

University of West Florida Regulation

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)

• 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, 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.
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."

1. **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.
- c. 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

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| 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:

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| 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 |

¹These 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 Classification	Color	ANNUAL	Each Addl. Vehicle	SEMESTER
		First Vehicle		
Reserved	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.