

Parking and Transportation Regulations: Additional FAQ's – October 2018

Will the University consider a tiered system based on salary?

Lehigh is moving in the direction of creating a more pedestrian friendly campus, reducing parking, and promoting alternative transportation. With these priorities in mind, and after looking at multiple options, the location-based permit fee system was the solution that meets all of our needs now and into the future.

As stated previously, the location-based system:

- Provides guaranteed parking in assigned lots.
- Reduces the number of spaces needed to meet demand, reducing parking construction costs, and allowing more compact development.
- Limits use of personal vehicles during academic day, reducing traffic on campus and furthering the goals of a pedestrian-focused campus, while advancing our sustainability goals.
- Encourages long-term parkers to utilize underutilized parking and encourages the use of alternative transportation.

As of July 1, all faculty and staff will receive a one-time, permanent increase of \$250, which can be used to alleviate the increase in parking fees.

It is understood that hourly Lehigh employees will not receive the \$250 annual increase. However, parking further from a workplace location (i.e. in a commuter lot), to avoid paying out-of-pocket for parking will also translate into additional commuting time and lost wages for hourly employees. How is the university addressing these costs for hourly Lehigh employees?

We understand that these changes will have an impact on all of our faculty and staff, and we have worked very hard to provide the support and resources necessary to help in this transition. While these changes may require many on campus to revise the way that they get to and around campus, they are critical to the overall future of the campus and university as a whole, to be in line with our goals and future vision.

The Lehigh Transit system offers all employees timely and convenient options to get to and from their place of work each day. For more information regarding the new and improved Campus Connector, and to plan your trip, visit <https://sustainability.lehigh.edu/transit-system>.

How will employees who are on leave be assured equal and timely access to the first-come, first-served sign up system for a parking space?

Employees who are on leave have received all necessary information and details required for them to sign up for their preferred parking choice. As mentioned previously, all Lehigh faculty and staff will be required to transition their email platform to the Lehigh Google Mail System prior to registering for a parking permit. This transition will also ensure that you receive all related information regarding these changes. The deadline for transitioning to the Google email platform is **March 31, 2019**, but we encourage you to do so as soon as possible. In addition, based on this feedback, the University is looking into options to identify a solution and process to ensure that all employees who are on medical leave have the same access and opportunity to apply for their parking as faculty who are on campus.

Parking and Transportation Regulations: Additional FAQ's – October 2018

What kinds of considerations are being made for pregnant employees? For example, are they able to access short-term disability parking permits?

Pregnant employees may apply for a Lehigh-issued Disability Parking Permit to utilize the Disability Parking Spaces throughout campus within all university parking facilities. We have added additional Disability Parking Spaces throughout campus to accommodate varying needs. To apply for an official Lehigh-issued Disability Parking Permit, please contact the Parking Services office.

Lehigh University permit holders (or anyone with a valid Lehigh University ID) with a Commonwealth of Pennsylvania Persons with Disability Permanent or Temporary Parking Placard or Registration Plate or a Lehigh issued Disability Parking Permit may also utilize AccessLU, the University's accessibility shuttle. AccessLU is an on-demand shuttle system available on a first-come first-served basis that provides a pick-up and drop-off service at university parking facilities and buildings, as requested. We recommend that individuals using AccessLU call ahead to schedule service, if possible. Stay tuned for more information about AccessLU and to sign up for the service.

What considerations are being made for nursing mothers who are expressing milk at work and carrying additional pumping supplies and milk requiring cold-storage? Will there be adequate storage space on the shuttle buses and at the stops?

There is storage underneath the bus seats where nursing mothers can keep appropriately-sized coolers or personal bags to store their milk and supplies while on the transit buses. According to the US Department of Health and Human Services Office on Women's Health, breastmilk can be stored at room temperature for up to 4 hours, or in a cooler with ice packs for up to 24 hours after pumping. The longest ride on the Lehigh Transit System is 20 minutes. Therefore, there will be adequate storage, and timeliness, for nursing mothers to store breastmilk safely. For more information, visit <https://www.womenshealth.gov/breastfeeding/pumping-and-storing-breastmilk>.

What kinds of considerations are being made for parents who may need to unexpectedly and urgently pick up a sick child at school or daycare, or otherwise respond to a family emergency, and who may not get to their cars quickly enough using the planned shuttle options?

If you determine that it is necessary to park near your office in case of last-minute child-care issues, family emergencies, etc., there are parking options that allow you do so. The \$500 permit in one of the Asa Packer Campus Parking Zones may make sense for you; it is a personal decision. You may also consider working the trip to child care into your day. For example, if your child is at the Lehigh Child Care Center, Goodman Campus is on the way to Saucon Village. For a \$0 commuter permit, you can take the bus to Goodman Campus for the equivalent amount of travel time, pick up your car, and proceed to Saucon Village.

The approximate wait time at all bus stops will be 10 minutes. The University will eliminate parking within the interior of campus soon for the Car-Free Zone. Accordingly, it may help to consider the walking distance from your office to your car versus the walking distance from your office to the nearest bus stop.

Of course, everyone's situation is different, and there isn't a perfect answer for everyone. However, we have sought to build a system to allow for flexibility and choice for all.

Parking and Transportation Regulations: Additional FAQ's – October 2018

In the event that you encounter unexpected delays on a particular day, all Commuter lot permit holders will be issued 2 free codes to request a Lyft vehicle (via the Lyft app) to take you to your parking area. If you need more help understanding what parking decision might be best for you, please make an appointment with Parking Services – we are here to help.

Are the buses/shuttles accessible for those with strollers and car seats?

Yes, the buses/shuttles are accessible for those with strollers and car seats. However, you may not be able to properly secure a car seat on a transit bus because most of the buses do not have seat belts or lower latch anchors. As a result, as with most bus transit systems, you will need to hold or otherwise properly secure your child

Here are some guidelines for baby strollers:

Both collapsible and non-collapsible strollers are allowed on buses:

- Riders may board buses with a child in a stroller. At your request, the bus operator will deploy the lift or ramp.
- An adult responsible for the child must also ride the lift to control the stroller.
- Once on board the bus, a child may remain seated in the stroller as long as the child is strapped in the stroller and the stroller is secured in the wheelchair securement area. If the securement area is not available, the rider must remove the child from the stroller and hold the child in their lap or in a seat alongside the rider for the duration of the ride. Riders with disabilities using mobility devices (including adaptive strollers for children with disabilities) have priority in the securement area.
- Folding strollers must be folded and stored under or between the seats, unless the stroller is too full to do so or if the stroller is occupied and secured as noted above.
- If the stroller does not collapse, it must:
 - Be secured in a way that does not block the aisle or doorways;
 - Be under the control of the owner at all times; and
 - If space is available, be parked with the brake set in the priority seating area. Please note that riders with disabilities and seniors have priority use of this area.

Adaptive strollers for children with disabilities do not need to be collapsed since they serve as mobility aids:

- At your request, the bus operator will deploy the lift or ramp.
- An adult responsible for the child must ride the lift up to control the stroller.
- The child may remain seated in the stroller, and the stroller must be secured in the tie-down area.

Parking and Transportation Regulations: Additional FAQ's – October 2018

What safety features are available on Lehigh transit buses? Do the buses have seatbelts?

Six of Lehigh's 12 Transit shuttle buses are industry-standard, low floor, low center of gravity buses. Seatbelts are not required per the US Department of Transportation. However, Lehigh Transit's new 48 passenger, forward-facing buses do have seatbelts. All future forward-facing buses purchased will also have seatbelts. Further, all Lehigh Transit buses are accessible for individuals with disabilities and feature bike racks.

All Lehigh Transit bus drivers are professional bus drivers who hold a commercial driver's license (CDL). All CDL-licensed bus drivers are required to conduct a pre- and post-trip safety inspection / assessment for each bus, each day, which assesses a variety of safety elements including lighting, brakes, tires, etc. Further, each year, CDL drivers must undergo a physical from a CDL health professional or doctor, and be available for random drug testing each month.

Lehigh Transit has also instituted a peer-on-peer driver safety program. Through this program, veteran drivers work with all transit system drivers to perform random ride-along trips, provide peer-to-peer maintenance training and safety checks, and discuss new regulations and best practices.

Please provide clarification regarding AccessLU, the new accessibility shuttle.

Lehigh University's new disability accessibility shuttle, AccessLU, will be an on-demand shuttle system available on a first-come, first served basis that provides a pick-up/drop-off service to university parking facilities and buildings, as requested. The University is currently finalizing the details of AccessLU, and will provide more extensive information about the service, eligible users, and the sign-up process in the coming weeks.

Please provide clarification/more information about how individuals hired after March 31 sign up for parking.

People who are hired after March 31 will still have the same parking options as current faculty/staff and will go through the same process. If they do not get their preferred parking location, they will have the option to be placed on the waiting list. Spaces regularly open up as a result of new hires, transfers, retirements, etc., and therefore all new hires will have the same opportunities to choose their parking option as current staff.

In addition, based upon feedback received to date, Parking and Transportation will be working with campus leadership to identify an appropriate solution and process for individuals in the recruitment phase that will be starting after the registration period.

What is the cost of the prorated permits for volunteers and adjunct faculty?

Prorated parking permit fees will be dependent upon the individual faculty member's anticipated time on campus. This is on a case by case basis. Permits will be prorated based on how much time you will be spending off campus. Eligibility for a prorated parking permit rate is a minimum of one semester absence from campus. Each faculty member should contact Parking Services to discuss their anticipated parking activity and associated rate.

Parking and Transportation Regulations: Additional FAQ's – October 2018

All volunteers will have the same options for location-based parking and fees, or their department may choose to purchase and provide this for them.

If you and a friend/neighbor decide to carpool/rideshare, and only 1 person purchases a parking pass, can the pass be shared between both people's cars so they can alternate who does the driving?

Yes. The Lehigh carpool program allows those who choose to carpool with other university faculty and staff members to split the cost of parking among all carpool participants. Those looking to find carpool partners can utilize Lehigh's Zimride carpool matching program.

Zimride allows users to offer or request rides for commutes, road trips, and events. The program allows those with a car to match with carpool partners to assist with splitting of costs. It also offers those without a car the opportunity to find a ride.

If the new policy is created or shaped around sustainability, will there be a consideration or "rebate" for those who own an electric car or bike/walk to work?

We appreciate all faculty and staff who choose to walk or bike to work and the positive impact they make to helping to establish a more sustainable, walkable campus. At this time, there are no plans to offer a rebate to those who do so. However, those who do will save money by not paying to park on campus.

Has the possibility of operating on the academic year instead of the calendar year been discussed? There are several staff who work 11 months out of the year, or faculty travel all over the world for research during the break times- there are clearly less faculty/staff on campus during the breaks which should allow those who maintain their regular schedule to be closer to their office.

Currently there are no plans to change the academic calendar. However, there are plans to modify the parking regulations during holidays and breaks to provide faculty and staff with more convenient parking options. We will provide additional information regarding those parking options prior to the 2019 summer break.

If the commuter lot option is selected, where will staff park during Musikfest, Celtic Fest, the Greater LV Auto Show, commencement and other events that are large and tent those facilities?

Most community events mentioned occur during the summer break or weekends, and will have a limited impact on faculty and staff parking, as those months will offer a revised and more convenient parking program. For community events that will affect Lehigh faculty and staff parking, the university will work with the organizers of those events to ensure a limited impact to campus parking. We will provide event-specific parking updates when those individual situations arise.

Parking and Transportation Regulations: Additional FAQ's – October 2018

Will shuttles go opposite directions?

The Campus Connector runs in the same direction throughout campus, but starts each day distributed across Lehigh's three (3) campuses in order to provide a 10-minute headway at each bus stop. There will be five (5) Campus Connector buses running weekdays plus one bus operating on the Asa Packer Campus called the Packer Express.

How will parking and transportation issues be handled during inclement weather, specifically during snow emergencies, icy conditions, etc.?

For days in which inclement weather interrupts the normal Lehigh University Transit Service, the University will make accommodations for individuals parking remotely to get them safely to their vehicles.

The procedure for ensuring access to the Commuter Lots will be as follows:

- The Lehigh University Transit System will continue operation as normal for as long as roadway conditions allow.
- The Parking Services Department will issue Snow Alerts allowing alternate parking locations within walking distance to Asa Packer Campus and Mountaintop Campus if Lehigh University Transit System operations are anticipated to be impacted by inclement weather.
- If a Snow Alert was not issued, and the Lehigh University Transit System is not operating, please call (610) 758-4410 to secure a safe ride from the Transportation Department. Please note that the Transportation Department will have schedule limitations based upon demand and storm severity and there may be a wait time for safe rides.
- If all the above options are out of service, please call Lehigh University Police Department (610) 758-4200 for assistance. Please note that the LUPD will respond to calls based on level of emergency.

Snow Alerts will be issued by the Parking Services Department when weather indicates that a Snow Emergency may occur. Snow Alerts will be issued the night before an anticipated Snow Emergency or by 6 A.M. the morning before an anticipated Snow Emergency. A Snow Alert does not indicate that Lehigh University facilities are closed, or classes cancelled. A Snow Alert will provide information to Commuter Lot users of available Asa Packer Campus or Mountaintop Campus parking locations. These alerts may allow Commuter Lot users an exception to the parking assignment regulation. Commuter Lot users without a valid Lehigh University Parking Permit will not be eligible for parking assignment exceptions. Asa Packer or Mountaintop Campus parking facilities may not always have available parking capacity to accommodate Commuter Lot users during a Snow Alert, as determined by the Parking Services Department. In these cases, the Snow Alert may notify Commuter Lot users that they will be eligible for parking fee reimbursement at the New Street Garage (324 S. New Street, Bethlehem). To receive reimbursement, Lehigh University Permit Holders must present the time and date stamped receipt from the New Street Garage to the Parking Services Department in person at 622 Brodhead Avenue by May 31 of the academic fiscal year. Parking will not be reimbursed unless the Snow Alert issued by Parking Services specifically directs Commuter Lot users of this exception. Vehicles will not receive reimbursement for parking 12:00 midnight to 7:30 A.M. at the New Street Garage.

During a Snow Emergency, Essential Staff (as defined by Human Resources) regardless of permit assigned location will be permitted to park on Asa Packer campus.

Parking and Transportation Regulations: Additional FAQ's – October 2018

Since prospective students will be able to park for free in the Alumni Garage, how many spots are being allotted for this? How will this impact staff paying to park in that garage?

As is the case currently, prospective students will continue to utilize reserved parking in the Admissions Reserves Parking Areas (54 spaces). They will have two options available:

- Pre-Registered Visitors will be required to place a printed copy of their registration confirmation page issued by Admissions on their dashboard.
- Walk-in's will be provided a registration confirmation placard at the Admissions Welcome Desk upon registering.

There will be sufficient parking spaces available for faculty and staff who pay to park in the Alumni Garage when prospective students are on campus.

What are the options for those at Iacocca who want to visit the gym during their lunch hour?

Short-term parking spaces are provided on Taylor Street and University Drive for this purpose. Permit holders can park there for a maximum of two hours. In addition, we are also looking at the possibility to add additional recreation and exercise on Mountaintop Campus to be shared with Facilities and Campus Planning. We will provide more information about this option as soon as it is available.

How are our colleagues who work for Sodexo, ABM, and Brightview access the new parking system? Are they being provided with a \$250 annual increase and the option to select parking spaces?

Employees of third-party vendors such as Sodexo, ABM, and Brightview will not be receiving the increase as they are not Lehigh employees. Lehigh is offering these individuals parking in the upper residential parking lots at a cost of \$250. Further, they also have the option to park on Goodman Campus at no cost.

How will the University address safety concerns, specifically related to faculty / staff working early morning and late-night hours while parking at remote lots?

The University is actively working to enhance safety around campus through additional lighting, installation of emergency phones, and other additional safety considerations as part of the Connections plan. Individuals are encouraged to download Lehigh's Hawk Watch app which provides a number of safety features including the ability to call the police, record your walk, etc.

You can download here:

Apple – <https://itunes.apple.com/app/id1414420776>

Google Play – <https://play.google.com/store/apps/details?id=com.cutcom.apparmor.lehigh>