

Parking Services Operating Procedures:

AE.PS.013: Offsite Employee Parking



Created: 26 June 2020
Last Revised: 23 May 2023

Parking Services
Auxiliary Enterprises

Purpose

To outline the parking registration procedure for all employees who work at offsite clinics.

Definitions

Offsite Clinics – Clinics that are not located within 5 miles from UT Southwestern’s main campus. This currently includes:

- UT Southwestern Frisco
- UT Southwestern Medical Center at Park Cities
- UT Southwestern Medical Center at Richardson/Plano • UT Southwestern Medical Center at Las Colinas
- UT Southwestern Medical Center at Woodview Tower
- UT Southwestern Monty and Tex Moncrief Medical Center at Fort Worth
- UT Southwestern Family Medicine at Texas Health Dallas
- UT Southwestern Harold C. Simmons Comprehensive Cancer Center at Moncrief Cancer Institute

Parking Regulations

Per UTSW Policy [FSS-257 Campus Parking](#), all employees and students who park a vehicle on property owned or leased by UT Southwestern must register their vehicle and purchase a permit from Parking Services. Employees who park a vehicle on campus or on a UTSW owned or leased property and do not have a current parking permit are subject to receiving a parking citation.

Parking Enforcement of all offsite clinic locations will begin on September 1, 2020.

Parking Registration

Offsite and Remote Work employees who wish to park a car on a campus leased or owned by UT Southwestern must register for an offsite parking permit. The monthly rate for this permit is \$10.42 and provides Lot Parking privileges at all offsite facilities. If/when an employee needs to travel to main campus, this permit will allow parking in most garages. Currently, all garages at Clements University Hospital and the North Campus Garage are excluded from this accommodation.

All employees designated as Faculty are not eligible for the reduced parking rate. Also, if during the permit year an employee transfers to a main campus clinic, they are no longer eligible for the reduced rate.

All UTSW employees may visit <https://www.utsouthwestern.net/intranet/services/auxiliary-enterprises/parking/> to register for parking.

Please direct your questions and concerns to parkingservices@utsouthwestern.edu.