



MESSAGE FROM PUBLIC SAFETY

DISTRICTWIDE ANNOUNCEMENT

January 28, 2025

RE: New Staff Parking Permit Issuance

Greetings Skyline, CSM, Cañada and District communities,

The new 2025-2027 Staff parking permits have been distributed to each campus, so you should receive them soon. Each employee has been issued a staff parking permit. Staff parking permits not picked up by employees by February 28, 2025, will be returned to the Campus Public Safety Office and/or District Office.

Please Know and Adhere to Parking Rules

All motorists driving and parking on District property are expected to follow the laws of the [California Vehicle Code](#) as described in [SMCCCD Board Policy 8.48 Traffic Regulations](#). Parking is restricted only to those areas designated and marked for parking. Parking in any non-designated area or in any manner that will restrict traffic flow, is prohibited. Parking in lots is limited to those spaces clearly marked for parking. Parking outside marked spaces, boundaries, or adjacent to curbs not explicitly marked for parking is prohibited.

There is no parking fee for everyone learning, working, and visiting the District's college campuses: Skyline College, College of San Mateo, and Cañada College. A staff parking permit is required for all District and College employees to park in designated staff-only parking lots and spaces. Students may not park in staff parking lots or spaces.

Request a Staff Parking Permit

Beginning February 10, 2025, requests will be accepted for staff parking permits for new employees, a second permit, or to replace a lost or stolen permit. Please complete an online [Staff Parking Permit Request Form](#). Please note that the link will not be live until February 10, 2025.

Once approved, Public Safety Dispatcher/s will receive and process the request within one week. The staff parking permit will be sent to the employee via inter-campus mail. Until you receive your staff parking permit, please park in the student parking lots where no permit is needed.

Those external business partners working regularly at the campuses may request a staff parking permit by completing this form: [Retirees and External Business Partners - Staff Parking Permit Request Form](#).

- Retirees: Human Resources will process retiree requests. Once processed, the permit can be picked up from the Office of Human Resources at the District Office.
- External Business Partners: The Chief Facilities and Operations Officer will evaluate and consider external business partners' requests for approval. If approved, the permit can be picked up from Facilities at the District Office. Please remember that parking in student lots is free and does not require a permit.

Where to Place the Staff Parking Permit in the Vehicle

Parking in staff parking lots and spaces is available to staff parking permit holders on a first-come, first-serve basis. Only staff parking permits issued by the District or Public Safety are valid. When parked in a staff parking lot or space, the staff permit must be placed on the rearview mirror with the permit issue number clearly visible through the windshield. If you forget your staff permit, please park in student lots where no permits are required.

Staff Parking Permit Exceptions

The following are some common examples of exceptions; however, this is not an exhaustive list:

- Exempt License Plates: Federal, State, college, media, county, or city-owned vehicles bearing exempt license plates issued by the California Department of Motor Vehicles or other state DMV are exempt from staff parking permits.
- Americans with Disabilities Act: Vehicles displaying valid California Department of Motor Vehicle [Disabled Person \(DP\) placards or DP license plates](#) may park in staff parking lots and spaces without a staff parking permit.
- [Electric Vehicle Charging Stations](#): Electric vehicles actively charging at a charging station do not require a staff parking permit to use the electric vehicle charging station in a staff parking lot or space.

Parking Citations

Failure to correctly display a staff parking permit when parked in a staff parking lot or space or for other parking violations as described in the California Vehicle Code or Board Policy 8.48 may result in a parking citation.

- Citation Appeals: Should you receive a citation for parking in a staff lot or space and believe the citation was issued wrongly, you may request to appeal that citation by visiting the [Public Safety Webpage](#) and following the [Appeal a Citation](#) link on the Parking tab.
- Grace Periods: To acclimate employees, students, and visitors to our campuses, at the beginning of the fall and spring semesters, the Department of Public Safety is under direction to issue warning citations for staff parking permit violations. Although staff or special parking permits are required in all staff parking lots during the grace period, violations will be addressed by issuing a "Warning" parking citation. These "Warnings" are to be used as a reminder that a staff parking permit is required for vehicles parking in staff parking lots or spaces. Please note that parking citations may be issued for all other violations of district parking and traffic procedures or the California Vehicle Code.