

Dear Parking Permit Holder,

As you are probably aware, [Los Angeles County](#) and the [City of Los Angeles](#) ordered all residents to stay home starting March 19, through April 19, 2020, in an effort to limit the spread of COVID-19. As a result, UCLA is [suspending all nonessential on-campus operations](#).

With the closure of the campus, courtesy parking is available for employees and students who must come to campus to support essential services during this period in order to reduce reliance on public transportation and avoid crowds. Additionally, employees and students with parking permits will not be charged for parking during this period, even those using payroll deduction.

As a reminder, payroll deduction parking permits are paid in the month **following** your permit effective dates. Understanding that a large number of staff on payroll deduction did not use their permit for the full month of March, UCLA Transportation is pro-rating the deductions. As a result of these efforts, customers can expect the following:

- Biweekly employees will only see one deduction in April, not two.
- Monthly employees will have their scheduled deduction cut in half.
- Deductions for future months will similarly be pro-rated or waived, until the campus resumes normal operations.

Please **do not cancel** your parking permit at this time.

If you have any questions or need further information, please contact us at [transportation@ts.ucla.edu](mailto:transportation@ts.ucla.edu). Our staff will be monitoring email remotely to continue to serve you.

Sincerely,  
UCLA Transportation