



Policy Number: 5.4

Chapter: Finances

**Title: Parking and Transportation Department
Mission and Structure**

**Division/Department: Finance/Parking and
Transportation**

**Policy Administrator: Director of Parking and
Transportation**

Adoption Date: September 27, 2023

Revision Dates:

1. PURPOSE

The Division of Finance is divided into several departments. This policy will define the Parking and Transportation Department and identify its key areas of responsibility.

2. DEFINITIONS

This Policy does not require the definition of any specific terms.

3. POLICY

3.1. Within the Division of Finance, there is the Parking and Transportation Department, headed by the Director of Parking and Transportation, who reports to the Chief Financial Officer and whose responsibilities are to direct and manage the operations of the department, appoint employees within the department, prepare its annual budget, be accountable for activities of the department, serve as the senior supervisor over the department, and other duties as assigned.

3.2. The mission of the Parking and Transportation Department is to safely and efficiently manage the limited resources of parking facilities and spaces on the AHEC campus and to provide reliable shuttle service to the accessible community, while effectively enforcing all policies, rules and regulations with customer service as a priority.

3.3. The key areas of responsibility of the Parking and Transportation Department include:

3.3.1. Daily Operations:

- Maintaining all campus parking structures and surface lots.
- Managing parking and transportation policies, rules, and procedures.
- Issuing parking permits and passports.
- Issuing citations for parking violations.
- Performing accounting.
- Maintaining equipment used in operations.
- Collecting and maintaining data on parking usage on the AHEC campus (and surrounding neighborhoods, where necessary).
- Interacting with the City and County of Denver parking authorities.
- Conducting parking surveys and studies.
- Providing information for a Parking & Transportation web page on the AHEC website managed and published by the AHEC Marketing Dept.

3.3.2. Accessible Shuttle Services:

- Operating or contracting for on-campus shuttle services to designated areas around campus.
- Maintaining a relationship with the Regional Transportation District (RTD) and selling RTD passes to AHEC campus users.

3.3.3. Motorist Assistance:

- Aiding customers who have vehicle problems such as dead batteries, or flat tires.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: September 27, 2023

Approved by: Tracy Huggins
Chair of the Auraria Board