

Virtual Flex Permit (Pilot Program)

Definition and Purpose

The Virtual Flex Permit pilot program is available for faculty, staff or students needing temporary or short-term parking on campus. It is best for teleworkers or commuters who prefer to purchase short-term parking permits for non-SmartPark and non-visitor locations. The pilot program will be effective beginning August 15, 2020.

Rules and Regulations

- Virtual Flex Permits may be purchased for a specific location and date.
- Virtual Flex Permits may be purchased online only at [The Driver's Seat](#).
- When purchasing the permit, customers may select the permit's date of use/activation.
- Permits may be purchased up to 60 days in advance of its use/activation date.
- Virtual Flex Permits are issued on a space-available basis as determined by GT PTS. As a pilot program, Virtual Flex Permits are offered in the following parking locations:
 - East Campus – **E40, E65, E70, ER51, ER54, ER66**
 - West Campus – **W01, W04, W06, W21, WR29**
- Virtual Flex Permits are sold at a Same-day, 2-day, 1-week or 1-month option as indicated below:
 1. **Same-day Permits** are valid for one-day only. They expire at 11:59 pm on the day of its activation.
 2. **2-Day Permits** are valid for two days and expire at 11:59 pm the day following the first day of activation. (The 2-day permit will be valid for two consecutive days).
 3. **1-Week Permits** are valid for one week and expire at 11:59 pm on the seventh day of activation (i.e. If the first day of activation for the weekly permit is a Monday, the permit will expire the following Sunday at 11:59 pm).
 4. **1-Month Permits** are issued for one month and expire at 11:59 pm after that same day the following month.
- Virtual Flex permit holders will not receive a physical permit hangtag.
- The license plate registered in your parking account (in The Driver's Seat) will act as your permit and will be the identifier used to determine if your car is permitted to park on campus.
- Multiple vehicles may be associated with your Virtual Flex Permit, by registering the vehicle's license plate in The Driver's Seat. However, only one vehicle (registered to your permit) may be parked on campus at a time.
- Virtual Flex Permits are valid in your primary selected location and after hours from (5:00 pm – 11:59 pm) in ungated, non-residential locations.

Restrictions

- Virtual Flex Permits must be paid for prior to being issued.
- Credit card payment is the only payment option for online Virtual Flex Permits. Payroll deduction (for faculty/staff) and Bursar (for students) is not an available payment option for Virtual Flex Permits.
- **Virtual Flex Permits are not refundable.**
- Permit holders may not have more than one active Virtual Flex Permit at any time.

- Virtual Flex Permits will not be available for online purchase 3 days prior to a campus event.
- Annual Individual, Carpool, Evening/Weekend permit holders are not eligible to purchase the Virtual Flex Permit.
- Parking and Transportation Services has the right to reserve lots/decks for event parking on campus. Parking may be sold in advance or at the gate on a first come basis. Lots that are restricted for an event will be posted at the entrance to the lot, permit holders will be notified by email, and/or on our website at www.pts.gatech.edu.
- Parking and Transportation Services has the authority to close a lot for construction, maintenance, or safety issues. Permit holders will be notified in advance of lot closures.
- If your assigned lot is full, permit holders are asked to park in a permit stall that is in the next closest non-gated lot to your original assignment. Immediately report your lot as full on our website at <http://pts.gatech.edu/out-area-parking-request-form> by completing an **out-of-area request**. **Note that Virtual Flex permit holders may not park in the E44 parking location as an alternate out-of-area location.**
- Virtual Flex Permits are not valid in restricted areas; such as fire lanes, meters, reserved stalls, motorcycle stalls, service vehicle stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots staffed during Special Events.
- Unauthorized parking with permits within restricted areas will result in a citation or impoundment of the vehicle.
- Failure to follow GT PTS rules and regulations may result in your parking privileges being revoked.
- All citations and other unpaid fees that are due to GT PTS must be paid prior to purchasing a Virtual Flex Permit.

References

- Annual Individual Parking Permit

Number	PTS-
Effective Date	Permit Year 2020-2021
Date Created	August 10, 2020
Date Approved	
Date Reviewed by Legal	
Revision Dates	August 10, 2020, August 13, 2020
File Location	