

Temporary Parking Program

In the case of medical necessity, Rhode Island College has five (5) temporary parking signs available for placement throughout the campus. Temporary parking spaces are designed to provide employees and students with temporary accommodated access to their work/study locations and are reviewed and granted on a first-come-first-serve basis.

An employee must submit a request to Beth Cabana in the Office of Human Resources (HR) at (401) 456-9841 or ecabana@ric.edu for a temporary parking pass. Requests must be accompanied by medical documentation from a physician, indicating the need for the temporary parking space as well as the duration of the accommodation (issued for up to 30 days, and extended if needed). In addition, the request must include vehicle information (make, model, color of vehicle, and license plate number).

A student must submit a request to the Disability Services Center at (401) 456-2776 for a temporary parking pass. The Disability Services Center contacts HR and provides all contact and vehicle information (make, model, color of vehicle, and license plate number).

Upon approval, HR contacts Physical Plant Administration for placement of the temporary parking sign. HR also provides campus police with vehicle information. If the temporary parking pass is for a student, HR notifies the Disability Services Center.

An approved employee or student receives only **one** assigned parking space for the entire approved period. Any person authorized to use this permit is **NOT AUTHORIZED TO PARK IN DESIGNATED HANDICAP PARKING SPACES** (blue signs). Under this program a handicap parking space may NOT be designated as a temporary parking space. All decisions regarding permits are final. Permits are not valid for use other than on the RIC main campus. Parking signs may NOT be moved without express approval from HR.

HR notifies the employee or student that his or her request has been approved with the location of the temporary parking space. HR and the employee or student make arrangements to pick up the temporary parking hang tag.

HR monitors the expiration of the temporary parking signs and will notify the employee or student prior to the expiration date. HR also notifies Physical Plant Administration two (2) days prior to the expiration date for sign removal.

Violations of the above rules of usage may result in immediate suspension of temporary parking permit privileges.