Two Hour Service Permit Information

General Information

Two Hour Service Permits are designated for use by departments with employees executing repairs, attending meetings, or carrying equipment/loading or unloading, which require two hours or less to complete and take employee(s) away from their primary work location. These permits are not intended for use at or near primary work locations except for loading/unloading purposes. These permits are to be used only when the U-Route or RU-route services or the Zipcar cannot meet the needs.

➢ Each department will be eligible for the same number of two-hour service permits held in the previous year
➢ The price for each permit is $652.00
➢ Additional service permits will be issued only if a department can demonstrate that the U-route (now running in normal and reverse directions) or P2P services do not provide reasonable access to destinations that the department must travel to for business purposes.

Parking Restrictions

Vehicles displaying Two Hour Service Permits may park in:
1) Any marked service space (for the allotted time period listed on the sign)
2) Any unreserved parking space if all of the service spaces are filled

Procedures for Issuance

1) Each department is allotted the same number of two hour service permits issued in the previous year. Additional requests must be submitted to the Transportation and Parking and must be approved by the Parking Services Manager or designee. Do not send payment for additional service permits until you have been notified of approval of your department’s request.
2) Each request beyond the allotted permits must be accompanied by written justification of need (free campus transit services cannot meet this need.)
3) Permits will be valid from August 15, 2018 through August 14, 2019.
4) If a permit is lost or stolen, an affidavit must be filed with the Transportation and Parking. A charge of $25.00 may be required for each permit re-issued.
5) Permits may not be valid during “special events operations.”
6) All Two Hour service permits will be valid for both gated and non-gated lots.
Transportation and Parking
Public Safety Building, CB 1610
Chapel Hill, NC 27599-1610
(919) 962-3951

2018/2019 TWO HOUR SERVICE PERMIT APPLICATION

Name of Department ____________________________________________
Department CB # _______ Telephone Number ________________
Department Parking Coordinator ________________________________
Department Head/Chairman ____________________________________

How many Two Hour Service Permits are requested? _____
How many Two Hour Service Permits does your department currently hold? _____

Please provide a detailed reason for the use of the additional permit(s), stating reasons why the use U-Bus and Reverse U-Bus are not sufficient to meet the needs of the department (you may attach a letter if necessary).

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

I have read the guidelines and restrictions and understand that there will be a charge of $652.00 for each two hour service permit issued and that my department is guaranteed only the number of two hour service permits approved in 2018/2019. I also understand that any additional permit requests must be submitted in writing to the Transportation and Parking and must be approved by the Transportation and Parking before payment is sent. If the permit(s) is misused, it may result in fines, penalty or revocation of the permit. Use of the two hour service permit(s) is restricted to University employees executing repairs, attending meetings, or performing management functions which require two hours or less to complete and take employees away from their primary functions. These permits are not intended for use at or near primary work locations except for loading/unloading purposes. These permits are not to be used as a supplement for prime parking. I agree to contact the Transportation and Parking Office if the permit(s) is lost, stolen, or destroyed and understand that a $25.00 replacement fee may be charged.

Signature: ____________________________________________
Department Parking Coordinator

FOR OFFICE USE ONLY

Amount Paid _____________ Method of Payment ________________
Date Issued ______________ Date Paid ________________
Permit #s ________________
Gate Cards ________________