

DELAWARE COUNTY COMMUNITY COLLEGE

VEHICLE REGISTRATION FORM

(For New Employees Only)

NAME: _____
(Print Clearly) Last First MI

CAMPUS: _____ DEPT. _____ ROOM # _____ OFFICE EXT. _____

EMPLOYMENT STATUS

FACULTY

Full Time _____ Perm. ____ Temp. ____
Part Time _____

STAFF

Full Time _____
Part Time _____

OTHER _____
(explain)

AUTHORIZING SUPERVISOR: _____ OFFICE # _____

VEHICLE INFORMATION

VEHICLE #1

License Plate # _____ Registration – State _____
Make/Model _____ Color _____

VEHICLE #2

License Plate # _____ Registration – State _____
Make/Model _____ Color _____

PLANT OPERATIONS ONLY

VEHICLE #1 Card # _____ Decal # _____ Date Issued _____

VEHICLE #2 Card # _____ Decal # _____ Date Issued _____

Mailed: _____ In Person: _____ System Entry Clerk/Date: _____

DELAWARE COUNTY COMMUNITY COLLEGE

TO: New Employees

FROM: Plant Operations

SUBJECT: Parking Decal and Gate Card Instructions

Please place the decal on the driver's side of vehicle on the passenger window. This is the back seat behind the driver, side window. Parking for faculty and staff is in gated lots 1, 2 and 3. If you have received a gate card, hold card by the edge and wave it in front of the electronic eye on gate panel. If you have not received a card (but do have a decal), or if electronic eye is not working, press the intercom button for assistance.

At this time we only issue gate cards to all full time permanent faculty and all full time or part time staff.

If your card is lost or stolen, there is a charge of \$6.95 payable at the cashier's window in the main lobby of Founders Hall. Please bring your receipt to Plant Operations in Room 1247 in the Academic Building for a replacement.

Please review the parking regulations in the Student Handbook which may be obtained in the Student Lounge on the lower level of Founders Hall. Or, visit the DCCC web site at www.dccc.edu. Under the section "About DCCC" click on "Safety/Security" then click on "Parking and Traffic Regulations".

If any of the information on the registration form changes such as your license plate number, your office/campus location or you get a new car, please inform Plant Operations immediately. If your employment at the College is terminated, please return the gate card to Room 1247 (Plant Operations). If you have any questions, please call 610-359-5110 between the hours of 7:30am and 3:30pm, Monday through Friday.