

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED REGULATION AMENDMENT**

REGULATION TITLE: UWF/REG-5.001 Parking and Traffic Control

SUMMARY: The proposed amendment to UWF Regulation 5.001 separates the provisions related to traffic into a stand-alone regulation; incorporates the text of the parking brochure into the existing regulation text, increases the parking permit fees and various fines and reformat and modifies the text to improve user-friendliness.

AUTHORITY: BOG Regulation 7.003; BOG Regulation 1.001 (6), (7); § 1006.66, F.S.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION

AMENDMENT: Mr. Matt Altier, Vice President of Administrative Services

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Anita Schonberger, Deputy General Counsel, aschonberger@uwf.edu, Phone (850) 474-3420; FAX (850) 474-2203; Bld. 10/Rm 122; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation amendment must be sent in writing to the contact person on or before May 23, 2012 to receive full consideration.

THE DATE THIS NOTICE WAS POSTED ON THE UWF BOARD OF TRUSTEES WEBSITE: May 4, 2012; **THIS NOTICE WAS ALSO POSTED ON ARGUS TODAY ON MAY 8, 2012.**

THE FULL TEXT OF THE PROPOSED AMENDMENT TO THIS REGULATION IS SET FORTH BELOW:

University of West Florida Regulation

UWF/REG 5.001 Parking and Registration (2012)

- (1) **General Information-** The University of West Florida strives to provide a safe environment for employees, students and visitors and to provide facilities required for personal safety and health. Parking a vehicle on any of the University of West Florida's campuses is a privilege that may be granted and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in the vehicles. Additional copies of this rule may be obtained from Parking Services, Bldg. 91, or from the University Police Department, Bldg. 19, which is open 24 hours. The text of this rule is on the web page at <http://uwf.edu/generalcounsel>
- (2) **Registration-** All University employees, students and others, with the exclusion of visitors,

using automobiles and other mechanical conveyances on campus must be registered with Parking Services the first day the vehicle is on campus. For registration to be considered valid, the permit, if it is a decal, must be properly affixed or, if it is a hang tag, must be in the designated place and upright; in addition the registration form must be signed and complete.

(3) **Permits-**

- a. By parking on campus, employees, students and others are agreeing to abide by and follow all provisions contained in this rule.
- b. Permits may be purchased at the University Cashier’s Office, Bldg. 20E or may be purchased online by logging into my.uwf.edu, clicking the Student Resources tab and selecting “Parking Permits.” Fort Walton Beach campus permits are invalid on the University of West Florida’s Pensacola campus. The fees for permits are set forth below:

<u>Permit Fees</u>					
<u>Classification</u>	<u>2012-2013</u>	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
<u>Reserved/Administrative</u>	<u>\$210</u>	<u>\$252</u>	<u>\$302</u>	<u>\$363</u>	<u>\$435</u>
<u>Faculty/Staff</u>	<u>\$84</u>	<u>\$101</u>	<u>\$121</u>	<u>\$145</u>	<u>\$174</u>
<u>Resident Student</u>	<u>\$84</u>	<u>\$101</u>	<u>\$121</u>	<u>\$145</u>	<u>\$174</u>
<u>Commuter Student</u>	<u>\$66</u>	<u>\$79</u>	<u>\$95</u>	<u>\$114</u>	<u>\$137</u>
<u>Motorcycle</u>	<u>\$42</u>	<u>\$50</u>	<u>\$60</u>	<u>\$73</u>	<u>\$87</u>
<p><u>parking permit price includes Florida State Sales Tax</u> <u>additional vehicles are one- half the annual rate</u> <u>semester permits are one- half the annual rate</u></p>					

- c. Permits are issued for an academic year or semester. Permits or temporary permits must be immediately placed on the vehicle according to the instructions on the back of the permit.
- d. Purchasing a permit does not guarantee a parking space.
- e. Vehicle registration expiration dates appear on each issued permit.
- f. Expired permits must be removed from the vehicle. Only one permit is allowed per vehicle.
- g. Permit holders will be held responsible for violations that are committed by other persons using the permit of the permit holder.
- h. Permits will not be issued to or renewed for individuals with any delinquent parking citations. All fines must be paid before a permit will be issued.
- i. Each vehicle must have a permit while on campus.
- j. Upon sale or disposal of a registered vehicle, with a decal affixed, the decal must be destroyed.
- k. Replacement permits are issued for a fee in the following cases:
 - i. when a registered vehicle is no longer being used on campus and/or is replaced by a different vehicle (proof of registration must be furnished); or
 - ii. when the permit of a registered vehicle is lost, stolen or defaced and an appropriate complaint is filed with the police (proof of prior registration must be furnished).

(4) **Types of Permits-** There are two styles of permits: decals and hangtags. Each vehicle parking on campus must display a parking permit at all times. Hangtags are transferable to another vehicle owned by the same individual. However, no permit is transferable to another individual. Decals must be affixed to the vehicle for which it was registered and are not transferable. Hangtags must be hung from the rearview mirror so that they are visible. Placing the hangtag on the dash or console will be considered improper display. The color and type of permit will designate the specific parking areas allowed.

(5) **Permit Designations-**

- a. **Residential:** Resident students are required to display the appropriate University resident permit. The permit must be displayed at all times the vehicle is on campus. Resident students must park in appropriate parking areas at all times the vehicle is parked on campus. Between the hours of 7:00 a.m. and 4:30 p.m. resident students must park in blue, red, orange, silver or black lots in accordance with the color of their permit. Between the hours of 4:30 p.m. and 7:00 a.m. resident students may also park in commuter and faculty and staff areas. Resident students moving from one residence hall to another must purchase the appropriate permit and return the old permit to the cashier.
- b. **Visitor:** Visitors may pick up parking permits free of charge at Parking Services, Bldg. 91; the University Police Department, Bldg. 19; or the Visitor's Center, Bldg. 81. Visitors are allowed to use designated visitor parking spaces or areas. Failure to obtain a permit may result in a citation being issued to a visitor's vehicle. Visitors may clear their citation for "lack of permit" or "parking in a restricted area" by bringing the ticket to Parking Services. Visitors with valid state issued special needs permits can park in visitor parking spaces without a visitor's pass. Current employees and students who are also members of the Alumni Association are not eligible for visitor passes and are not entitled to park in visitor parking areas through their membership in the Alumni Association.
- c. **Disability:** Parking permits for people with disabilities are available through the State of Florida's local tag office in accordance with Florida state statute, Section 316.1964. The University requires that the State issued disability parking permits or license plates are displayed on the vehicles parked in special needs spaces. Holders of such parking permits or license plates are not required to purchase a University of West Florida parking permit and may park in non-reserved spaces if designated disabled spaces are not available. Further information regarding special parking accommodations can be found online at www.uwf.edu/parking.
- d. **Temporary and Special:** Temporary and special permits are issued at Parking Services, Bldg. 91; the University Police Department, Bldg. 19; or the Visitor's Center, Bldg. 81 for special circumstances such as daily visitors, vendors, business consultants, borrowed vehicles, temporary and volunteer workers, and special user needs.
 - i. **Different Vehicle.** Permit holders temporarily driving an unregistered vehicle must obtain a temporary parking permit *prior* to parking on campus. One temporary permit is valid for up to two weeks will be issued free of charge.
 - ii. **Off-Campus Students.** Students who enroll at the Fort Walton Beach

campus must obtain parking permits if their vehicles are parked on the University of West Florida's Pensacola campus. One-day permits can be obtained from the Visitor's Center or Parking Services at no cost. If any course work is to be completed on the University's Pensacola campus, the student must purchase a permit and the appropriate permit fee schedule will apply.

- iii. **Off-Campus Employees.** University employees who are assigned work at off-campus locations must purchase a parking permit if they park their vehicles on the University of West Florida's Pensacola campus. However, where such employees must purchase a permit for parking at the off-campus location, the University's permit requirement may be waived upon request by the applicable department head.
- iv. **Retired Employees.** Retired University of West Florida employees, who are no longer employed at the University, or their surviving spouses, are eligible for one free permit per year.
- v. **Alumni.** Active Alumni Association member permits are acceptable in lieu of visitor passes. All parking regulations will apply.

(6) **Parking Restrictions-** It is the responsibility of all University of West Florida employees and students to know the University's parking regulations. Employees and students must follow all parking restrictions.

a. **Parking Requirements for All Vehicles.**

- i. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.
- ii. Vehicles that create a hazard or constitute a nuisance will be towed away immediately at the owner's expense.
- iii. Overnight parking of any vehicle other than by those with a resident student or guest of a resident student with a temporary permit displayed in not permitted without permission of the Director of Parking and Transportation Services.
- iv. Residing or sleeping overnight in vehicles parked on campus is not allowed.
- v. Lack of parking spaces will not be considered a valid excuse for violation of parking regulations.
- vi. Parking overtime in time-limited spaces in the following lots: A, B, H, BB, and U, is prohibited.

b. **Regulated Parking.** Regulated parking lots/spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week unless otherwise specified. Regulated spaces are spaces designated for certain vehicles and include the following:

- i. **Numbered Reserved Parking.** Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
- ii. **Administrative Blue and Gold Parking.** Administrative Blue and Gold lots/spaces are reserved. Those with an Administrative permit may park anywhere except in numbered reserved spaces.
- iii. **Loading Zone.** The period of use for loading or unloading purposes will be restricted to 30 minutes. Prior permission from Parking Services to park in a

- Loading Zone is required. Parking regulations in Loading Zones will be enforced at all times.
- iv. **Visitor Parking.** Visitors with a temporary visitor permit are allowed to use commuter parking spaces, or designated visitor parking spaces only. Visitor permits can be obtained at the University Police Department, Bldg. 19; or the Visitor's Center, Bldg. 81.
 - v. **Other Parking.** Other spaces on campus are restricted for designated functions such as Special permit, State Vehicles, Police and Service Vehicles and are marked accordingly.
- c. **Resident Student Parking.** Resident student parking lots/spaces are marked by posted signage with colors that correspond to the permit color. Spaces/lots designated as Resident Student Parking are: Blue for Pace, Argo, Heritage and President's Hall; Red for Martin Hall; Orange for Southside; and Black for the Villages. These lots are restricted 24 hours a day, 7 days a week. Notification of when the restrictions on Resident Student lots/spaces are lifted will be posted on the University website.
 - d. **Commuter Student Parking.** Commuter students must park in spaces designated as commuter student parking by posted signage between the hours of 7:00 a.m. and 4:30 p.m. Commuter students may park from 4:30 p.m. to 7:00 a.m. in any space on campus except restricted spaces, which include visitor, fire lanes, police, resident, disabled, service and state spaces.
 - e. **Faculty and Staff Parking.** Faculty and staff lots/spaces are restricted to faculty and staff permit-holders from 7:00 a.m. to 4:30 p.m. After those hours, any vehicle with a permit may park in faculty and staff lots/spaces except those spaces where posted signage or painted marking indicate that the space is restricted or reserved. Numbered reserved spaces become available for use to faculty and staff between the hours of 5:30 p.m. to 7:00 a.m. Faculty and staff may park in commuter lots for overflow parking as described in subsection g.
 - f. **Motorcycle Parking.** Motorcycles must park in designated motorcycle spaces only. This is a 24-hour restriction.
 - g. **Overflow Parking.** Faculty and staff unable to locate parking in designated faculty and staff lots may park in designated commuter lots. Overflow parking is not permitted in any space other than one designated as "commuter" space.

(7) **Immobilization and Towing-**

- a. **Immobilization.** Persons with three or more unpaid parking citations are subject to vehicle immobilization and an administrative fee. Vehicles parked in a numbered reserved space without the appropriate permit are subject to immediate immobilization and/or towing.
- b. **Immobilization Fees.**
First Immobilization: \$50.00
Second Immobilization: \$100.00
Third Immobilization: \$150.00 and loss of parking privileges.
- c. **Towing of Immobilized Vehicles.** Arrangements must be made with 24 hours of immobilization to pay accrued fines and administrative fees or the vehicle is subject to towing.
- d. **Responsibility for Costs.** The fees and costs of immobilization and/or towing will

be charged to the following persons:

- i. The permit holder for the vehicle is responsible for the towing fee and administrative fee regardless of whether the permit holder is the owner of the vehicle or not. If the owner is not a permit holder and the vehicle is not registered with the University, then
- ii. the owner registered with the State will be responsible for towing and administrative fees.

(8) **The Parking Violations Appeal Board-** The Parking Violations Appeals Board (PVAB) is established under the authority of the President of the University of West Florida to adjudicate appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict and restore driving privileges on campus, and impose and remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding the Uniform Traffic Citations issued under the authority of Chapters 316 or 318, Florida Statutes, which govern the violations of traffic laws.

a. **Membership.** The PVAB is comprised of six members nominated as follows:

- i. One faculty member from the Faculty Senate;
- ii. One staff member from the Staff Senate;
- iii. Two students: one resident and one commuter, chosen by the Student Government Association;
- iv. A representative from Human Resources; and
- v. The Director of Parking and Transportation Services, who shall serve as a non-voting, ex-officio member.

b. **Operating Procedures.**

- i. The chairperson will be elected annually by the members and have full voting rights.
- ii. The PVAB will meet as required to discharge their responsibilities.
- iii. A quorum will consist of at least three members. A simple majority of Board members voting will be required to render decisions and take action.

(9) **Parking Services Appeals Procedure.** Parking or Registration citations may be appealed through two levels.

a. **Level One.** Forms are available for the first level of appeal at Parking Services, Bldg. 91. Online appeal forms are available on the Parking Services webpage <http://uwf.edu/parking/appealform.cfm>. Appeals must be filed within seven calendar days of issuance of the citation. The first level appeal is to allow for correction of any obvious issuance errors. At this level appeals go to the Director of Parking and Transportation Services' office. The Director of Parking and Transportation Services makes all decisions regarding level one appeals. Decisions by Parking Services will be posted at Parking Services, Bldg. 91, the information board in front of Bldg. 20E and on the Parking Services webpage at <http://uwf.edu/parking/appealsresults.cfm>.

Level Two. The second level of appeal is through the Parking Violation Appeal Board (PVAB). Decisions by Parking Services upholding parking citations will automatically be forwarded to the PVAB. The date, time and location of PVAB meetings at which the appeals are heard will be displayed on a list posted at Parking

Services in Bldg. 91, the information board in front of Bldg. 20E and on the Parking Services webpage at <http://uwf.edu/parking/appealsresults.cfm>.

- b. Individuals appealing a citation will be afforded an opportunity to appear before the PVAB to present their appeals in person. If the individual fails to appear, the appeal will continue in the individual's absence. After the case is considered, the decision will be rendered in writing on the appeal or referral form and returned to Parking Services for filing and/or action as necessary. Decisions of the PVAB will be posted at Parking Services, Bldg. 91, the information board in front of Bldg. 20E and on the Parking Services webpage at <http://uwf.edu/parking/appealsresults.cfm>. The PVAB's decision is final and binding.

(10) **Payment of Fines-** Violators of parking regulations are subject to citations resulting in the assessment of fines. Individuals receiving a University of West Florida parking citation shall pay the fine at the Cashier's Office, Bldg. 20E unless they file a timely appeal. A hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.

(11) **Schedule of Fines**

a. **Vehicle Registration Fines**

<u>Violation</u>	<u>Fines</u>
<u>Improper Display of Permit</u>	<u>\$15.00</u>
<u>Attaching a Permit to a vehicle not listed on the registration form</u>	<u>\$15.00</u>
<u>Taping or Temporarily affixing permit to vehicle unless otherwise directed by Parking Services</u>	<u>\$15.00</u>
<u>Display of Expired Permit</u>	<u>\$20.00</u>
<u>Altering or Defacing a Permit</u>	<u>\$25.00</u>
<u>Failure to Register Vehicle</u>	<u>\$50.00</u>
<u>Registration obtained through falsehood, misrepresentation, or incomplete information on the vehicle registration form</u>	<u>\$100.00</u>

b. **Parking Violation Fines**

<u>Violation</u>	<u>Fines</u>
<u>Overtime Parking</u>	<u>\$10.00</u>
<u>Parking Over the Line</u>	<u>\$15.00</u>
<u>Bicycle Parked in Unauthorized Area</u>	<u>\$15.00</u>
<u>Parking in a Restricted</u>	<u>\$25.00</u>
<u>Parking on Grass or Sidewalks</u>	<u>\$25.00</u>
<u>Parking that Obstructs Traffic</u>	<u>\$25.00</u>
<u>Parking in a Service Area</u>	<u>\$25.00</u>
<u>Parking in a No Parking Zone</u>	<u>\$25.00</u>

<u>Parking in Resident Space</u>	<u>\$50.00</u>
<u>Parking in Reserved Space</u>	<u>\$100.00</u>
<u>Parking While Suspended</u>	<u>\$50.00</u>
<u>Parking in Handicap Spaces Illegally</u>	<u>\$100.00</u>
<u>Parking in Fire Lane</u>	<u>\$100.00</u>
<u>Blocking Handicap Ramp</u>	<u>\$100.00</u>

(12) **Alternatives to Parking on Campus-** Trolleys provide a valuable and convenient alternative to finding parking, particularly when faculty, staff and nonresident student lots are congested. Convenient pickup and drop-off service is available at numerous sites around campus. The University of West Florida provides trolley routes to meet most transportation needs of students, faculty and staff. The transportation access fee for students is \$8.00 per credit hour. The transportation access fee charged to employees is \$6.50 per year. This fee is charged at the time of purchase of each employee parking permit.

Specific Authority 1006.66, 1009.24, 1009.26 FS. History- Adopted 10/26/78, amended 10/24/79, 10/6/80, 8/9/81, 2/6/86, formerly 6C6-5.01, amended 5/29/90, 5/22/95, 5/31/05, 8/18/05, converted UWF/REG 5.001 on 7/21/05, amended 12/12/05, 05/05/06, 06/07/11, 06/14/12.

UWF/REG 5.001 Parking and Traffic Control (2011)

(1) The University of West Florida brochure, "Parking Regulations," is incorporated into this rule by reference, and may be obtained at the UWF main campus at Parking Services, building 95 or from University Police, building 19. Parking regulations will be enforced 24 hours daily.

(2) Traffic Regulations—All of those regulations embodied in Chapter 316, Florida Statutes, and all ordinances of the adjacent municipality and/or county related to traffic which are not in conflict or inconsistent with the University's rules are applicable and will be enforced on The University of West Florida campus. University regulations for traffic and parking follow:

- (a) Traffic regulations will be enforced 24 hours daily.
- (b) The campus speed limit is 30 MPH unless otherwise posted. The speed limit in parking lots is 15 MPH.
- (c) Motorists will yield right of way to pedestrians crossing the roadway in crosswalks.
- (d) Skateboarding in University parking lots or on University roadways prohibited. Skateboarding on University sidewalks is prohibited unless specifically authorized by

~~University policy. Skateboarding stunts are prohibited anywhere on University property. Bicycle traffic should proceed in the same direction as vehicular traffic; joggers should proceed against vehicular traffic, off the road.~~

~~(e) Driving on sidewalks, paths, or grass is prohibited.~~

~~(f) Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with traffic regulations.~~

~~(3) The Parking Violations Appeal Board.~~

~~(a) Purpose—The Parking Violations Appeals Board (PVAB) is established under the authority of the President of The University of West Florida to adjudicate parking citations issued on the campus.~~

~~(b) Jurisdiction and Function—The PVAB shall have review authority over parking citations issued on the UWF campus and is the body which hears appeals of citations. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict and restore driving privileges, and impose and remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding Uniform Traffic Citations issued under the authority of Chapters 316 or 318, Florida Statutes, which govern violations of traffic rules.~~

~~(c) Membership—The PVAB is comprised of six members appointed by the President upon recommendations from the Vice President for Administrative Affairs from at least three nominations for each position submitted as follows:~~

~~1. One faculty member (nominations from Faculty Senate).~~

~~2. One staff member (nominations from Vice President for Administrative Affairs).~~

~~3. One staff member (nominations from the University Workforce Council).~~

~~4. Two students—one resident, one commuter (nominations from the Vice President for Student Affairs). The Parking Services Manager(s) shall serve as a non-voting, ex-officio member(s). The chairperson will be elected annually by the~~

members and have full voting rights.

~~(d) Operating Procedures.~~

- ~~1. The PVAB will meet as required to discharge their responsibilities.~~
- ~~2. A quorum will consist of at least three members. A simple majority of Board members voting will be required to render decisions and take action.~~
- ~~3. After each case is considered, the decision will be rendered in writing on the appeal or referral form and returned to Parking Services for filing and/or action, if necessary. Assessed fines must be paid within ten (10) days after the date of the scheduled hearing. The PVAB's decision is final and binding.~~

~~Authority 1006.66, 1009.24, 1009.26 FS. History—Formerly FAC Rule adopted 10/26/78, amended 10/24/79, 10/6/80, 8/9/81, 2/6/86, formerly 6C6-5.01, amended 5/29/90, 5/22/95, 5/31/05, 8/18/05. Formerly FAC Rule 6C6-5.001, converted to UWF/REG 5.0017/21/05 amended 12/12/05, 5/5/06, 6/7/11.~~

~~(Incorporated Brochure Doc: Pkg Reg Eff 7.01.11)~~

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~~• PARKING~~

~~REGULATIONS~~

~~Effective July 1, 2011~~

~~The University of West Florida strives to provide a safe environment for employees, students and visitors and to provide facilities required for personal safety and health. If you have any questions, please contact Parking Services, Bldg. 95, or the University Police, Bldg. 19.~~

~~VISITOR PARKING: Visitors may pick up parking permits free of charge at the Welcome Center, University Police, or Parking Services. Failure to obtain a permit may result in a citation being issued to a visitor's vehicle. Visitors may clear their citation for "failure to register vehicle" or "parking in a restricted area" by bringing the ticket to Parking Services, Bldg. 95, by the end of the day the citation was issued. Visitors with valid state issued special needs permits are not required to obtain a visitor's pass.~~

~~Parking a motor vehicle on the UWF campus is a privilege that may be granted and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals.~~

~~Additional copies of these regulations may be obtained from Parking Services, Bldg. 95, or from University Police, Bldg. 19, which is open 24 hours. The text of these regulations is on the web page at uwf.edu/parking/regulations.pdf. This brochure is incorporated into UWF REG 5.001 by reference.~~

~~Parking rules and regulations are enforced 24 hours a day unless otherwise noted in this brochure.~~

REGISTRATION

~~Automobiles and other mechanical conveyances used on campus by university employees, students and contracted employees (including part-time students and OPS employees) must be registered with Parking Services the *first* day the vehicle is on campus. Permits or temporary permits must be immediately placed on the vehicle according to the instructions on the back of the permit. *Purchasing a permit does not guarantee a parking space.* Vehicles may be parked only in areas designated by the color of the permit. Vehicle registration expiration dates appear on each permit issued. Expired decals must be removed from the vehicle. Only one decal is permitted per vehicle.~~

Registration Regulations

The following rules apply:

- ~~1. It is the responsibility of all UWF employees and students to know UWF parking regulations. By purchasing a permit, employees, students and others are agreeing to abide by and follow all rules and regulations contained in this brochure and in UWF REG 5.001.~~
- ~~2. Permit holders, temporarily driving the vehicle of another, must obtain a temporary parking permit at the University Police, Bldg. 19 (open 24 hours), at the Welcome Center, Bldg. 81, or at Parking Services, Bldg. 95 *prior* to parking on campus. One temporary permit valid for up to two weeks will be issued free of charge.~~
- ~~3. Permit holders will be held responsible for violations that are committed by other persons using the permit of the permit holder.~~
- ~~4. Special parking permits for people with disabilities are available through the state of Florida's local~~

~~tag office in accordance with Florida state statute, Section 316.1964. The University requires that State issued disability parking permits or license plates be displayed on vehicles requiring special parking arrangements or that park in university parking areas. Holders of such parking permits or license plates are not required to purchase a UWF parking permit and may park in unrestricted, nonreserved spaces if designated disabled spaces are not available. Further information regarding special parking accommodations can be found online at www.uwf.edu/parking.~~

~~5. Permits will not be issued to or renewed for individuals with any delinquent parking citations. All fines must be paid before a permit will be issued.~~

~~6. Replacement permits will be issued for a fee in the following cases: a) when a registered automobile is no longer being used on campus and/or is replaced by a different automobile (proof of prior decal must be furnished or b) when the permit of a registered vehicle is lost, stolen or defaced, and an appropriate complaint is filed with the police, and proof of registration is furnished.~~

~~7. Students enrolled at off campus educational centers must obtain parking permits if their vehicles are driven or parked on the UWF main campus. One day permits can be obtained from the Welcome Center or Parking Services, Bldg. 95, at no cost. If any course work is to be completed on the UWF main campus, the appropriate permit fee schedule will apply.~~

~~8. Parking regulations for the Fort Walton Beach Campus are available at the Fort Walton Beach Campus cashier's office. Students attending classes at Eglin AFB should contact the UWF Eglin Center Administration Office, Bldg. 251, for parking information. Fort Walton Beach campus parking permits are invalid on the UWF Pensacola campus.~~

~~9. Retired UWF employees with at least 10 years of service in the State University System, who are no longer employed at the University, will be provided one free permit upon written request to the Vice President for Administrative Affairs.~~

~~10. University employees who are assigned to work at off campus locations must purchase a parking permit if they park their vehicles on campus. However, where such employees must purchase a permit for parking at the off campus location, the UWF permit requirement may be waived upon request by the applicable department head.~~

~~11. Students whose family members are university employees and who have their own vehicle must still~~

~~obtain student parking permits.~~

~~12. VISITOR PARKING PERMITS. Visitors are allowed to use metered parking spaces and designated visitor parking spaces or areas. Permits can be obtained at parking services in building 95, the Welcome Center and Campus Police in building 19.~~

~~13. Active Alumni Association member permits are acceptable in lieu of visitor passes. All parking regulations will apply. Expired UWF decals must be removed.~~

~~14. Current employees and students are not eligible for visitor passes and are not entitled to park in visitor parking areas as a result of membership in the Alumni Association.~~

~~PERMITS AND TEMPORARY PERMITS~~

~~Permits may be purchased at the UWF Cashier's Office, building 20E or may be purchased on line by logging into Argus and clicking the services tab and scrolling down to "Parking." Permits are issued for an academic year or semester. There are two types of permits: decals and hangtags. Each vehicle parked on campus must display a parking permit at all times. Only hang tags are transferable to another vehicle. Decals must be affixed to the vehicle for which it was registered. No permit is transferable to another individual. Lost or stolen permits must be reported to the University Police before a replacement may be purchased. Hang tags must be hung from rearview mirror so that they are visible. Placing a permit on the dash or console will be considered improper display.~~

~~Temporary permits are issued at the University Police, Bldg. 19 South (open 24 hours); the Welcome Center, Bldg. 81; or Parking Services, Bldg. 95 for special circumstances such as daily visitors, vendors, business consultants, borrowed vehicles, temporary and volunteer workers, and special user needs.~~

~~Registration will not be considered valid if the decal is not permanently affixed in the designated place and upright, or if the registration form is not signed and completed.~~

~~Resident Permits~~

~~Residence/housing students are required to display the appropriate UWF resident permit.~~
~~Residence/housing~~

~~permits are obtained through the University Cashier's Office in Bldg. 20E. Residence/housing students are~~

~~required to display the UWF resident permit at all times. Upon sale or disposal of a registered vehicle, the~~

~~permit must be destroyed. Residence/housing students are restricted to appropriate parking areas 24 hours a~~

~~day 7 days a week. Residence/housing students must park in blue, red or orange lots in accordance with the~~

~~color of their permit between the hours of 7:00 a.m. and 4:30 p.m. and may also park in commuter areas and~~

~~in faculty and staff areas between the hours of 4:30 p.m. and 7:00 a.m. Resident students moving from their~~

~~residence hall must purchase the appropriate permit and return the old permit to cashier.~~

~~IMMOBILIZATION~~

~~Persons with three (3) or more unpaid parking citations are subject to vehicle immobilization and an administrative fee of \$50 (See Payment of Fines section). Arrangements must be made within 24 hours to pay fines and/or have the immobilization boot removed, or the vehicle is subject to towing. Vehicles parked in a numbered reserved space without the appropriate permit are subject to immediate immobilization and/or towing. Numbered reserved spaces are reserved between the hours of 7:00 a.m. to 5:30 p.m., Monday through Friday.~~

~~The owner of the vehicle is responsible for the towing fee and administrative fee unless the vehicle is not a UWF registered vehicle. Under those circumstances, the UWF permit holder shall be responsible for the towing and administrative fees. If the vehicle is not a registered UWF vehicle and no UWF permit was used, then the owner registered with the state will be responsible for towing and administrative fees.~~

~~PARKING SERVICES APPEALS~~

~~PROCEDURE~~

~~There are two progressive levels of appeal of a parking or registration citation.~~

~~Level One~~

~~Forms are available for the first level of appeal at the University Police Department and Parking Services, Bldg. 95. On-line appeal is available on the Parking Services web page~~

~~<http://uwf.edu/parking/appeal.cfm>. Appeals must be filed within seven calendar days of issuance of the citation. The purpose of the first level appeal is to allow for correction of any obvious issuance errors.~~

Decisions by Parking Services will be posted at the University Police Department, building 19; Parking Services, building 95, the Student Government Office in building 22 and on the Parking Services web page at <http://uwf.edu/parking/appealresults.cfm>.

Level Two

The second level of appeal is through the Parking Violation Appeal Board (PVAB). Decisions by Parking Services to uphold parking citations will automatically be forwarded to the PVAB. The date, time and location of PVAB meetings will be displayed on a list posted at building 19, University Police; building 22, Student Government Office; and building 95, Parking Services. Individuals will be afforded an opportunity to appear before the PVAB to present their appeals in person, if so desired; otherwise, all appeals will be heard in the appealing individual's absence. There shall be only one hearing before the PVAB for any citation. Decisions of the PVAB will be posted at building 19, University Police; in building 22, SGA; building 95, Parking Services; and on the Parking Services web page at <http://uwf.edu/parking/appealresults.cfm>.

Fees for parking citations upheld by the PVAB must be paid within 10 business days (M-F) of the date of the final decision of the PVAB. After 10 business days, an additional ten (\$10) dollar penalty will be applied to the initial fee.

PAYMENT OF FINES

Violators of parking regulations are subject to citations resulting in assessment of fines.

Traffic Citations

All state traffic statutes are enforced by the University Police Department. Traffic citations issued by University police officers for violations occurring on campus are answerable to the County Traffic Court of Escambia County, Florida. Fines for State Uniform Traffic Citations are established by the State of Florida and are payable through the appropriate court of jurisdiction.

Parking Citations

Individuals receiving a University of West Florida parking citation shall pay the fine at the Cashier's Office within the timeframes described in this regulation or appeal according to procedures described in this brochure. Parking fines paid at the University will be collected and receipted by the University cashier. Fines must be paid within 10 business days after final adjudication by the appeals board. Fines

~~not paid within 10 days will be subject to an additional ten (\$10) dollar fine. Monies collected from parking fines shall be used to fund operating costs of the parking program at the university and provide for preventive and routine maintenance of lots, walkways and roadways on campus.~~

~~Persons with delinquent UWF parking violation fines may have the privilege of operating a motor vehicle on campus revoked and/or may have the vehicle towed and impounded at the owner's expense.~~

~~Individuals with unpaid parking citation fines will not be permitted to register at UWF, be granted a degree or be furnished an academic transcript by UWF~~

~~CAMPUS PARKING LOT/SPACE RESTRICTIONS~~

~~a. **Special Regulated Parking.** Regulated parking lots/spaces and other specified areas that are designated by posted signage or painted markings are restricted 24 hours a day, 7 days a week unless otherwise specified. Regulated spaces include, but are not limited to, the following designations: Special Permit Only, State Vehicle, Loading Zone, Visitor, Police and Service Vehicle.~~

~~b. **Resident Student Parking.** Resident student parking lots/spaces are marked by posted signage with colors that correspond to the permit color. Spaces/lots designated as Resident Student Parking, Blue for Pace and Argo Hall, Red for Martin Hall and Orange for South side, are restricted 24 hours a day, 7 days a week. Notification lifting the restriction on Resident Student Parking lots/spaces during the summer or other periods will be posted on the University website.~~

~~c. **Non-Resident/Commuter Student Parking.** Non-resident/commuter students must park in spaces designated as commuter student parking by posted signage between the hours of 7 a.m. and 4:30 p.m. Non-resident commuter students may park from 4:30 p.m. to 7:00 a.m. in any space on campus except restricted spaces, special-regulated spaces, special-needs spaces or other spaces described in this brochure as regulated, reserved or restricted during these hours.~~

~~d. **Special Needs Parking.** Special needs spaces are restricted to holders of state-issued special needs parking permits or license plates. If special needs spaces are not available, special needs permit/license plate holders may park in any commuter or faculty and staff space except those that are numbered reserved.~~

~~e. **Faculty and Staff Parking.** Faculty and staff lots/spaces are restricted to faculty and staff~~

~~permit holders from 7:00 a.m. to 4:30 p.m. After those hours, any car with a permit may park in faculty and staff lots/spaces except in those spaces where posted signage or painted markings indicate that the space is restricted or is a numbered reserved space. Faculty and staff may park in commuter lots for overflow parking as described in subsection k., of this section.~~

~~f. **Numbered Reserved Parking.** Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.~~

~~g. **Administrative Blue and Gold Parking.** Administrative Blue and Gold lots/spaces are reserved and parking is in accordance with the instructions on the decal or hang tag issued.~~

~~h. **Visitor Parking.** Visitors with a temporary visitor permit are allowed to use commuter parking spaces, metered parking spaces for free, or designated visitor parking spaces only. Visitor permits can be obtained at Parking Services in Bldg. 95, the Welcome Center and Campus Police in Bldg. 19.~~

~~i. **Metered Parking.** Metered Parking (Lot H) is available, unless otherwise reserved, to all permit holders for limited intervals upon payment of a specified fee indicated on the parking meter. Meters accept up to 30 cents for 30 minute parking only. Metered parking is free between the hours of 4:30 p.m. and 7:00 am, or on weekends and University holidays.~~

~~j. **Motorcycle Parking.** Motorcycles must park in designated motorcycle spaces only. This is a 24 hour restriction.~~

~~k. **Overflow Parking.** Faculty and staff unable to locate parking in designated faculty and staff lots may park in lots designated as commuter lots. Overflow parking is not permitted in any space other than one designated as "commuter."~~

~~l. **Loading Zone Parking.** The period of use for loading or unloading purposes will be restricted to 30 minutes. Prior permission from Parking Services to park in a Loading Zone is required. Parking regulations in Loading Zones will be enforced at all times.~~

CAMPUS PARKING PRIVILEGE REGULATIONS

~~a. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.~~

~~Special requests for loading or unloading must be approved in advance by Parking Services.~~

~~b. Vehicles that create a hazard or constitute a nuisance will be towed away immediately at the~~

owner's expense.

e. Any vehicle parked on campus will be parked at the risk of the owner. The university does not assume liability for vehicles or items left in the vehicles.

d. Overnight parking of any vehicle other than by those with a resident permit displayed, is not allowed.

e. Residing or sleeping overnight in vehicles parked on campus is not allowed.

f. Motor vehicles must park within one parking space only.

g. Lack of a parking space will not be considered a valid excuse for violation of parking regulations.

h. Parking overtime in areas with specified time limits or at an expired meter is prohibited (except as otherwise noted in this brochure).

Vehicle Registration Fines 1

- A. Failure to register vehicle or no permit _____ \$50
- B. Registration obtained through falsehood, misrepresentation, or incomplete information on the vehicle registration form _____ \$100
- C. Failure to attach or display permit in accordance with instructions. This includes improper display such as affixing permit to a location other than specified in the instructions and affixing permit upside down _____ \$15
- D. Attaching permit to a vehicle other than for which it was registered _____ \$15
- E. Altering or defacing a permit _____ \$25
- F. Display of an expired permit _____ \$20
- G. Taping or temporarily affixing permit to vehicle unless otherwise directed by Parking Service _____ \$15
- H. Parking in a Resident or Reserved Space: _____ \$50

Schedule of

Parking and Traffic Fines

Unless stated otherwise in applicable laws of the State of Florida or the municipal code of the City of Pensacola or in ordinance established by Escambia County, a person who violates the provisions of these regulations shall be subject to payment of the following charges:

- A. Overtime parking _____ \$10
- B. Parking in restricted or reserved area _____ \$25
- C. Parking over the line _____ \$15
- D. Parking or driving on the grass or sidewalks _____ \$25
- E. Parking obstructing traffic _____ \$25

- F. Parking in service area _____ \$25
- G. Parking in No Parking zone _____ \$25
- H. Parking while suspended _____ \$50
- I. Parking in handicap illegally _____ \$100
- J. Parking in fire lane _____ \$100
- K. Blocking handicap ramp _____ \$100

~~These fines may be in addition to any disciplinary action which may be taken by the University under appropriate circumstances.~~

- L. Driving in unauthorized areas _____ \$25
- M. Bicycle parked or ridden in unauthorized area _____ \$15

DECAL OR HANG TAG ANNUAL SEMESTER

Classification

Reserved

Each Addl. Vehicle

Color First Vehicle

Purple \$125.00

Administrative Blue & Gold \$125.00 \$65.00 \$65.00

Faculty Yellow \$70.00 \$35.00 \$35.00

Staff Yellow \$70.00 \$35.00 \$35.00

Resident Student Blue/Orange/Red \$70.00 \$35.00 \$35.00

Commuter Student White \$55.00 \$27.00 \$27.00

Motorcycles \$35.00 N/A N/A

Metered (\$.30)

Replacement Decals — \$2.50

Replacement Hang Tags — \$10.00

~~Replace Hang Tag with Decal — \$2.50, not transferable, and each additional car must be registered and decal purchased.~~

~~Parking permit purchase price includes applicable Florida State Sales Tax.~~

Trolley Shuttle Service

~~Trolleys provide a valuable and convenient alternative to finding parking, particularly when faculty, staff and nonresident student lots are congested. Convenient pickup and drop-off service is available at numerous sites around campus. The Transportation fee for students is \$ 3.00 per billable semester hour.~~

The transportation fee for employees is \$6.50 per year.

~~Inter- and Intra-campus Transportation~~

~~UWF provides trolley routes to meet most transportation needs of students, faculty and staff. Trolley routes are shown in color.~~