

FACULTY/STAFF

TRANSPORTATION GUIDELINE

PARKING

FACULTY & STAFF:

- **Parking Permits** <https://nwkparking.rutgers.edu/facultystaff>
 - Can be purchased online by **Type 1 Full time** and **Type 7 PTL** employees who are ***on active payroll status*** using Payroll Deduction or Credit Card payment at:
<https://gobble.rutgers.edu/ebusiness/cm/aut.aspx?usertype=sta>
 - For all other employee types submit to the CTPS office your **Vehicle registration, Rutgers ID and Parking Application form** completed and signed *with approval from your Department Administrator*.
 - You can download the form from our website: <https://nwkparking.rutgers.edu> > General Information > Forms <https://nwkparking.rutgers.edu/sites/default/files/files/PARKING%20APPLICATION%20FORM.pdf>
 - For **Daytime access** of Faculty & Staff parking facilities, your Department Administrator **MUST add you to your Department Allocation List**.
 - **Evening access** of Faculty & Staff parking facilities is from 3:00 pm to 12 midnight from Monday-Thursday and all day Friday-Sunday. Employees not on Department Allocation List will be issued an Evening permit only.
- **Alternative or New Vehicles must be registered to your permit.** Bring vehicle registration at CTPS office and registration fee is \$10.00. Vehicle owner must have the same last name or address with Rutgers employee and must not be actively associated with any Rutgers permit.
 - For more details on registering Alternative or New Vehicles: <https://nwkparking.rutgers.edu/registration>
- **Handicap Registration must be reported to CTPS office** by sending copy of the valid Disabled ID Card by fax (973) 353-5873 or email to jasg@rutgers.edu with subject line "handicap parking". Submit updated handicap registration upon renewal with State office.
 - For more details on handicap parking : <https://nwkparking.rutgers.edu/handicap>
- **Rental / Dealership Loaner Car must be reported to CTPS office** by sending copy of the Rental/Dealership Loaner agreement which includes vehicle information (license plate, make model) by fax (973) 353-5873 or email to jasg@rutgers.edu with subject line "rental car".
 - For more details on rental/dealership car: <https://nwkparking.rutgers.edu/rental>

UNIVERSITY VISITORS:

- **Visitors must be pre-registered** at least 24 hours before the scheduled visit by sending an email to : parking@newark.rutgers.edu
 - Details on the email must include vehicle information (license plate) of visitor, date, time and location of visit.
 - If department is paying for visitor parking, Full Validation Coupons must be provided to visitor before exiting parking location. Full Validation Coupons can be purchased thru RIAS Item Code 920
 - For more details click on : <http://nwkparking.rutgers.edu/visitors> or contact the Garage Supervisor at (973) 353-1347.

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ACTIVE TRANSPORTATION

PUBLIC TRANSPORTATION:

- Join the Commuter Tax \$ave Plan with TransitCenter and save money on your monthly bus/train pass, Path/Subway/Light rail pass. Follow links below for more info:
 - Rutgers Commuter Tax \$ave Plan: <http://uhr.rutgers.edu/ben/commutertaxsaveplan.htm>
 - Employee Benefits: <http://www.transitcenter.com/Employees/How.aspx>
 - How to sign up with TransitCenter: http://uhr.rutgers.edu/documents/transitcenter_getting_started_guide.pdf
 - Monthly Enrollment Schedule: <http://uhr.rutgers.edu/ben/transitcenterenrollmentschedule.htm>
 - TransitCenter Mobile App: http://uhr.rutgers.edu/documents/transitchekflyer_071111final.pdf
 - Part-Time Employees' Mass Transit Savings: <http://uhr.rutgers.edu/ben/masstransitsavingplan.htm>

BIKE PROGRAM

- Rent a bike or bike locker! For more details: <https://nwkparking.rutgers.edu/bikeprogram>

CAR SHARE PROGRAM

- Join the Car Share program! Available to individuals and departments. For more details: <http://nwkparking.rutgers.edu/ezride>

STAY CONNECTED!

Detailed information about the Policies and Procedures of the Commuter Transit and Parking Services of Rutgers-Newark can be found at <http://nwkparking.rutgers.edu/policies>

Customer Counter: (973)-353-1839 Fax #: (973)-353-5873

Garage Operations: (973)-353-1347. Cell #: (973)-420-8651

News and Announcements will be posted at:

CTPS Website News Page: <https://nwkparking.rutgers.edu/announcements>

Facebook: <http://www.facebook.com/rutgers.ctps>

Twitter: [@ructps](https://twitter.com/ructps)