

June 6, 2008

MEMORANDUM

To: Faculty and Staff of University Central and School of Nursing

From: Office of Traffic and Parking

SUBJECT: 2008-09 VEHICLE REGISTRATION AND RENEWAL

We are pleased to announce that online vehicle registration will be open to University Central faculty and staff beginning Monday, July 14, 2008. Please remember to register your vehicle before the current permits expire on August 31, 2008.

Email Notification: University Central faculty and staff with valid Vanderbilt email addresses should receive an email notification on July 14, 2008 announcing the opening of registration.

Online Registration: Customers should log in using their VU Net ID and password. You should verify all the pre-filled information and make changes as necessary. If the fields are not pre-filled, you will need to complete the missing data.

What you will need:

- You will need access to the internet. Your email notification will provide a link which will take you to the registration website of the Office of Traffic and Parking. That link is: www.vanderbilt.edu/parking. On the left hand side of the page select Register A Vehicle.
- You will be asked to enter your **VUNET ID** and **password**.
- Please have available the license plate number, state where registered, make, model, year and color of the vehicle(s) to be registered before you log in.

Permit Rates: Permit prices for 2008-09 will be \$21 per month. University Central faculty and staff are encouraged to use payroll deduction as a pre-tax alternative to using a credit or debit card.

Permit Delivery: Your parking permit will be delivered to the address used during registration, approximately three weeks from the date you register. If you prefer to have your permit delivered on campus, please use your campus address. Helpful instructions, information and a parking map will be included with your permit.

Please affix your permit to your registered vehicle when it arrives. There is no reason to wait until September 1 as permits are valid immediately at no extra charge.

Alternative Transportation: This year Vanderbilt has entered into a joint venture with Zipcar, a car sharing program that allows staff and faculty to rent a car by the hour or by the day. Vanderbilt will have 5 vehicles located on campus for use by members of the program. For more information visit our website and select "Alternative Transportation".

Assistance: For additional assistance, contact the Office of Traffic and Parking at (615) 322-2554.

Thank you.

NOTE:

Faculty and Staff who have reserved spaces in Wesley or Terrace Place Garages have been advised on renewing their permits separate from this mailing. If you have not received notification from the Office of Traffic and Parking before receiving this letter, please contact us immediately at 322-2554.

Reserved parking rates for FY 2008-09 in Wesley and Terrace Place are \$110 per month beginning July 1.