



Educational Institution Parking Permits

School-specific permits for teachers

- The SFMTA Residential Parking Permit Program issues parking permits to teachers at school sites. The number of permits allowed for each school is determined by SFMTA's Streets Division. Your school administrator or a designated representative must determine which teachers receive or share permits.
- Under Transportation Code Section 905(e)(3)(A), permits are intended for use by "persons employed as teachers," and should not be assigned to other school employees.
- It is the responsibility of the school administrator or designated representative to collect the permit fees and send to the SFMTA for each permit requested. Full payment, along with completed application, should be mailed to:

SFMTA Customer Service Center
ATTN: Teacher Parking Permits
11 South Van Ness Avenue
San Francisco, CA 94103-1226

- It is the responsibility of the school administrator or designated representative to distribute permits and monitor the use of permits among qualified teachers.
- It is the responsibility of the school administrator to collect permits for summer use and again for the new school year in the fall.
- Any lost or stolen permits will not be replaced.
- Under Transportation Code Section 905(e)(3)(A), Teacher Parking Permits "shall be valid during the days and times of parking enforcement in the Residential Parking Permit Area" where your school is located. Please be certain that your teachers are aware of the days and hours of enforcement, which are displayed on signs.

Citywide permits for teachers and school administrators

- The Residential Parking Permit Program also allows for "City-wide permits for teachers and school administrators employed by the San Francisco Unified School District (SFUSD) whose duties require them to travel to more than one school site and who



have been approved by the Superintendent of the SFUSD, or his or her designee.”
Transportation Code Section 905(e)(3)(E).

- SFUSD determines which types of employees qualify for citywide permits under the definitions provided in the Transportation Code.
- Citywide permits are requested by SFUSD, not individual schools or employees. The SFUSD coordinator is responsible for collecting permit fees and sending payment to SFMTA at the address listed above.
- Citywide permits “shall exempt the holder from Residential Parking Permit Area regulations on weekdays between the hours of 8 a.m. and 6 p.m. when performing official functions for the SFUSD.” Transportation Code Section 905(e)(3)(E).