

Missouri State | TRANSPORTATION SERVICES

Employee Name: _____ M#: _____

Employee Title: _____ Requested Parking Lot: _____

I understand this is request for a silver parking permit and that there are stipulations that I am required to fulfill when parking on campus with a silver parking permit. Silver parking permits are provided to employees whose responsibilities require them to use their personal vehicle to perform official university related duties on campus in multiple areas where a service vehicle (purple) permit or any other parking permit will not suffice. In order to be eligible for a silver parking permit, an employee must be full-time staff or faculty.

The employee listed above meets one or more of the following criteria listed below (please check one or both as needed):

- Employee is required to travel to additional office or department offices across campus on a regular basis
- Employee's position requires immediate access to all areas of campus on a regular basis

The employee listed above has been instructed that:

- Silver permit holder are required to notify dispatch services any time they are parking outside of their primary parking lot including, but not limited to parking in any service vehicle, service vehicle only or university vehicle parking spaces. Failure to notify dispatch services may result in receiving a parking citation.
- Silver parking permits may only be used outside their designated parking lot while the employee is performing official university related duties. Silver permits may not be used as a substitute for a standard parking permit to use as a more convenient parking lot on campus.
- Silver parking permits are valid in all individually signed service vehicle, service vehicle only and university vehicle parking spaces, as well as non-signed parking spaces in all other parking lots, except metered spaces, ADA accessible parking spaces (unless requirements of Missouri State University parking regulations section 7 are met) and parking lot 6.
- The employee will be responsible for any parking citations received while using their silver parking permit.

By my signature, I agree to abide by silver permit guidelines as outlined above.

Employee (Printed Name): _____

Signature: _____ Date: _____

Cost Center Head (Printed Name): _____

Signature: _____ Date: _____

Transportation Manager Signature: _____ Date: _____

Assigned Parking Lot: _____