



**San José - Evergreen Community College District
Parking Permits Frequently Asked Questions Regarding
Employee Permits**

- 1. Are employees required to request parking permits for the upcoming Academic Year?**
Yes. Parking permits will be required for all employees.
- 2. Is there a cost for parking permits for employees?**
No. Employee permits are supplied free of charge to employees.
- 3. Will the permits be a decal or virtual?**
Only virtual permits will be utilized. Virtual parking permits will use vehicle license plate numbers as their permit. Virtual permits will be used by all employees.
- 4. How often must employees request a parking permit?**
Virtual parking permits will not expire. Changes to vehicle information must be updated by contacting support@getapermit.net. Part time or associate faculty are required to update their permit annually.
- 5. Are employees who drive a motorcycle required to obtain a parking permit?**
Yes. Employees who drive a motorcycle are required to request a virtual parking permit.
- 6. How do employees request a parking permit?**
Employees must request a parking permit online via Self-Service.
- 7. How do employees request a parking permit once in Self-Service?**
Once in Self-Service, view the left-hand menu and click on "User Options." Then click on "Parking Permit Request" and follow the prompts to order. Make sure to have your vehicle(s) license plate number(s) available when ordering.
- 8. I am an employee but I am being asked to purchase a student parking permit online.**
Employees in this scenario are asked to submit a work order through Information Technology Services & Support (ITSS) to ask for assistance to change their designation. <https://services.sjeccd.edu/TDClient/1862/Portal/Requests/ServiceCatalog?CategoryID=9979>
- 9. May an employee register more than one vehicle, per permit?**
Yes. Two vehicles may be registered with the initial parking permit request. A third vehicle may be registered by emailing support@getapermit.net. An employee may register a maximum of up to (3) vehicles.



10. What do I do if there are changes to my vehicle?

If changes need to be made after the fact, the individual must email TurboData support at support@getapermit.net.

11. How will employees be notified that their parking permit request was received?

The vendor will send an automated e-mail message to employees confirming parking permit request submission and issuance. No further action is needed.

12. How do employees request a daily parking permit for themselves?

Employees who need a daily parking permit must visit District Police and request in-person. Daily parking permits are only available on an emergency basis, not to be used in lieu of a regular parking permit.

13. How do employees request a parking permit for guests or visitors?

Employees who need a permit(s) for a guests or visitors must initiate a TeamDynamix request at:

<https://services.sjeccd.edu/TDClient/1862/Portal/Requests/ServiceDet?ID=52890%20>.

Please ensure that the request is submitted at least **48 hours** prior to the event.

14. Are employee parking permits good at both colleges?

Yes. Employee parking permits are good at both Evergreen Valley College and San Jose City College including the San Jose City College Milpitas Extension.

15. When will parking citations (tickets) begin to be issued?

Police Services will begin to issue parking citations (tickets) the second week of the fall, spring and summer semesters to allow students and employees familiarity with the parking system.

16. Do employee parking permits expire?

For permanent employees, parking permits do not expire. For part-time employees (e.g., associate faculty, short-term employees, etc.), parking permits will expire 365 days from the date of issuance.

17. May employees park in student parking lots?

Yes. Employees may park in student parking lots but it is not recommended since employee parking lots have been designated throughout the colleges.



18. Where can employees learn more about parking permit information?

Employees are encouraged to visit the District website at:

<https://www.sieccd.edu/district-services/district-police/parking-information>

for additional information.

19. Whom should employees contact for parking permit inquiries?

Employees should contact the vendor via email at: support@getapermit.net

20. Is there an online video tutorial available for employees?

Yes. An online video tutorial is available at:

<https://www.youtube.com/watch?v=a1VxF4c-PvQ>

21. How may employees contact Police Services?

Employees may contact Police Services by calling (408) 270-6468 or visiting the police departments located at the colleges. At Evergreen Valley College, the police department is located across from Admissions & Records. At San Jose City College the police department is located in the Student Center, Room SC-108.