) (per two (2) employees)	1	1	1
Dental Lab	2	1	None
Distribution Center (per 3,000 gfa)	1	0.75	0.75

<b>Table 8.1.8-1 Minimum Off-Street Parking Requirements</b>			
	<b>Neighborhood Districts</b>	<b>Shared Use Districts</b>	<b>Downtown Districts</b>
Dry Cleaning Plant	1.3	1	1
Dry Cleaning Service	2.5	2	2
Film Studio	3.3	2.5	1
Fire Station (per apparatus)	2	2	1
Food Processing	1.3	1	1
Fuel Service Station (per employee/shift)	1	1	1
Funeral Home (per four (4) seats)	1	1	1
Garden Supply Store (per 1,000 gfa of retail area.)	3	2	1
General Merchandise/Retail	3	2	None
Grocery Store	3	2	None
Hazardous Waste Collection/Disposal (per two (2) employees on the largest shift)	1	1	n/a
Health Club	3	2	1
Health Studio	2	1	None
Hospitals (per patient bed)	2	2	2
Hostel (per two (2) beds)	0.5	0.5	None
Hotel/Motel (per room)	1	0.75	0.75
Laundromats (per washing machine)	1	1	None
Library	1.3	1	None
Lumber Yard (per 1,000 gfa of retail area.)	3	2	1
Machine Shop/Woodworking Shop	1.3	1	1
Manufacturing	1.3	1	1
Manufacturing - Tour Oriented	1.3, plus 3 per 1,000 gfa devoted to patron use.	1.3, plus 2 per 1,000 gfa devoted to patron use.	1
Marina (per berth)	0.5	0.5	0.5
Medical Lab	2	1	None
Micro-Brewery/Winery	3	2	1
Museum	1.3	1	1
Office - General	2	2	2
Office - Medical, Dental	3	2	1
Open Air Markets	None	None	None
Operations Center - Taxi (per three (3) employees)	1	1	1

<b>Table 8.1.8-1 Minimum Off-Street Parking Requirements</b>			
	<b>Neighborhood Districts</b>	<b>Shared Use Districts</b>	<b>Downtown Districts</b>
Operations Center - Truck/Bus (per 3,000 gfa)	1	0.75	0.75
Park (per playing area)	5	None	None
Parking Garage – Private	None	None	None
Parking Lot – Private	None	None	None
Performing Arts Center (per four (4) seats)	1	1	None
Performing Arts Studio	1	None	None
Pet Store	2.5	1	None
Pharmacy	3	2	1
Photo Studio	2.5	1	None
Photography Lab	1	1	None
Police Station	2.5	2	2
Post Office	1.3	1	1
Post Office - Local	2	2	None
Printing Plant	1.3	1	1
Printing Shop	2	2	None
Public Transit Terminal	1 per 200 gfa of public waiting space	1 per 200 gfa of public waiting space	None
Public Works Yard/Garage	None	None	None
Radio & TV Studio	2	2	2
Rail Equip. Storage & Repair	None	None	None
Recording Studio	1.3	1	1
Recreational Facility - Indoor (per four (4) seats)	1	1	0.5
Recreational Facility - Outdoor (per playing field)	15	10	None
Recreational Facility - Outdoor Commercial	Larger of 1 per 4 seats or 15 per playing field	Larger of 1 per 4 seats or 10 per playing field	1 per 6 seats
Recreational Vehicle Sales – New and Used	2	2	1
Recycling Center - Large above 2,000 gfa	None	None	None
Recycling Center - Small 2,000 gfa or less	None	None	None
Research Lab	2.5	2	2
Restaurant	4	3	None
Restaurant – Take-Out	4	3	None
Salon/Spa	4	4	2

Table 8.1.8-1 Minimum Off-Street Parking Requirements			
	Neighborhood Districts	Shared Use Districts	Downtown Districts
School - Secondary (per Classroom)	7	5	2
School - Primary (per Classroom)	1.5	1.5	1.5
School - Trade/Professional	5	3	1
School, - Post-Secondary	2	2	2
Solid Waste Facility - Incinerator, Landfill, Transfer Station	None	None	None
Tailor Shop	2	1	None
Vehicle Salvage	None	None	None
Warehouse	0.5	0.35	0.35
Warehouse - Self Storage Facility	1 per resident manager, plus 1 per 100 leasable storage spaces	1 per resident manager, plus 1 per 100 leasable storage spaces	1 per resident manager, plus 1 per 100 leasable storage spaces
Warehouse - Retail	3.3	2.5	2.5
Wholesale Sales	1.3	1	1
Worship, Place of (per four (4) seats)	1	1	1

**Sec. 8.1.9 Maximum Parking Spaces**

The total number of parking spaces provided in all parking districts shall not be more than 125% of the minimum number of spaces required for the Neighborhood Parking District for any given use as required in **Table 8.1.8-1**. In no case shall the maximum number of required spaces be less than one (1) per unit of measurement (beds, units, 1000 gross sqft, etc.) for the use.

(a) **Exemptions:** The following shall reduce the maximum number of allowable spaces required by this section:

**1. Structured Parking:** Spaces provided within the footprint of a structure containing one or more other uses, including rooftop, at-grade, or below grade spaces shall not be counted towards the maximum, provided the floor area dedicated to parking is less than 50% of the total gross floor area of the structure;

**2. Public Parking:** Spaces provided and available for use by the public shall not be counted towards the maximum;

**3. Carpool, Vanpool, and Car-Share Parking:** Spaces dedicated for vehicles participating in a carpool, vanpool, or car-share program shall not be counted towards the maximum. Such spaces shall be reserved for such use and be signed or marked accordingly; and,

**4. Alternative Fueled Vehicle Parking.** Parking spaces dedicated for vehicles operating on primarily alternative fuels including but not limited to electric, natural gas, and hydrogen shall not be counted towards the maximum. Such spaces shall be reserved for such use and be signed and/or the space painted with the words “Alternative Fueled Vehicles Only.”

**5. Waiver of Maximum Parking Limitations.** Parking in excess of the maximum parking limitation of this section may be waived by the DRB pursuant to the provisions of **Sec 8.1.15** with the following additional requirements:

- A. The applicant requesting the waiver shall also provide a peak demand parking study for two similar uses in the area; and,
- B. The following additional review criteria shall be addressed regarding how:
  - (i) The need for additional parking cannot reasonably be met through provision of on-street parking or shared parking with adjacent or nearby uses;
  - (ii) The proposed development demonstrates that its design and intended uses will continue to support high levels of existing or planned transit and pedestrian activity; and,
  - (iii) The site plan indicates where additional parking can be redeveloped to a more intensive transit supportive use in the future.

**Sec. 8.1.10 Off-Street Loading Requirements.**

Outside of the Downtown Parking District, every structure constructed after the effective date of this ordinance and used for non-residential use shall provide sufficient space for the unloading and loading of vehicles. The adequacy of any proposed loading areas shall be considered as part of the site plan and traffic circulation review. Such loading areas shall have access to a public alley or a public street in such a way to minimize conflicts with the circulation of other vehicles and pedestrians, be screened from public view, and provide safe and effective access to the city’s street network.

**Sec. 8.1.11 Parking Dimensional Requirements**

The following standards in **Table 8.1.11-1** below shall be used to ensure safe, adequate, and convenient access and circulation. These standards shall be adhered to except in situations where a lesser standard is deemed necessary by the DRB due to site topography, location of existing or proposed structures, lot configuration, and/or the need to preserve existing trees and mature vegetation.

<b>Table 8.1.11-1 Minimum Parking Dimensions</b>					
<b>Angle of Parking Space</b>	<b>Width of Space</b>	<b>Length of Space</b>	<b>Width of Angled Space</b>	<b>Length of Angled Space</b>	<b>Minimum Back-Up Length</b>
<b>Standard Cars</b>					
Parallel Parking	9.0'	22.0'	-	-	-
45° Angle	9.0'	20.0'	12.7'	20.5'	15.0'
60° Angle	9.0'	20.0'	10.4'	21.8'	18.0'
90° Angle	9.0'	20.0'	9.0'	20.0'	24.0'
Aisle width (one-way)	10'				
Aisle width (two-way)	20'				
<b>Compact Cars</b>					
Parallel Parking	8.0'	20.0'	-	-	-
45° Angle	8.0'	18.0'	11.2'	18.3'	13.0'
60° Angle	8.0'	18.0'	9.2'	19.8'	15.0'
90° Angle	8.0'	18.0'	8.0'	18.0'	20.0'

**Sec. 8.1.12 Limitations, Location, Use of Facilities**

(a) Off-Site parking facilities:

Except for single and two-family dwellings, required parking facilities may be located on another parcel of land as follows:

1. Neighborhood Parking District: No more than 50% of the total required parking shall be provided at a distance greater than 600 feet from the use it is intended to serve. For residential uses, a minimum of 1 space per unit shall be provided on-site.
2. Downtown and Shared use Parking Districts: Any off-site parking shall be provided within 1,000 feet of the use it is intended to serve unless such parking is provided as part of a Parking Management Plan pursuant to **Sec. 8.1.15** approved by the DRB.
3. The distance from the off-site parking to the associated use shall be measured in walking distance along a sidewalk or other pedestrian path separated from street traffic from the nearest parking space to the principle pedestrian entrance to the building housing the use. Such off-site parking shall not reduce the required parking for any other use utilizing the property on which it is located unless such shared use is approved by the development review board. The right to use the off-site parking must



be guaranteed for the duration of the use as evidenced by a deed, lease, easement, or similar written instrument as may be approved by the City Attorney.

(b) Downtown Street Level Setback:

In order to maintain an active streetscape, any off-street parking occupying street level frontage in the Downtown Parking District shall be setback from the front property line in order to reserve street-level frontage for pedestrian-oriented uses.

(c) Front Yard Parking Restricted:

Required parking in all residential zoning districts shall not be located in a required front yard setback area abutting a public street, except alleys. This prohibition extends from the edge of the public right-of-way into the required front yard setback for the entire width of the property with the exception of a single access drive no more than eighteen feet (18') or less in width. The provisions of this subsection shall not be applicable during such times as when the winter parking ban pursuant to **Section 20-56 of the Code of Ordinances** is in effect. Where parking is provided outside the front yard setback, but either partially or entirely between the principle structure and the street, such parking shall be screened to the extent practicable from view from the public street.

(d) Shared Parking in Neighborhood Parking Districts:

In the event that a mix of uses occupy a single structure or parcel of land located in a Neighborhood Parking District, the total requirement for off-street parking shall be the sum for all individual uses unless it can be shown that the peak parking demands are offset and spaces can be shared (for example: retail and residential, or theater and office uses). In such cases the parking required must at least meet the requirements for Shared Use Districts.

(e) Single Story Structures in Shared Use Districts:

In the event that a single story structure is proposed to be located in a Shared Use District, the total requirements for off-street parking shall be calculated as for a Neighborhood Parking District. This provision does not apply to single story structures existing and occupied as of the effective date of this ordinance.

(f) Joint Use of Facilities:

The required parking for two (2) or more uses, structures, or parcels may be combined in a single parking facility if it can be shown by the applicant to the satisfaction of the DRB that the use of the joint facility does not materially overlap with other dedicated parking in such facility, and provided that the proposed use is evidenced by a irrevocable deed, lease, contract, reciprocal easement, or similar written instrument establishing the joint use acceptable to the city attorney.

(g) Availability of Facilities:

Required parking pursuant to this Article shall be available for parking of operable passenger vehicles used by residents, customers and employees only, and shall not be used for the storage or display of vehicles or materials. The distribution of parking spaces for any and all individual uses will be required to be arranged in such a way as to ensure optimal access and use by the patrons of such use(s).

(h) Compact Car Parking:

Compact parking spaces may be used in parking structures or lots. Up to fifteen (15%) percent of the total parking spaces in a parking garage may be designated for compact cars. Such spaces shall be signed or the space painted with the words “Compact Car Only.”

### **Sec. 8.1.13 Parking for Disabled Persons**

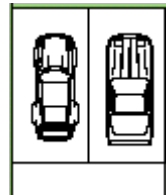
Parking spaces for disabled persons shall comply with current the Americans with Disabilities Act guidelines and shall be at least eight feet (8') wide with an adjacent access aisle at least five feet (5') wide. Parking access aisles shall be part of an accessible route to the building or facility entrance. Accessible parking spaces shall be designated as reserved for the disabled by a sign showing the symbol of accessibility. Painting of the paved area for the dedicated parking spaces alone shall not be sufficient as the sole means of identifying these spaces.

### **Sec. 8.1.14 Stacked and Tandem Parking Restrictions**

Except as otherwise provided below, all parking facilities shall be designed so that each motor vehicle may proceed to and from the parking space provided for it without the moving of any other motor vehicle.

- (a) Stacked or valet parking may be allowed if an attendant is present to move vehicles. If stacked parking is used for required parking spaces, a written guarantee must be filed with the City ensuring that an attendant will always be present when the lot is in operation. The requirements for minimum or maximum spaces continue to apply for stacked parking.

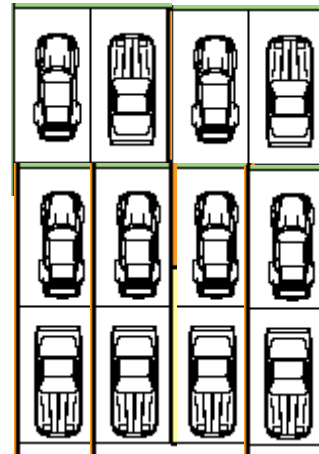
- (b) Tandem Parking may be allowed for single family detached dwelling units, accessory apartments, duplex dwelling units, and dedicated employee-only parking signed as such. In no case shall more than 4 parking spaces (2 pairs) in total be provided in tandem on any one lot.



Normal



Tandem



Stacked

**Sec. 8.1.15 Waivers from Parking Requirements/ Parking Management Plans**

The total number of parking spaces required pursuant to this Article may be reduced to the extent that the applicant can demonstrate that the proposed development can be adequately served by a more efficient approach that more effectively satisfies the intent of this Article and the goals of the municipal development plan to reduce dependence on the single-passenger automobile.

Any waiver granted shall not exceed fifty percent (50%) of the required number of parking spaces except for the adaptive reuse of a historic building pursuant to [Sec. 5.4.8](#) and ground floor retail uses in any Mixed Use district which may be waived by as much as one hundred percent (100%). Waivers shall only be granted by the DRB, or by the administrative officer pursuant to the provisions of [Sec. 3.2.7 \(a\)7](#).

In order to be considered for a waiver, the applicant shall submit a Parking Management Plan that specifies why the parking requirements of [Sec. 8.1.8](#) are not applicable or appropriate for the proposed development, and proposes an alternative that more effectively meets the intent of this Article. A Parking Management Plan shall include, but not be limited to:

- (a) A calculation of the parking spaces required pursuant to [Table 8.1.8-1](#).
- (b) A narrative that outlines how the proposed parking management plan addresses the specific needs of the proposed development, and more effectively satisfies the intent of this Article and the goals of the Municipal Development Plan.
- (c) An analysis of the anticipated parking demand for the proposed development. Such an analysis shall include, but is not limited to:

1. Information specifying the proposed number of employees, customers, visitors, clients, shifts, and deliveries;
  2. Anticipated parking demand by time of day and/or demand by use;
  3. Anticipated parking utilizing shared spaces or dual use based on a shared parking analysis utilizing current industry publications;
  4. Availability and frequency of public transit service within a distance of 800-feet.
  5. A reduction in vehicle ownership in connection with housing occupancy, ownership, or type; and,
  6. Any other information established by the administrative officer as may be necessary to understand the current and project parking demand.
- (d) Such a plan shall identify strategies that the applicant will use to reduce or manage the demand for parking into the future which may include but are not limited to:
1. A telecommuting program;
  2. Participation in a Transportation Management Association including methods to increase the use of mass transit, car pool, van pool, or non-auto modes of travel;
  3. Implementation of a car-share program;
  4. Development or use of a system using offsite parking and/or shuttles; and,
  5. Implementation of public transit subscriptions for employees.

Prior to any approval by the DRB pursuant to this section, the means by which the parking management plan will be guaranteed and enforceable over the long term, such as a contract, easement, or other means, and whether the city should be a party to the management contract or easement, shall be made acceptable to the city attorney.

## PART 2: BICYCLE PARKING

### **Sec. 8.2.1 Intent**

It is the intent of this subpart to:

- (a) Provide bicycle access to employment, commercial destinations, and other transportation alternatives;
- (b) Provide safe and adequate bicycle parking facilities that:
  1. Meet the demands of the use of the property;
  2. Reduce hazards to pedestrians;
  3. Enhance the visual quality of the city;
  4. Reduce the adverse impacts associated with the bicycle parking on parking meters, street trees, etc; and,

5. Encourage the use of bicycles as an alternative to motor vehicle transportation, thereby reducing traffic congestion, influencing modal split, and increasing the safety and welfare of residents.

### **Sec. 8.2.2 Provisions**

Bicycle parking requirements shall apply to new development, building expansions, or occupancy changes requiring a zoning permit where automobile parking is required pursuant to **Part 1** of this Article.

### **Sec. 8.2.3 Existing Structures**

Any expansion or change of use proposed for an existing structure where four (4) bicycle spaces or less would be required shall be exempt from providing those spaces.

### **Sec. 8.2.4 Joint Use of Bicycle Parking Facilities**

Required bicycle parking spaces for two (2) or more adjacent uses or structures may be satisfied by the same parking facilities used jointly, provided that such right of joint use and maintenance is evidenced by a deed, lease, contract, reciprocal easement, or similar written instrument establishing the joint use, and that the facilities are within 200 feet of the building or parcel housing the use.

### **Sec. 8.2.5 Bicycle Parking Requirements**

Bicycle parking for all uses and structures in all Parking Districts shall be provided in accordance with **Table 8.2.5-1**.

- (a) Where no requirement is designated, and the use is not comparable to any of the listed uses, bicycle parking requirements shall be determined by the DRB upon recommendation of the city's bicycle and pedestrian planner based upon the capacity of the facility and its associated uses.
- (b) When the calculation yields a fractional number of required spaces, the number of spaces shall be rounded to the nearest whole number.
- (c) Where bicycle parking is required, the minimum number of bicycle parking spaces provided at each site shall be two (2) and the maximum shall be fifty (50), not including long term parking.

Table 8.2.5-1 Bicycle Parking Requirements

	Specific Use	Long Term Spaces	Short Term Spaces
	<b>Per Square Feet of Gross Building Area, except as noted otherwise</b>		
<b>RESIDENTIAL</b>			
Household Living	Multi unit	1 per 4 units	1 per 10 units
Group living	Elderly housing	1 per 10 units	1 per 10 units
	Fraternity, sorority, & dormitory	1 per 4 residents	1 per 8 residents
Temporary lodging	Hotel, motel, bed & breakfast, boarding house, campground	1 per 20 rooms/sites	2 per 20 rooms/sites
<b>COMMERCIAL</b>			
Office		1 per 5,000 sq. ft.	1 per 10,000 sq. ft.
	Medical, dental	1 per 5,000 sq. ft.	1 per 8,000 sq. ft.
Retail sales and service		1 per 20,000 sq. ft.	1 per 5,000 sq. ft.
	Auto, boat, motorcycle related sales, service and retail	1 per 30,000 sq. ft.	1 per 10,000 sq. ft.
	Restaurants, bars, taverns	1 per 10 employees	6% of occupancy load
<b>INDUSTRIAL</b>			
Industrial, manufacturing, production, and warehousing		1 per 20,000 sq. ft.	1 per 50,000 sq. ft.
<b>PERMITTED PUBLIC/INSTITUTIONAL USES</b>			
Colleges or Universities	Excluding dormitories	1 per 20,000 sq. ft.	3 per 5,000 sq. ft.
Daycare, except home		1 per 20,000 sq. ft.	1 per 10,000 sq. ft.
Schools	Grades 2-5	1 per 20,000 sq. ft.	2 per classroom
	Grades 6-12	1 per 20,000 sq. ft.	4 per classroom
Community Services	Museums, aquariums, libraries, community centers, municipal buildings, post office	1 per 20,000 sq. ft.	3 per 5,000 sq. ft.
Medical Center	Excluding medical or dental offices	1 per 10,000 sq. ft.	1 per 20,000 sq. ft.

Worship, places of		1 per 20,000 sq. ft.	1 per 40 seats
Recreation, government owned	Parks	Per DRB review	1 per 10 daily users
<b>OTHER</b>			
Terminal	Taxi/Bus/Passenger/ Ferry	As determined during Site Plan Review by DRB	As determined during Site Plan Review by DRB
Parking	parking lot, garage; public or private	4, or 5% of automobile spaces, whichever is greater	None

**Sec. 8.2.6 Limitations**

- (a) No bicycle parking spaces required by this standard shall be rented or leased to employees or residents residing at the location at which bicycle parking is required; however, a refundable deposit fee may be charged. This does not preclude a bike parking rental business.
- (b) Providing bicycle racks on the public right of way must be approved by the department of public works.

**Sec. 8.2.7 Location & Design Standards**

- (a) All bicycle parking facilities shall be installed in accordance with the department of public works “Bicycle Parking Guidelines.”
- (b) Bicycle parking or a sign leading thereto shall be visible from the main entrance of the structure or facility.
- (c) Bicycle parking shall be visible, well lit, and as convenient to cyclists as auto parking.
- (d) Bicycle parking facilities shall provide sufficient security from theft and damage. They shall be securely anchored to the ground, shall allow the bicycle wheel and frame to be locked to the facility, and shall be in a location with sufficient lighting and visibility.
- (e) Bicycle parking facilities shall be visually compatible and of a design standard consistent with their environment and the development standards of **Art 6**.
- (f) Required bicycle parking spaces shall be of a sufficient dimension to accommodate a full-sized bicycle, including space for access and maneuvering.
- (g) Bicycle parking facilities shall be sufficiently separated from motor vehicle parking areas to protect parked bicycles from damage by motor vehicles.
- (h) The surfacing of bicycle parking facilities shall be designed and maintained to be clear of mud and snow.
- (i) Bicycle parking racks and lockers shall be anchored securely.



- (j) Existing bicycle parking may be used to satisfy the requirements of this section provided the rack design is consistent with the department of public works “Bicycle Parking Guidelines.”

**Sec. 8.2.8 Long Term Bicycle Parking**

- (a) Long term bicycle parking shall:
  - 1. Protect bicycles from the weather;
  - 2. Provide secure storage that prevents theft of the bicycle and accessories; and,
  - 3. Be located in a well lit area.
- (b) Long Term bicycle parking requirements can be met in any of the following ways:
  - 1. A bicycle storage room;
  - 2. Bicycle lockers, pods, or lids;
  - 3. Lockable bicycle enclosure; or
  - 4. By certifying to the city’s bicycle and pedestrian planner that employees may store their bicycles within their workspace.
- (c) When long term parking is required, showers and changing facilities for employees shall be required in accordance with **Table 8.2.8-1**, except for parking garages, parking lots, and residential units, which are exempt from the requirements of this section. Shower and changing facilities shall be provided onsite or through an agreement for offsite use.

<b>Table 8.2.8-1 Shower and Changing Facilities</b>	
<b>Required Long Term Spaces</b>	<b>Minimum Number of Required Shower and Changing Facilities</b>
1-4	1
5-10	2
11-20	3
21+	4 plus one for each additional 15 Long Term spaces or part thereof

**Sec. 8.2.9 Waivers from Bicycle Parking Requirements**

- (a) Requests for reductions to bicycle parking requirements shall be made and documented separately from requests made for reductions in the automobile parking requirements.
- (b) The requirements of **Sec. 8.2.5** may be reduced upon approval of the DRB based upon recommendation of the city’s bicycle and pedestrian planner to the extent that the applicant can demonstrate the regulation is unnecessarily stringent due to:
  - 1. The characteristics of the use, structure, or facility makes the use of bicycles unlikely;

2. The characteristics of the site or area preclude the installation of bicycle parking; and/or,
  3. Results from a documented survey of bicycle parking use in similar situations.
- (c) For reductions granted due to the characteristics of a site or area, applicants must mitigate the loss of bicycle parking through contribution into the capital fund. The amount shall be equal to the cost required for installation of required bicycle parking.

## PART 3: INSTITUTIONAL PARKING PLANS

### **Sec. 8.3.1 Intent**

It is the intent of this part to:

- a. Ensure that city streets in nearby neighborhoods are not unfairly burdened by parking demands from post-secondary educational or medical institutions; and,
- b. Recognize the unique ability of institutions to manage their own parking resources in a comprehensive and creative way.

### **Sec. 8.3.2 Applicability**

Each post-secondary educational or medical institution within the Institutional district shall provide off-street parking and loading facilities consistent with its needs according to the standards specified in this Article.

In order to accomplish the intent of this Part, each such institution, either individually or collectively, shall prepare, maintain, and monitor a comprehensive parking management plan for their respective campus or institution.

### **Sec. 8.3.3 Institutional Parking Management Plans**

In addition to the requirements of **Sec. 8.1.15** above, an Institutional Parking Management Plan shall include the following:

- (a) Information specifying the proposed number of students (full-time, part-time, commuter, on-campus, off-campus, and continuing education), faculty and staff (full-time and part-time), patients and visitors being served by the institution and anticipated over the ensuing five-year period.
- (b) An analysis of the anticipated parking demand by user group, time of day and/or demand by use;
- (c) Information specifying the number and composition of the institution's vehicle fleet, where these vehicles are regularly kept, and designated "service vehicle-only" parking;

- (d) Programs, policies, or incentives used to reduce or manage the demand for parking which may include but are not limited to:
1. Policies which restrict and/or prohibit the bringing of vehicles to the institution for various users or groups of users;
  2. Programs to encourage the use of public transit, walking and bicycling;
  3. Implementation of a parking permit system to allocate parking throughout the system; and,
- (e) Implementation of a monitoring, compliance and enforcement system to measure and ensure compliance with the plan.

### **Sec. 8.3.4 Review and Approval of Institutional Parking Management Plans**

Such a plan shall require review and approval by the DRB, after consultation with the planning commission, and after a public hearing. In order to approve a proposed Institutional Parking Plan, the DRB shall find:

- a. the proposed Institutional Parking Plan adequately serves existing and proposed development by the institution(s);
- b. the proposed Institutional Parking Plan more effectively meets the intent of this Article and the goals of the municipal development plan than would strict adherence to the underlying requirements of this Article.

Such a plan, if approved by the DRB, shall be applicable for a period not to exceed five (5) years, and may be amended as necessary pursuant to the requirements of this Part. The institution shall provide a report annually to the administrative officer regarding the implementation and performance of the approved plan.

### **Sec. 8.3.5 Review and Approval of Applications for Future Development**

In reviewing any application for development from a post-secondary educational or medical institution within the Institutional district, the DRB shall find that the proposal is consistent with an approved Institutional Parking Plan.

Any development proposed by a post-secondary educational or medical institution within the Institutional Campus district that is found not to be consistent with an approved Institutional Parking Plan shall only be approved pursuant to the underlying parking requirements of **Parts 1 and 2** of this Article.

