

The University of Georgia
Parking Services

Rules and Regulations

Last Revised August 1, 2009

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I. Authority

A. Authority from the Board of Regents

1. "...The government, control and management of the University of Georgia and all of the institutions in said system shall be vested in the Board of Regents of the University System of Georgia." Georgia Constitution, Article VIII, Section IV, Paragraph 1b.

2. By virtue of the powers granted to the Board of Regents of the University System of Georgia by the Georgia Constitution, the Board of Regents has the authority to adopt bylaws and policies for the management and governance of its member institutions. The Board of Regents further elects a Chancellor of the System, under whose supervision the presidents of the various institutions are given responsibility and authority to promote the efficient operation of the same. The Parking Services Department is delegated authority and responsibility for the administration of policies and parking regulations designed to promote a safe and efficient parking system.

a) These policies specifically include fees for parking privileges, immobilization and impoundment for various unsafe and illegal parking practices.

II. General Regulations and Enforcement

A. Driver Responsibility

1. All persons registering or operating motor vehicles on campus are responsible for knowing the rules and regulations governing parking and traffic.

2. The responsibility of finding a legal parking space rests with the vehicle operator.

B. Hours of Regulation

1. Enforcement of parking lot restrictions is generally* in effect from 7:00 a.m. to 5:00 p.m. Monday through Friday, or each day the University of Georgia is in operation. This includes break periods, and during final exams.

a) *Exceptions: Housing Priority lot restrictions are from 7:00 a.m. to 10:00 p.m. Monday through Friday and include:

- i. N10
- ii. W02
- iii. W06
- iv. W08
- v. W09
- vi. W10
- vii. W11
- viii. E05
- ix. S11

b) *Certain perimeter and remote lots are restricted from 7:00 a.m. to 4:00 p.m. Monday through Friday and include:

- | | |
|-----------|------------|
| i. N01 | x. W13 |
| ii. N02 | xi. W14 |
| iii. E01 | xii. S14 |
| iv. E07 | xiii. S18 |
| v. E11 | xiv. S19 |
| vi. E13 | xv. S20 |
| vii. E14 | xvi. S22 |
| viii. E15 | xvii. S23 |
| ix. W04 | xviii. S24 |

c) Reserved numbered spaces that are for the use of a single permit holder are restricted from 7:00 a.m. to 5:00 p.m. Monday through Friday.

2. Parking Services will follow an intersession schedule when class is not in session and the campus is still open for business. Four lots around campus will be open to all valid permit holders. This information will be posted on the current announcements section of our website.

C. 24 Hour Restricted Areas

1. Departmental use 24 hour reserved spaces.
2. Bus stops: no parking at anytime in a bus stop.
3. Loading Zones: restricted to Departmental Permits, Vendor Permits, and Contractor Permits. Should a Departmental Permit not be available, valid UGA permit holders may call for a 30 minute documented clearance to load and unload large items that cannot be transported using campus transit.
4. Construction zones are limited to marked contractor vehicles inside the designated area.
5. 24 hour restrictions also apply to designated tow away zones, handicapped spaces and blue access zones, yellow zones, fire lanes, bus stops.
6. Parking in any illegal or unsafe manner at any time is prohibited and may result in citations and/or impoundment.

D. Patient Parking

1. Patient parking is reserved by departments Monday through Friday and signs designate the hours of enforcement. Vehicles without a proper permit will be cited and/or booted/towed.
 - a) The Small Animal Veterinary Hospital also provides tokens to exit their gated lot.
 - b) The Psychology Clinic (N09) and Aderhold Clinic (S08) lots are not gated and vehicles must display clinic passes to avoid being cited.

E. Designated Visitor Parking Areas

1. The Georgia Museum of Art lot requires a token for exit when the gates are down.
2. The Visitor's Center located at Four Towers requires a window placard issued by the center.

F. Customer Parking

1. The UGA campus has several designated customer spaces, these areas are only available to customers of the department they are associated with during enforcement hours for the lot. These include but are *not limited* to Central Duplicating, Parking Services, and EITS.

G. Disability Parking

1. Drivers with disabilities must register with Parking Services and be assigned a lot to utilize disability spaces during permit enforcement hours for the lot in which the space is located. See Special Permits.
2. All vehicles must display a state issued disability placard or license tag and a valid UGA permit with the appropriate registration decal affixed when parked in a designated disability space.
3. Secondary access must be appealed to the Parking Manager to meet the requirements of ADA.

III. Departmental Parking

A. Cooperating with university departments

1. Parking Services will work with departments with unique parking needs and whenever possible develop solutions to accommodate them. Any situations that require consultation with management should be done in advance to allow for communication, planning and agreement among all parties.

B. State Vehicles

1. State Vehicles owned by university departments must display a valid permit. These are available at no charge to departments and allow access to all state vehicle spaces located in non-gated lots.
2. State Vehicle Gate (SVG) permits are available at a yearly charge. These allow access to state vehicle spaces in all gated and non-gated lots.
3. State Vehicle parking spaces are reserved for use by state vehicles only and regular spaces should not be used for state vehicle parking.

C. Departmental Permits (DP)

1. Departmental permits allow short-term parking for authorized personnel on official university business when they need to use a lot that is outside of their permit zone.
2. The DP is only valid when used in conjunction with a regular UGA permit. The DP is only valid in regular spaces that are available to a permit holder for that lot.
3. The DP is not valid in the following:
 - a) N05
 - b) Tate Center Deck
 - c) Fire lanes
 - d) Reserved spaces
 - e) State Vehicle spaces
 - f) Pay-by-space sections within E13 and E15
 - g) Designated Patient/Client spaces

h) Customer Parking spaces

i) Visitor spaces

4. Up to two permits per department may be purchased with a Departmental Permit Application Form using a departmental account number. A request for additional DP's must be addressed to the Parking Services manager.

D. Validation Passes

1. Validation Passes allow departments to validate the parking of guests and visitors in one of the campus pay facilities. These passes are purchased with a Departmental Guest Pass Order Form using a departmental account number.

2. Departments are responsible for properly informing guests/visitors where and how to use validation passes. Specifically, instruct visitors to take a time stamped ticket upon entrance and give the validation pass and ticket to the attendant when exiting. Failure to use the pass properly may result in citations or discipline.

3. The validation pass is only valid in the following pay lots:

a) N11 Tate Center Deck

b) S11 South Deck

c) S15 Carlton Street Deck

d) N06 North Deck

e) W05 Hull Street Deck

f) E04 East Deck

E. Daily Permits

1. Daily Permits are available for guests of departments in lots such as N01 Chicopee Complex, E13, E14, and E15 River's Crossing. These may also be used to accommodate departmental parking in areas farther from pay lots where space may be available. Departments should arrange for such parking well in advance to ensure availability.

F. Pay Boxes

1. Pay Boxes are available in remote lots for limited visitor parking and may be utilized by obtaining an envelope from the pay box which contains a hangtag to be placed on the rearview mirror.

2. Currently these pay box locations are located in:

a) E13

b) E15

c) S18

d) S19

e) S22

f) S24

g) W10 (during orientation only)

IV. Bicycles

A. Registration

1. Registration of bicycles is not required. However, cyclists are encouraged to register their bikes with the University Police department in case of loss or theft.

B. Bike Racks Only

1. Bicycles are prohibited from being chained to handrails and should only be locked to bike racks.

C. Abandoned Bicycles

1. Any bicycle that is chained or otherwise secured to a rack or other University property that is determined to be abandoned will be removed. If the bicycle is registered with the police department, reasonable efforts will be made to find the owner. Otherwise, it will be disposed of.

V. Vehicle Registration Policies

A. Motorcycle and Moped Registration

1. For the purposes of this policy, mopeds will include all two wheeled motorized vehicles under 50 cc.
2. A permit must be obtained for any motorcycle or moped/scooter. A monthly prorated fee will be assessed for both motorcycle and moped/scooter permits.
3. Motorcycles, mopeds and scooters are prohibited from parking in bike racks, fire lanes, yellow zones, sidewalks, handicap spaces, access zones, unauthorized spaces, parking decks or regular vehicle spaces.
4. Motorcycles with a valid UGA permit may park in any designated motorcycle space on campus.
5. Mopeds and scooters with a valid UGA permit will be allowed to park in designated "corrals" only.

6. Any person who drives a motorcycle, moped or scooter as their only means of transportation may register for the Alternative Transportation program and receive a pass valid for 11 days usage in the ATP locations. See the ATP section for more information.
7. All violations involving motorcycles, mopeds and scooters are subject to citation. Immobilization and towing regulations will be enforced.

B. *Automobile Registration*

1. All vehicles parked on the property of the University of Georgia must display a valid state license tag or visible vehicle identification number (VIN) or be subject to immobilization.
2. Current photo identification or electronic signature in the form of MyID login and verifiable state vehicle registration information must be presented to purchase a permit.
3. The applicant should register the most likely vehicle to be driven to campus. All other vehicles on the property must display a valid parking permit which may be transferred between vehicles.
4. An individual may not register a vehicle for another person except co-registration among family members, or register a vehicle belonging to the family of another person unless they are a carpool participant.
5. Permits are for the use of the permit holder only and remain the property of the University of Georgia while valid. Persons found using or possessing permits issued to another person may be disciplined accordingly.
6. Permits should be removed from a vehicle before transfer of ownership. Parking Services should be notified when a vehicle is no longer the individual's responsibility, especially if the tag is transferred. Verification of this transfer must be in the form of a copy of the title transfer document, or notarized bill of sale, or state vehicle registration.

C. Evidence of Registration or Permit Display Regulations

1. Cars, trucks, and similar vehicles:
 - a) Removable windshield decal permits must be displayed on the bottom, passenger side of the front windshield.
 - b) Hang tag permits must be displayed from the rearview mirror such that the permit number is visible and the expiration date faces the windshield.
 - c) Convertibles, jeeps, or other open top vehicles that may leave a hang tag unsecured may be issued special decals to be permanently affixed to the windshield. This decal is only valid for the registered vehicle.
2. Motorcycles or similar vehicles:
 - a) Motorcycles must display valid permanent decals on the front or back fender for visibility.

VI. Permit Registration and Payment Policy

A. Students

1. Registration-Students will register during the spring for permits valid the following fall.
 - a) The priority system will determine assignments and notifications will be made electronically. The factors considered are cumulative hours and dormitory residency.
 - b) Failure to register during this period may reduce the chance of being assigned a permit in a preferred lot or may result in no assignment being awarded at all.
 - c) Students must adhere to deadlines for and/or acknowledgement of assignment acceptance to avoid forfeiture of an awarded assignment.
2. Mid year purchase-Should there be no waiting list for a lot; a student may purchase a permit during the school year without being assigned first at a prorated charge.

3. Lot changes - Changes may be requested by registering online for a more preferred lot. A new assignment will be determined by the priority system factors and may result in additional fees or a refund.

4. Payments - All permit fees will be transferred to the Student Accounts division of the Bursar's Office.

B. Employees

1. Registration- All employees must register during the spring for permits valid the following fall, including those employees who wish to be 'grandfathered' into their current lot.

a) Except in cases of the loss of a lot, employees who register prior to the established spring registration deadline are guaranteed a fall assignment to the same lot they have a permit for on the scheduled grandfathering date.

b) Failure to register during this time period may result in loss of a preferred lot.

c) The priority system will determine assignments and notifications will be made electronically. The factors considered are job classification and most recent continuous years of service.

d) Employees must adhere to deadlines for payment and/or acknowledgement of assignment acceptance to avoid forfeiture of an awarded assignment.

2. Changing Lots- Changes may be requested by registering online for a more preferred lot. A new assignment will be determined by the priority system factors and may result in additional fees or a refund.

3. Payroll Deductions- Permanent faculty and staff may choose to have permit fees payroll deducted. Current Internal Revenue Service regulations allow this to be a pre-tax option of the employee. Changes in employment status may affect payroll deduction eligibility and it may be necessary to pay the balance on the permit to avoid cancellation.

4. Leave without pay- Personnel leaving campus for an extended period of time should make arrangements to pay for the balance due on the permit to avoid cancellation. Failure to return or cancel a permit will result in a balance on your account. Employees are advised that if the permit is not continued for the duration of the year, the employee will not be grandfathered into the lot during the following year's registration.

5. Terminated Faculty/Staff- Exiting employees are no longer eligible for a permit and must return their permit to Parking Services. A prorated refund may be issued. Failure to return the permit will result in additional charges to an account and may prohibit future permit purchases.

C. New Employees

1. Registration-New employees must present a completed *New Faculty/Staff Request for Services* form with the UGA ID number filled in to be eligible to purchase a permit.

2. New employees will be able to obtain a permit in a lot that has no wait list. If the new employee prefers another area, they may register and wait for an assignment in the lot requested.

3. If not eligible for payroll deductions, the permit must be purchased in full. The first month must be paid at time of issuance if the payroll option is available.

D. Retired Personnel

1. Registration-Retirees are eligible for a permit at half price, except for reserved spaces. They must register each spring for a permit valid the following year. Retirees may only purchase calendar year (twelve month) permits.

E. Family Housing Spouses

1. Spouses as well as Domesticated Partners of students who are residents of Family Housing may obtain a permit in a housing lot by presenting a verification form from the Family Housing office. Every effort will be made to accommodate the spouse/partner in the requested lot; however; in the event there is no space available, a reasonable assignment will be made.

F. Affiliates

1. Affiliates are persons who work on campus, but are not paid through the University of Georgia.
2. Affiliates must complete the online registration to request a permit. Assignments will be based on employment and availability. Affiliates must adhere to deadlines for payment and/or acknowledgement of assignment acceptance to avoid forfeiture of an awarded assignment. Permits must be paid for in full at the time of purchase.

G. Visitors

1. Visitors should park in one of the pay facilities located throughout campus during permit enforcement hours.
2. Visitors must display permits issued by authorized department personnel in those areas that allow such parking, for example the Four Towers Visitors Center.
3. Departments may pay for guests' parking using validation passes. See Departmental Parking.
4. Visitors will be responsible for any citation issued unless it is appealed and dismissed. Immobilization and towing regulations will be enforced.
5. Only Parking Services may authorize a visitor to park in an area not designated for visitors.

VII. Permits Usage and General Policies

A. General rules regarding standard permits usage and issuance

1. Permits cannot be sold, altered, falsified, or transferred to another individual. Permits are for use by the individual issued the permit.
2. Citations will be the responsibility of the registered holder of the permit displayed on a vehicle.
3. Persons found misappropriating a permit issued to another will be disciplined, and may lose their campus parking privileges.
4. Permits are assigned based on the Priority System of the University of Georgia Parking Services department.
5. In office permit sales are based on current wait lists and availability.

6. Regular permits are sold for the academic year or the calendar year.
7. Mid-year permit purchases are prorated in price.
8. An individual may only be issued one active permit.
9. Permits allow access only to lots in the zone indicated on the permit.
10. Multi-Access permits are available to faculty and staff only at an additional cost with approval from Parking Services management.

B. Refunds

1. Published deadlines will apply for refunds based on the academic schedule and calendar year.
2. Customers leaving the University of Georgia must return the permit to receive a prorated refund.
3. Refunds will be issued after all remaining debts have been paid. Customers will be charged from the time the permit was issued through the full month in which they are requesting a refund.
4. For customers paying through payroll deductions, refunds may be available depending on the amount paid to date and the prorated price of the permit when returned.
5. For customers who purchased the permit by cash, check or credit card in the Parking office, a refund check will be mailed.
6. For students, a credit will be issued to their Student Account.
7. No refund will be given on temporary permits.

VIII. Temporary and Replacement Permits

A. Temporary Permits

1. Temporary permits are available to permit holders who have left their regular permit at home. Two complimentary permits will be issued with subsequent permits issued at a cost of \$5 per day.
2. Temporary permits are not intended to allow two vehicles on campus under a single registrant. Such acts will constitute falsification and be subject to disciplinary action and fines.
3. Temporary permits cannot be replaced or returned for a refund.
4. Temporary permits are not available to Alternative Transportation Participants.

B. Replacement Permits

1. If a windshield decal stops adhering, the permit holder may obtain a replacement at no charge by returning the defective permit to Parking Services.
2. If a hang tag malfunctions, the permit holder may obtain a replacement at no charge by returning the defective permit to Parking Services.
3. If a permit is lost or stolen, a charge of \$35 will be assessed for a replacement. Any further use of the permit will result in a fine and tow fee.
4. Replacement fees are independent of the purchase price.
5. ATP permits are treated the same as regular permits in regards to lost or stolen procedures..

IX. Special Permits

A. Disability Permits

1. Customers with disabilities must follow the procedures below to utilize disability spaces during enforcement hours:
 - a) Present a completed Parking Services disability registration form and a copy of the state issued placard or license tag registration to Parking Services. It is the responsibility of the customer to maintain current disability registration information with Parking Services. Permits issued based on expired registrations will be deactivated.
 - b) Purchase a current UGA parking permit with a disability validation. Registered customers with disabilities must proceed through the standard permit allocation process. Customers may park only within their assigned permit area.

c) If the assigned permit area does not meet the needs of the customer or multiple access is necessary, a written appeal may be submitted outlining reasonable accommodation needs to Parking Services and should address the following questions:

Which lot(s) does the individual need access to?

Why does the individual need access to these lot(s)?

Why does the Campus Transit Disability Van *not* meet needs of the individual?

d) If an appeal is granted, the customer must pay the highest cost of the access provided.

e) The Disability permit and the UGA parking permit with the assigned disability validation sticker must be displayed during enforcement hours. In addition, the state issued disability placard or license tag must be displayed. Placards should be placed behind the permit with the expiration facing the windshield.

f) A customer with disabilities may park in any disability parking space or standard space within the assigned permit area.

g) Parking in other reserved parking areas or fire lanes is prohibited. No one may park in the handicap van access zones located next to disabled parking spaces.

2. Referent to section 40-6-226 of the Official Code of Georgia, it is illegal to obtain, alter, or utilize a state issued disabled permit for fraudulent means. Violators may be towed and will be referred to the Department of Motor Vehicle Safety's Fraud Unit.

B. Multi-Access Permits

1. Multi-access permits are available to faculty and staff who wish to be able to park in multiple lots on campus. These permits are issued on a limited basis as space allows.
2. This option is only provided to faculty and staff based on a written request to the Parking Manager.
3. The current cost is \$60 per month and is only available on a 12-month basis.
 - a) Multi-access permits are not valid in the following:
 - i. N05
 - ii. Tate Center Deck
 - iii. Fire lanes
 - iv. Reserved spaces
 - v. State Vehicle spaces
 - vi. Pay-by-space sections within E13 and E15
 - vii. Designated Patient spaces
 - viii. Customer Parking spaces
 - ix. Visitor spaces

C. Reserved Permits

1. Reserved spaces are available to eligible employees that wish to be able to have exclusive access to a particular designated space during enforcement hours of 8AM – 5 PM, Monday - Friday.
2. Management approval is required.
3. The current cost is \$60 per month and is only available on a 12-month basis.

X. Alternative Transportation

A. Definition

1. The Alternative Transportation Program (ATP) was developed to offer a set amount of free parking in designated lots to those who bike, walk or ride a bus to commute to campus.
2. A hang tag is issued at enrollment that is valid for the following facilities:
 - a) N06 – North Campus Parking Deck
 - b) S15 – Carlton Street Parking Deck
 - c) E05 – East Village Parking Deck
 - d) W05 – Hull Street Parking Deck
3. Number of available usages will be determined based on the following tiers of enrollment:
 - a) Walk, Bike or Ride the Bus to campus – 2 daily uses per month to allow 22 total daily uses
 - b) Carpools (see Carpool below) - 1 daily use per month to allow 11 total daily uses.
 - c) Use a motorcycle, moped or scooter as the only means of transportation to campus – 1 daily use per month to allow 11 total daily uses

B. Eligibility and Restrictions

1. This program is only available to current employees and students that commute to campus. Housing residents are not eligible.
2. An individual cannot be enrolled in ATP and hold a standard lot permit at the same time, unless they are the primary driver in a carpool.
3. While enrolled in ATP, an individual will not be considered for a permit assignment. Existing lot selections will not be allowed.
4. Dorm residents, retirees, visitors, and affiliates are not eligible to participate in the Alternative Transportation program.
5. ATP is not available in the month of August

C. Enrollment Procedure

1. Enrollment takes place online at the Parking Services website after the first round of assignments have been issued by accessing your Online Account. ATP passes will only be available in person at the Parking Services office.

D. Usage

1. ATP Passes cannot be sold, altered, falsified, or transferred to another individual. Passes are for use by the individual issued the pass.
2. Persons found misappropriating a pass issued to another may be disciplined.
3. Citations will be the responsibility of the registered holder of the pass displayed on a vehicle.
4. The ATP pass is not valid in any lot other than those designated on the pass itself.
5. Replacement ATP passes are not available without a \$35 replacement fee.

E. Carpools

1. Carpools must have at least 2 participants including the primary driver to be considered for ATP registration.
2. One person in the carpool will register as the primary driver and receive a regular permit based on the priority system. We recommend the person with the highest priority to the preferred lots register as the primary driver.
3. The primary driver will provide the carpool ID number to the participants so they may go online and register.
4. No participant other than the primary driver may have a valid permit when the carpool is registered. Each participant will receive an ATP pass to be used when the carpool driver is unable to transport the other participants to campus with the carpool.
5. The regular permit is transferable between members of the carpool; however, the primary driver assumes responsibility for all citations issued to vehicles displaying the permit.
6. To cancel your participation in a carpool, you must return your pass to Parking Services. The ATP pass will be forfeited unless the customer enrolls in another method of alternative transportation.
7. If the primary driver leaves the carpool or the carpool membership reaches less than 2 participants, the carpool will be dissolved and all members' ATP passes will be deactivated.

XI. Contractor and Construction Parking and Permits

A. Accommodating Construction Projects

1. The University of Georgia is a continually growing institution. Renovations on older buildings and new constructions are a familiar part of the landscape. Parking Services will work with contractors to make accessing work sites possible.

B. Construction Zone Parking

1. Representatives of companies involved in construction or similar renovation projects on campus may park in a designated job site without a permit. The limited space of campus makes it necessary to restrict marked construction vehicles to a staging area. This area should be defined in cooperation with the site manager, contractor, and Parking Services. The contractor may be assessed a permit fee for the designated space.

C. Contractor Permits

1. When parking outside of this designated zone a permit is required. Permits will be assigned on a space available basis. Contractors must purchase a Contractor permit at a rate of \$720 per year which allows them access to all lots on campus. This rate is prorated throughout the year.

2. When space is available, permits may be sold to specific lots to contractors for a limited time and are prorated throughout the year.

3. Contractors may also make arrangements to park personal and company vehicles in remote lots and shuttle their employees to the job site.

XII. Vendor Permits

A. Vendors

1. Vendors are representatives of companies that maintain goods and services to fulfill contractual obligations. Vendors may purchase a Vendor permit with Parking Services management approval. The current cost is \$720 for 12 months and is prorated throughout the year.

XIII. Parking Violations and Fines

A. Responsible Party

1. A Permit cannot be sold, altered, falsified, or transferred to another individual. It is for the sole use of the person to which it is issued.
2. Citations will be the responsibility of the registered holder of the permit displayed on a vehicle.
3. If no permit is displayed, the owner of the vehicle will be responsible.

B. Violations and Fines

1. Improper display \$15

Definition- a permit is placed on a vehicle in an area other than the bottom corner on the passenger side of the front windshield.

2. Failure to display \$30

Definition- a vehicle registered by a permit holder is parked without a visible permit in their designated lot.

3. No Permit \$40

Definition- an unregistered vehicle is parked in a permit only lot.

4. Out of zone or region \$40

Definition- a registered vehicle is parked in a lot other than the designated zone of the permit holder.

5. Alter/Falsify \$100

Definition-changing or falsifying a permit in any way; using a stolen, lost, or otherwise deactivated permit; using a photocopied permit; obtaining a permit for an unauthorized person or unauthorized use of a permit. Such actions will make the vehicle in question subject to immediate immobilization or impoundment. In addition, the owner may be subject to prosecution. Such permits must be surrendered to Parking Services.

6. Improper parking \$25

Definition-failure to pull into a space fully, taking up more than one space or any other similar infraction.

7. Beyond time limit \$25

Definition-in pay by space/time areas such as the E03 lot located in front of the Ramsey building, a patron has not paid for the full amount of time used.

8. Unauthorized area \$40

Definition-parking in areas such as construction sites, designated dumpster sites, state vehicle spaces, other similar infraction.

9. Yellow Zone \$40

Definition-parking in any area lined off with yellow paint, either curb or striped, without prior permission from Parking Services.

10. Patient Spaces \$40

Definition-parking in a designated patient space without displaying a proper permit.

11. Handicap \$100

Definition-parking in a designated disability space without displaying a state issued disability placard or disability license tag.

12. Handicap Access Zone \$100

Definition-parking in the blue striped area next to disability spaces.

13. Sidewalk/Grass \$40

Definition- parking on the grass, lawn, landscaping, sidewalk or any paved area intended for pedestrian use.

14. Fire Lane \$75

Definition-parking in an area with signage indicating fire lane or curb areas painted red.

15. Closed Street \$40

Definition-parking in an area only accessed by proceeding through a closed or barricaded street.

16. Obstructing Traffic \$40

Definition-parking in such a way that traffic, including campus transit busses, cannot safely pass by.

17. No Parking area \$40

Definition-any area that is designated a No Parking area with visible signs or any area painted yellow.

18. Reserved Parking \$40

Definition-parking in an area designated as reserved.

19. Immobilization (Boots) and Tows \$75

Definition-Excessive fines, blocking traffic, fire lane violations or similar situations will result in an immobilization unit being placed on the vehicle and or the towing of such vehicle to the Parking Services impound lot. See also IV B. and C.

20. Storage Fees \$5 per 24 hour period

Definition-impounded vehicles will incur additional fees for each day they go unclaimed and remain in an impound lot.

C. Impounding

1. Parking Services reserves the right to impound vehicles as circumstances warrant including, but *not limited to*:
 - a) Vehicles parked in areas which create a safety hazard, such as fire lanes or within ten (10) feet of a fire hydrant.
 - b) Vehicles parked in designated Tow Away zones, blocking delivery areas, reserved spaces, and state vehicles spaces.
 - c) Vehicles parked in a lot with no permit and the lot is full impeding current permit holders ability to find a space.
 - d) Vehicles parked in such a manner as to obstruct vehicle and pedestrian passage.
 - e) Vehicles parked on the grass, lawn, landscaping, red or yellow curbs and striped zones.
 - f) Vehicles parked in areas that are barricaded for construction.
 - g) Vehicles parked in handicapped spaces without proper permits. Handicap access zones must be kept open 24 hours a day for handicap van accessibility.
 - h) Vehicles displaying a permit which has been reported lost or stolen or permits which are altered or falsified.
 - i) Vehicles parked in areas in which emergency utility repair or grounds maintenance must be done. Attempts will be made to contact the owner. However, if it becomes necessary to remove a vehicle, the owner will not be charged a tow fee provided they are parked legally.
 - j) Vehicles that have been immobilized, if the fines are not paid and management makes a decision to tow the vehicle for safety reasons. The vehicle will be towed to the Parking Services impound lot. After 24 hours an additional daily storage fee will be added to the balance due.
 - k) Any unclaimed vehicle will be released to a contracted towing company.

D. Immobilization

1. Parking Services reserves the right to immobilize (boot) vehicles as circumstances warrant, including, but not limited to:
 - a) Accumulation of two or more outstanding citations on a vehicle.
 - b) Display of a permit which our records indicate is stolen, altered or otherwise falsified.
 - c) Vehicles with no current license plate and/or having an obscured, covered, or altered Vehicle Identification Number (VIN). Per Georgia State Law OCG 40-4-4, a vehicle's VIN must be easily seen.
 - d) Any unidentified vehicle not registered with Parking Services.
 - e) Towing is unavailable or impractical.
 - f) Vehicles will remain immobilized until all outstanding debt incurred by the violator has been satisfied. This includes citations on vehicles other than that which is currently immobilized. If the fines are not paid, the vehicle will be towed to the Parking Services impound lot. After 24 hours, an additional daily storage fee will be added to the balance due.

E. Habitual Violators

1. Habitual violators are defined as:
 - a) Customers who accumulate ten or more tickets during a parking year.
 - b) Customers who have been immobilized or towed two or more times during a parking year.
2. Continued violations will result in:
 - a) An immediate immobilization or tow.
 - b) Forward of the case file to the University Judicial Programs Office. Resulting sanctions are established in the Official Code of Conduct and can result in community service or other sanctions.

F. Payment of Fines

1. Vehicle owners will be responsible for all citations issued.
2. Citations issued to a vehicle displaying a permit will be the responsibility of the registered permit holder.
3. Students will have all identified citation balances transferred to their Student Account. Payments may be made on the University Student Account system or at the Bursar's office. Certain fees such as tow fees or immobilization fees will be paid at the Parking Services office.
4. Employees may pay at the Parking Services website, via mail or in person. Delinquent balances may be collected through payroll deductions from eligible employees
5. Visitors may pay at the Parking Services website, via mail or in person.
6. Citations on unregistered vehicles will be connected through inquiry with the Georgia Department of Motor Vehicle Safety.
7. Non-payment of citations may result in a flag on the student's record, immobilization or impoundment, and may incur additional fines.

G. Other Violations and Penalties

1. Persons involved with, but not limited to the following actions may be assessed replacement fees and/or prosecuted:
 - a) Damage to university property, such as decks, signs, elevators, boots, or gate equipment.
 - b) Destroying, removing, taking, or mutilating traffic control signs, reserve signs, or other special signs. Possession of stolen property, including permits.
 - c) Possession of forged permits or other official University documents.
 - d) Tampering with fire safety equipment.
 - e) Unauthorized removal of immobilization devices.
 - f) Misuse of departmental or state vehicle permits.

XIV. Appeals

A. General information

1. Citations must be formally appealed and should be done so within ten (10) calendar days of the issue date.
2. All appeals must be done in writing either electronically, if possible, or via fax, mail, or in person.
3. There is no hearing provided by the various courts. Therefore, any evidence or documentation must be submitted with the appeal to be considered by the appeals committee.
4. Immobilizations and tow fines will not be considered for appeal to the respective courts. Any errors in boot or tow violations must be appealed through the Parking Manager.
5. Notifications of appeal decisions are made via email or mail. Additionally, customers with Online Account access may view decisions via our web site.

B. Visitor Appeals

1. Visitors are those individuals that are not associated with the University of Georgia and are neither students nor employees.
 - a) Visitors may appeal via mail, fax, or in person. E-mail appeals cannot be accepted.
 - b) Citations older than ten calendar days must be paid before an appeal will be considered. If a citation is dismissed, a refund will be issued.
 - c) Visitor appeals are reviewed by Parking Services personnel and take into consideration factors such as previous citations.

C. Student Appeals

1. For the purpose of appeals, an individual is considered a student 24 months after last enrollment. All students driving on campus are responsible for knowing Parking Services rules and regulations.

- a) Citations issued to students will be transferred to Student Accounts.
- b) Appeals will not defer transfer of fines to Student Accounts or payment obligation.
- c) If a citation is appealed and dismissed, the student will be issued a credit to their student account.
- d) Students may appeal citations electronically (if the citation is on their Parking Services account), via fax, mail, or in person. E-mailed appeals cannot be accepted
- e) Student appeals are reviewed by volunteer students from the University Judiciary.

D. Faculty/Staff Appeals

1. For the purposes of appeal, individuals are considered employees if they work in an office on the campus of the University of Georgia or for a university affiliated department.

- a) Employees may appeal citations electronically (if the citation is on their Parking Services account), via fax, mail, or in person. E-mailed appeals cannot be accepted.
- b) Citations older than ten calendar days must be paid before an appeal will be considered. If a citation is dismissed, a refund will be issued.
- c) Employee appeals are reviewed by volunteers from the Staff Council Parking Appeals Committee.

XV. Traffic Regulations

A. Driving at the University of Georgia

1. Any person driving on the University of Georgia campus will be subject to the same traffic laws as county streets.
2. Traffic Officers-No person shall willfully fail or refuse to comply with any lawful order or direction of any police officer or fireman vested by law with authority to direct, control or regulate traffic.
3. Emergency Vehicles-Drivers must yield right of way to authorized emergency vehicles by moving to the side of the road and staying there until the emergency vehicle has passed.
4. Per OCG 40-6-16, drivers must move-over one lane if possible when approaching an emergency vehicle with flashing lights parked on the shoulder. If traffic is too heavy to move-over safely, the law requires drivers to slow down below the posted speed limit instead AND to be prepared to stop.
5. Traffic Signals and Markings- the UGA Police Department shall place and maintain traffic control devices in compliance with state laws as necessary for the safe regulation and the orderly movement of traffic.
6. Speed Restrictions-No person shall drive a vehicle at a speed greater than is reasonable and prudent under the actual and potential hazards then existing, even when posted speed limit is faster. The speed limit in parking lots is 10 mph; the limits on campus streets are posted.

B. Moving Violation Penalties

1. State uniform traffic citations will be issued on all moving violations and the amount of fine will be determined by the Court.
2. Motorized vehicles proceeding through a controlled area when signs or barricades are erected in the center of the street indicating Street Closed from 8:00 am to 4:30 pm., Monday through Friday; a \$40.00 fine may be issued by Parking Services.

C. Accidents

1. The driver of any vehicle involved in an accident resulting in injury to or death of any person or damage to any property of another shall immediately stop such vehicle at the scene of such accident and remain there until the requirements of this section have been fulfilled.

a) The driver shall give their name, address, and identification number of vehicle and, upon request, exhibit driver's license to an officer of the UGA Police Department and/or the person struck.

b) If the accident involves a collision with an unattended vehicle, the driver shall immediately stop and either locate or notify the owner of such vehicle and/or the UGA Police Department.

D. Mufflers, Noise Prevention, Smoke etc.

1. Every motor vehicle operated on the campus shall at all times be equipped with a muffler in good working order to prevent excess or unusual noise and smoke.

2. No person shall use a muffler cut out, bypass, muffler without baffles, or other device upon a motor vehicle which creates a noise level higher than the manufacturer designed the vehicle to operate. This equally applies to other noise making part or attachment to a motor vehicle such as horn or siren, except as authorized by law for emergency vehicles.

3. The engine and power mechanisms of every motor vehicle shall be equipped and adjusted to prevent the escape of excessive fumes and smoke.

4. A noise level above 90 decibels, as measured by a noise level meter, shall be sufficient evidence of excessive noise.

5. Violators of the above are subject to prosecution under Georgia law.