

NOTICE: PROPOSED NEW & REPEALED RULES/REGULATIONS

DATE: November 7, 2011

University of South Florida System Rules/Regulations

No: 6C4-4.0010 - Parking-General Guidelines, Registration, Penalties & Rates

No. 6C4-4.0011 - Traffic and Moving Violations

Summary:

Section 1006.66, Florida Statutes, requires Universities to adopt rules that govern traffic on the grounds of universities and provide penalties for the infraction of such traffic rules. Sections 1006.66 and 1009.24, Florida Statutes authorize Universities to establish fees, fines and decal costs to provide parking facilities and to defray the administrative and operating costs of the traffic and parking program on campus.

Business and Finance and the System institutions reviewed the University's ten parking and traffic rules/regulations and determined that the rules/regulations should be consolidated for easier reference and clarity. Major provisions of all of the current parking and traffic rules/regulations have been incorporated into the two attached proposed parking and traffic rules/regulations. Upon adoption of the two new regulations, the current 10 parking and traffic rules/regulations will be repealed. No adjustments have been made to the 2011-2012 parking rates, fines or penalties. These proposals will be reviewed by the Finance and Audit Advisory Council and will be presented to the Finance and Audit Workgroup (December 1) to be placed on the December 8, 2011 Board of Trustees Agenda.

Full text of the proposed Rules/Regulations and links to the Rules/Regulations for repeal are enclosed:

End of Summary.

AUTHORITY TO ADOPT/REPEAL RULES/REGULATION(S): Art. IX, Sec. 7, Fla. Constitution, BOG Regulation 1.001, Section 1006.66 and 1009.24 Florida Statutes.

UNIVERSITY OFFICIAL INITIATING PROPOSED ADOPTION/REPEAL OF RULES/REGULATION(S): Nick Trivunovich, Vice President, Business and Finance.

WRITTEN COMMENTS CONCERNING THESE PROPOSED RULES/REGULATIONS MAY BE SUBMITTED WITHIN 14 DAYS AFTER THE POSTING DATE OF THIS NOTICE TO:

Dee Brown, Agency Clerk
Office of the General Counsel
University of South Florida
4202 East Fowler Avenue, Suite CGS 301
Tampa, FL 33620-4301
Phone: (813) 974-7150; FAX: 813-974-5236; E-MAIL: usflegal@usf.edu

Proposed USF System Rule/Regulation No. 6C4-4.0010

Subject: Parking General Guidelines, Registration, Penalties & Rates

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1

2 **(1) APPLICATION**

3 **(a)** Florida Statutes Section 1006.66 requires each University Board of Trustees to adopt rules
4 that govern traffic on the grounds of the University; that provide penalties for the infraction of
5 such traffic rules; and that the University finds necessary, convenient, or advisable for the safety or
6 welfare of the students, faculty members, or other persons. Florida Statutes Section 1009.24
7 authorizes University Boards of Trustees to assess fees for parking fines, decals, and permits.
8 Board of Governors Regulation 1.001 requires that University parking facilities are funded through
9 parking fees or parking fines imposed by a University.

10 (b) Thus, USF System institutions charge fees for the use of its parking spaces to pay for the
11 operation and maintenance of campus parking facilities and a Transportation Access Fee Plan to
12 support the transportation infrastructure and increase student access to transportation services.
13 The USF System President/designee may convene a Transportation Access Fee Committee
14 composed of at least one-half student representatives appointed by the Student Body President and
15 the remainder appointed by the USF System President/designee. A chairperson shall be jointly
16 appointed by the USF System President/designee and Student Body President and shall only vote
17 in case of a tie. The Committee may recommend that fee increases be assessed upon all courses
18 and fundable credit hours. The recommendations shall take effect if approved by the USF System
19 President/designee, after consultation with the Student Body President and approved by the
20 University Board of Trustees. See USF System Regulation 4.0102 (Tuition and Fees) for current
21 Transportation Access Fee amount.

22
23 (c) This Rule/Regulation applies to the USF System unless otherwise specified in this
24 Rule/Regulation or on the individual campus parking/traffic information website. Regional
25 campuses and separately accredited institutions may have different names and locations for
26 parking and traffic offices and officials. Students, faculty and staff must check with their
27 individual campuses or parking/traffic website for information.

USFTP http://www.usf.edu/parking_services/
USFSP http://www.usfsp.edu/parking_services/index.htm
USFS- <http://www.sarasota.usf.edu/services/Parking/>

28
29 Or at the main building:

USFTP 4202 E. Fowler Avenue, Room PSB 101, Tampa, FL 33620
USFSP 140 USFSP Harborwalk Ave. S, BAY 132, St. Petersburg, FL 33701
USFS- 8350 N. Tamiami Trail, SMC-B116, Sarasota, Florida 34243-2049

30

31 **(2) DEFINITIONS**

32

33 **(a) AFFILIATE:** An individual, or an individual belonging to an organization, agency or
34 other group, having an ongoing relationship with the USF System and who has been approved by
35 a USF System parking and transportation services office (PATS) as an affiliate. The USF System
36 retains the right to offer staff permits to individuals in the affiliate category who have occupied
37 USF System premises pursuant to a federal grant agreement in existence prior to 1990.

38

39 **(b) DISABLED PARKING:** Specifically designated parking for anyone legally qualified to
40 use disabled parking.

41

42 **(c) GZ (Gold Zone) PARKING:** Designated premium parking lots requiring a special
43 permit.

44

45 **(d) HOLIDAYS:** Official USF System holidays only. Academic breaks and weekends are not
46 holidays.

47

48 **(e) LICENSEE:** A person or entity that is present on the grounds of the USF System
49 because they have entered into an agreement with the USF System for use of campus facilities.

50

51 **(f) LOADING/UNLOADING ZONES:** Zones specifically designated for vehicles making
52 deliveries and pick-ups.

53

54 **(g) PARKING:** Stopping a vehicle on the side of the road, on the road, or off the road when
55 not required to do so by law, rule or regulation. The parked condition is not altered by
56 occupancy of the vehicle, leaving the vehicle's motor running, or engaging the vehicle's flashing
57 hazard light.

58

59 **(h) PATS:** Refers to the appropriate parking and transportation services offices for each USF
60 System institution.

61

62 **(i) PERMIT:** A distinctive USF System repositionable permit, adhesive decal or hangtag
63 issued by PATS.

64

65 (j) **INSTITUTION/CAMPUS:** USF Tampa, USF St. Petersburg, USF Sarasota-Manatee
66 and USF Polytechnic.

67
68 (k) **REGISTERED VEHICLE:** Any vehicle that is registered with a USF institution's
69 Parking and Transportation Services office (PATS).

70
71 (l) **RESERVED SPACE:** Individually marked space reserved for the specified user twenty-
72 four (24) hours a day/seven (7) days a week.

73
74 (m) **RETIRED:** Faculty, administration, and staff who have retired from the USF System and
75 are not currently employed by the USF System.

76
77 (n) **SERVICE DRIVE:** Those areas of campus that provide access for delivery, service and
78 emergency vehicles only.

79
80 (o) **STAFF:** The term STAFF includes employees in GEMS salary plans for adjunct
81 faculty/medical residents (06); post-doctoral fellows (08); administration (21); faculty (22); staff
82 employee (23); executive service (24); and non-student full-time, part-time and temporary
83 employees.

84
85 (p) **STUDENT:** For the purpose of these rules/regulations, the term STUDENT includes all
86 persons, other than staff, as defined above, enrolled with the USF System; day or night, full-time
87 or part-time, regardless of the number of hours or days attending classes.

88
89 (q) **COURTESY PERMIT:** A temporary permit issued by PATS to visitors; or to any
90 registered permit holder who is not in possession of their parking pass. Maximum of three (3)
91 courtesy permits per semester.

92
93 (r) **TIMED SPACES:** Non-metered parking spaces specifically designated for vehicles
94 making short term stops of no greater than designated number of minutes listed on the parking
95 space.

96
97 (s) **VENDOR/CONTRACTOR:** Any person/company that has entered into a contract
98 with the USF System to provide a service, regardless of the length of the contract, to the USF
99 System.

100
101 (t) **VISITOR:** Any person who is not a member of the USF System (student, staff, affiliate,
102 vendor/contractor or licensee).

103
104 (u) **VOLUNTEER:** Any person who provides volunteer services to the campus and receives
105 no compensation, material benefit, or course credit from the USF System.

106
107

108 (3) **PURPOSE**

109
110 The purpose of a structured and regulated parking system is to facilitate the activities of the USF
111 System (primarily instruction) by providing parking that will allow: (1) students to park close to
112 their on-campus residence or to commute; (2) faculty and staff access to classrooms and offices;
113 and (3) visitors the ability to participate in campus activities. To meet this purpose, the USF
114 System has developed rules/regulations (6C4-4.0010-Parking, Registration, Penalties & Rates; and
115 6C4-4.0011-Traffic and Moving Violations). Compliance with these rules/regulations is
116 encouraged through fair and consistent enforcement.

117
118 Due to the size of the staff and student bodies, the USF System does not guarantee parking to
119 all students and staff paying for spaces, nor can it guarantee the safety and security of vehicles,
120 property and persons within the campus parking facilities. All persons holding a valid operator's
121 license may use properly registered motor vehicles, motor scooters, bicycles, and other USF
122 System institution approved mechanical conveyances in accordance with the terms of these
123 rules/regulations and the specific rules/regulations of each institution as posted on that
124 institution's parking/traffic website (p.2).

125

126 (4) **GENERAL GUIDELINES for PARKING PERMITS and REGISTRATIONS**

127 (a) University Police, Parking Enforcement Specialists, the appropriate Law Enforcement
128 authority, or specially designated personnel are authorized to issue parking citations for parking
129 and registration violations in accordance with these rules/regulations twenty-four (24) hours a
130 day/seven (7) days a week.

131 (b) Vehicles used on campus by employees and enrolled students, regardless of number of
132 hours or days, night or day, full time or part time, must be registered and must display a valid
133 appropriate USF System institution permit twenty-four (24) hours a day/ seven (7) days a week.

134 (c) Upon request by the appropriate PATS office, the person registering a vehicle must
135 present a valid driver's license, USF System employee or student ID card, or a letter from
136 employer which justifies the type of permit requested. Resident students must present a copy of
137 their housing contract, check-in sheet, or verifiable resident status in Banner. All registrants are
138 responsible for providing PATS with a current address and keeping all information about vehicle
139 ownership updated.

140 (d) There is no grace period for registration of vehicles and acquisition of USF System
141 institutions' permits. New non-student employees may obtain a temporary permit for ten (10)
142 business days from the start date of their employment. Proof of employment status is required.

143 (e) Reserved spaces may be purchased by staff for a yearly fee. Requests for spaces must
144 bear the concurrence of the President, chancellor, vice president, dean or designee, and attest to
145 the fact that the space is needed based upon the registrants work requirements. These spaces are
146 not transferable and cannot be sold to another individual in the event the registrant of the
147 reserved space leaves the institution. Reserved parking locations are established by PATS to
148 allow for proper parking management.

149 (f) Commercial representatives in commercial vehicles using marked delivery trucks,
150 telephone and power service vehicles, limousine service automobiles, taxis and buses making
151 brief stops in the appropriate spaces or zones at one or more points on campus are not required
152 to pay a parking fee or display a permit unless the vehicles will be parked.

153 (g) Vendors/Contractors and sales or service representatives must display a USF
154 Vendor/Contractor permit on their commercially or privately owned vehicles to park on the

155 Tampa campus. These vehicles may be parked in any designated, unreserved non-GZ lot parking
156 space. On the USFSP campus, vendors may park in GOLD zones with valid permit. On the
157 USFS-M campus, vendors must display a Staff permit. Special parking arrangements must be
158 approved in advance by PATS. Vendor/Contractor permit holders may also utilize designated
159 loading/unloading zones for periods of thirty (30) minutes or less.

160 **(h) Disabled Parking Permits:**

- 161 1. Disabled parkers may park in any disabled space on campus with an appropriate state
162 disabled placard/license plate **and** a valid non-Park-n-Ride USF System institution's permit.
163 Both the disabled placard/license and USF System institution's permit must be visibly displayed.
- 164 2. Any employee member or student with a temporary physical disability which impedes
165 walking may apply, with authorized medical documentation from a physician, to PATS for a
166 temporary USF disabled parking permit not to exceed five (5) business days.
- 167 3. Holders of temporary disabled spaces are required to advise PATS when assigned
168 temporary disabled spaces are no longer required.
- 169 4. All spaces designated for the disabled are reserved twenty-four (24) hours a day/seven (7)
170 days a week.

171 **(i) Daily/Temporary Parking Permits:**

- 172 1. A person who is currently registered with PATS and temporarily not in possession of
173 his/her permit must obtain a courtesy parking permit [limit of three (3) per semester] before
174 parking on campus.
- 175 2. Upon request to PATS, permits may be issued to park out of assigned area, for
176 extraordinary reasons.
- 177 3. USF System departments that are sponsoring or co-sponsoring an event on campus shall
178 request parking permits and/or use of parking spaces at least two weeks in advance from PATS

179 for the event participants. Assignment for event parking will be determined by PATS based on
180 space availability.

181

182 4. A Visitor must obtain a daily permit from either the campus information center, a permit
183 vending machine or the Parking Services office, or from pay stations located in designated areas
184 to legally park on the Tampa campus. Hourly parking is available at Pay-by-Space locations and
185 at meters. Also, visitors may request complimentary parking, up to three (3) times per semester,
186 in designated Park-n-Ride lots. Contact individual institutions (p.2) for location of Visitor daily
187 permits.

188

189 **(j.) Permit/Decal Regulations:**

190 1. When the vehicle is parked, repositionable permits must be affixed, right side up, on the
191 lower-left, driver's side of the windshield by removing the protective covering with the permit
192 clearly visible from the exterior of the vehicle. Alternate methods to affix permits, i.e., tape,
193 suction cups, sleeves, etc. are not permitted. Hangtag permits must be displayed hanging from
194 the vehicle's rearview mirror with the logo side facing out. Hangtags must be unobstructed and
195 clearly visible from the exterior of the vehicle. **Note:** Having tinted windows or using a
196 sunscreen or a car cover does not preclude the necessity of ensuring the permit is plainly visible.

197 2. Permits may not be transferred from registrant to another vehicle operator who would
198 otherwise be required to register their vehicle.

199 3. Repositionable permits may be transferred between same-owner vehicles only.

200 4. Adhesive decals are only issued to those registrants with convertibles, other open vehicles,
201 or other reasons as approved by PATS. The decal must be permanently affixed to the left rear

202 bumper and/or the left side rear/front windshield of the vehicle (outside only). Improper display
203 of decal will result in a citation being issued and a fine being charged.

204 5. Adhesive decals are required for all two-wheeled motor vehicles and must be displayed on
205 the front or rear fender or front fork of the vehicle unless otherwise approved by PATS.

206 6. USF System institutions' permits may not be reproduced, altered, or transferred by anyone
207 other than PATS.

208 7. The person who owns or registers a vehicle is responsible for assuring that the vehicle,
209 regardless of who drives it, is parked in conformance with the rules and regulations and for
210 knowing when the issued permit expires.

211 8. All citations issued to a permit will be that registrant's responsibility regardless of which
212 vehicle the permit is on at the time of the infraction, unless PATS has been advised of a lost or
213 stolen permit. To request replacement or exchange of parking permits, contact the appropriate
214 campus Parking and Transportation Services office.

215 9. Any vehicle parked on campus is parked at the risk of the operator. Permits declared lost
216 or stolen will immediately become invalid. An affidavit must be completed for lost or stolen
217 permits or in the event that the permit was sold with the car. If recovered, the permit will be
218 reclaimed by PATS and destroyed. Any vehicle bearing a lost/stolen permit is subject to
219 immediate immobilization and/or tow, even if the vehicle bearing the permit is owned by the
220 person who has reported the permit as lost/stolen.

221 10. All campus employees, students and visitors who own, register, and have more than one
222 vehicle on campus at the same time are required to have a valid permit displayed on each vehicle.

223 **(k) Payroll Deduction:** Those persons employed as faculty, Administration, Post-Doctoral
224 Fellows, or Staff may pay for their permits through payroll deduction. Those employees not
225 considered permanent employees (i.e., Temporary, visiting and adjunct professors, etc.) are not

226 eligible to use payroll deduction. Payroll deduction cannot be started after March 1 for the
227 current fiscal year.

228 **(l) Refunds:** Full refunds will be issued for permits, (excludes daily visitor and special events)
229 when the refund is requested within fourteen (14) calendar days from the date of purchase, or for
230 students, up to fourteen (14) days after the first day of the semester for which the permit is
231 purchased. To receive the refund, the permit must be returned to PATS with the receipt. Refund
232 requests received after fourteen (14) calendar days are pro-rated based on a fee schedule
233 developed by PATS. Refunds will not be issued after the end of the fee schedule date. Permits
234 ordered on-line and not picked up within 14 calendar days of the beginning of the semester will
235 be charged a processing fee as outlined in the rates section of the current brochure. **Note:**
236 Refunds cannot be issued on pre-tax payroll deduction.

237 **(m)** Permit holders must notify PATS of change in status. Failure to do so will result in the
238 revocation of parking privileges without any refund of the remainder of current year's permit.

239
240 **(5) GENERAL GUIDELINES for DESIGNATED PARKING SPACES and AREAS**

241
242 (a) Parking is permitted only within marked spaces. The absence of "No Parking" signs or
243 curb markings does not mean that parking is allowed.

244 (b) Parking over a marker line is prohibited. Vehicles parked parallel to a curb shall be within
245 one foot of the curb and inside parking markers.

246 (c) Vehicles shall not be parked facing traffic in those lots with angled parking. For those lots
247 with straight-in parking (90 degree) a vehicle may also be parked with the rear of the vehicle
248 towards the closed end of the parking space.

249 (d) Where parallel parking is permitted, vehicles must be parked facing the flow of traffic.

- 250 (e) Vehicles shall not be parked in such a manner as to obstruct vehicular/pedestrian traffic,
251 wheelchair ramps, interfere with normal operational activities, or to create a hazard.
- 252 (f) Double parking is prohibited at all times.
- 253 (g) Parking on grass, unpaved surfaces, sidewalks, crosswalks, service drives, loading zones,
254 truck spaces, or on streets (except where specifically marked for parking) is prohibited.
- 255 (h) Major repairs, as determined by PATS, to non-USF System owned vehicles shall not be
256 performed on campus.
- 257 (i) Unauthorized parking in RESERVED spaces is prohibited.
- 258 (j) A vehicle parked and remaining at the same meter, unloading zone, or timed space will
259 receive one ticket for an overtime violations during the first expired time period for that specific
260 meter, zone, or space. If the vehicle remains at the same expired meter, zone, or space, additional
261 tickets will be issued not to exceed two (2) citations for each calendar date.
- 262 (k) Campus map and parking lot signs indicate where staff, residence hall, and non-residence
263 hall students shall park according to the type of permit displayed on the vehicle. Vehicles may
264 only be parked in the appropriate lots and spaces.
- 265 (l) PATS offices reserve the right to establish some parking facilities as *joint-use* facilities to
266 accommodate two or more categories of registered vehicles. This will be accomplished with
267 proper signage and announcement of the designation.
- 268 (m) Staff and students may purchase a Park-n-Ride permit which is a restrictive remote parking
269 lot permit on the Tampa campus. Vehicles with this permit may be parked only in Lots
270 designated as Park-n-Ride lots on the Tampa campus. Vehicles this permit may not park in any
271 lot on other campuses.
- 272 (n) All loading/unloading zones have a 30 minute time limit.

273 (o) All vehicle operators using a parking space controlled by a mechanical meter must pay to
274 occupy the space in accordance with the instructions on the meter.

275 (p) Only authorized vehicles may park in disabled spaces.

276 (q) Oversized vehicles such as trucks, trailers, motor homes, or any vehicle that occupies more
277 than one standard car space or extends beyond the space shall be parked in an area designated by
278 PATS with appropriate parking permit. The maximum allowance time for parking in this manner
279 is seven (7) calendar days.

280 (r) Vehicles may not be used as overnight domiciles, except under emergency conditions and
281 only with the prior approval of PATS.

282 (s) Special Events/Maintenance: PATS has authority to close streets, lots and parking spaces
283 to facilitate special events, and to perform necessary maintenance. Contact PATS when planning
284 a special event on campus to receive proper parking permits and assignments. No department
285 has the authority to close any lots without first obtaining permission from PATS.

286

287 **(6) TOWING/IMMOBILIZING VEHICLES** (Not applicable to all campuses)

288 **(a)** Vehicles are subject to being immobilized by a mechanical boot or towed away at the
289 operator's or USF System department's expense under any of the following conditions:

290 1. Those listed in this Rule/Regulation 6C4-4.0010.

291 2. Unauthorized parking in reserved or disabled spaces.

292 3. Abandoning a vehicle (disabled or otherwise) for three (3) consecutive days or more. Disabled
293 or abandoned vehicles must be attended to promptly with immediate notification made to PATS,
294 Monday-Friday between 8:00 a.m. and 5:00 p.m. and to the University Police after 5:00 p.m. on
295 weekdays and on weekends and holidays.

296 4. Parking in such a way as to interfere with campus operational activities.

297 (b) Vehicles that have been immobilized by a mechanical boot are towed at the
298 owner's/department's expense. The owner/department is required to pay for the outstanding
299 citations, and the immobilization fee and applicable towing charges prior to claiming their vehicle.
300 The fact that a previously immobilized vehicle has been removed from the area without
301 authorization from PATS shall be prima facie evidence that the registered owner has tampered
302 with the immobilized vehicle. Owners of immobilized vehicles may make restitution online at the
303 PATS website or during office hours at the Parking Services office or the Campus Information
304 Center.

305 (c) A signed release slip must be obtained from PATS before owner's towed vehicle may be
306 reclaimed from the towing company. The release slip will only be issued during PATS office
307 hours and after vehicle registration fees and outstanding citation fees are paid in full. In addition,
308 the owner or operator of the towed vehicle must provide proper identification to the towing
309 company and pay the towing charges in cash to the towing company before reclaiming the vehicle
310 from the towing company.

311 (7) **PARKING VIOLATIONS, PENALTIES & PAYMENT:**

312
313 (a) **Violations and Suspension of Parking Privileges:**

314 This section deals with Parking Violations only. Traffic and Moving violations are addressed in
315 USF Rule/Regulation 6C4-4.0011 and will be referred to the appropriate University enforcement
316 official by the appropriate Parking and Transportation Services office. Operators of vehicles are
317 subject to the Parking fines in accordance with the schedule of violation charges as provided in
318 this Rule/Regulation. PATS reserves the right to restrict the ability to purchase a parking permit
319 for a period up to twelve (12) months and the operator so notified by PATS whenever:

- 320 1. The person falsifies or misrepresents information on any PATS' documents.

- 321 2. The person/department lends his/her vehicle to another person when the latter is not
322 entitled to driving privileges.
- 323 3. The person/department required to register a vehicle does not respond to citations.
- 324 4. The person/department demonstrates actions that show a willful disregard for public
325 safety or property, or engages in other types of disruptive behavior with another member of the
326 USF System.
- 327 5. The person owes a delinquent parking debt to the USF System.
- 328 6. The person displays a counterfeit, stolen, altered, lost or revoked permit.
- 329 7. The person issues fraudulent payments to PATS for services and/or fines payment.

330

331 **(b) Parking citations** not paid within 14 days of issuance, or not under appeal, are subject to
332 an additional late fee as outlined in this Rule/Regulation. Any violations which are still
333 outstanding after 45 days may be transferred to a collection agency (with additional fees assessed
334 by the agency) or set off against employee pay warrants. Outstanding student accounts will also
335 result in student records and registration being placed on hold until the debt is settled. More than
336 two (2) outstanding citations will result in the vehicle being immobilized or towed. Staff and
337 students at the USF Tampa campus with past due violation fees as of the end of the fall, spring,
338 or summer semester may only purchase Park-n-Ride permits.

339

340 Unless otherwise specified in these Rules/Regulations or on the appropriate PATS office
341 website, all persons or departments who are cited for non-moving violations may make payment
342 via the PATS website, to the PATS office in person or via mail.

343

344 (c) **Weapons and Firearms:** The USF System prohibits weapons in vehicles on campus.
345 “In accordance with Sections 790.115 and 790.251, Florida Statutes, individuals are prohibited
346 from possessing firearms on USF System property. The USF System specifically waives the
347 exception provided for in Section 790.115(2)(a)(3), Florida Statutes, meaning that vehicles parked
348 upon USF System property are not entitled to contain firearms pursuant to Section 790.25(5),
349 Florida Statutes.”

350
351 (8) **APPEAL PROCESS for VIOLATION and PENALTIES:** Each System Member may
352 establish an appeal process. The Tampa Campus appeal process is detailed below. Refer to other
353 Member campuses websites (p.2) for applicable appeal processes.

354 (a) Only those persons or departments responsible for incurring the citation or the registrant
355 of the vehicle cited may appeal to the Parking Citation Final Appeal Committee or the Student
356 Government Supreme Court.

357 (b) Any person or department who wishes to appeal a citation shall do so within fourteen (14)
358 calendar days from the date of issuance on the citation. (**Note:** Warning citations may not be
359 appealed.) Appeals may be submitted in writing, via the Internet at the Website published on
360 page 2.

361 The person or department appealing the decision must explain the circumstances existing at the
362 time of the citation in the appeal for review of the citation.

363 (c) If an appeal is not submitted within fourteen (14) calendar days from the date the citation
364 was issued, the right to appeal is forfeited.

365 (d) The written appeal will be reviewed by the Appeals Mediator/PAT staff, adjudicated based
366 on the current PATS rules or regulations. The decision notification will be sent by email and
367 USPS mail.

368 (e) If the non-student person or department is dissatisfied with the decision of the Appeals
369 Mediator/PATS staff, they may appeal the Appeals Mediator/Staff's decision to the Parking
370 Citation Final Appeal Committee. Appeals must be submitted in one of the following ways:
371 online at the appropriate PATS office website or in writing. If the student is dissatisfied with the
372 decision of the Appeals Mediator/Staff, he or she may appeal the Appeals Mediator/Staff's
373 decision to the Student Government Supreme Court. Appeals must be submitted in one of the
374 following ways: online at the appropriate PATS office website or in writing. All appeal requests
375 must be made within fourteen (14) calendar days from the date of the Appeals Mediator/PATS
376 staff's decision notification letter. The non-student Parking Citation Final Appeal Committee or
377 Student Government Supreme Court will review the matter and may excuse, downgrade or
378 uphold the citation, but may not contradict the prevailing parking and registration rules or
379 regulations. The Parking Citation Final Appeal Committee and the Student Government
380 Supreme Court are the final appeal authorities, pending review of dismissed citations by the
381 Director of PATS for adherence to the prevailing parking and registration regulations.

382 (f) The following are reasons that will not be accepted by PATS, the Parking Citation Final
383 Appeals Committee, and Student Government Supreme Court as reasons to dismiss or reduce a
384 citation. This is not an all-inclusive list:

- 385 • Disagreement with the Traffic and Parking Rules/Regulations
- 386 • Ignorance of the rule/regulation
- 387 • Stated inability to find a permitted parking space
- 388 • Operation of the vehicle by another person
- 389 • Stated failure to issue citations previously for similar violations
- 390 • Tardiness to class and/or appointment

- 391 • Inability to pay fine (lack of money)
- 392 • Displayed wrong or expired permit
- 393 • Traffic congestion
- 394 • Received bad verbal information
- 395 • Stated perception that designated parking area is not safe

396

397 Appellants proceeding to file a final appeal should consider the following:

- 398 • Ensure the reason for the appeal is not one of those listed above.
- 399 • Prepare a concise written and/or oral argument not to exceed 5 minutes.

400

401 **(g)** The Director of PATS will review all citations dismissed in final appeal. If the Director
402 should determine either of the Final Appeals bodies is contradicting the prevailing Parking Rules
403 and Regulations in their final appeals decisions, the following process shall be initiated to make a
404 final determination on the appeal:

- 405 • The Director of PATS shall, by written notification, inform the appeal unit of the alleged
406 contradiction.

- 407 • The Director of PATS and appeals unit shall meet to attempt to reconcile the differences.

408 If no reconciliation is made, the parties shall consult with the Associate Vice President of
409 Administrative Services (or designee) on the Tampa campus, or the appropriate official at the
410 member institution who shall act as an arbitrator. The decision rendered by that official shall be
411 final.

412

413

414 **(9) PARKING/TRAFFIC RATES & FINES IN EFFECT - 2011-2012 FY**

415

416

•**USF TAMPA CAMPUS**

417

RATES (Prices do not include applicable sales tax, ex. Daily Permits)	2011-2012
Reserved - Annual	\$1,025
Gold Staff Lots - Annual	\$429
Affiliate Gold	\$470
Staff (E) Lots Annual	\$257
Staff (E) Lots - Semester	\$129
Affiliate Staff	\$290
Vendor - Annual	\$339
Resident Student – Annual	\$215
Resident Student – Semester	\$108
Non-Resident Student-Annual	\$174
Non-Resident Student-Semester	\$87
Park-n-Ride	\$59
Motorcycle	\$59
Daily Permits/Event Daily Rate	\$5
Friend of USF – Annual (Visitor & Park-N-Ride (Y) lots)	\$276
Friend of USF – Semester (Visitor & Park-N-Ride (Y) lots)	\$138
FINES	2011-2012
Unauthorized parking in a Disabled space	\$275
Blocking access to a Disabled space/ramp	\$275

Boot fee (added for any immobilized vehicle)	\$30
Displaying an altered/stolen/lost/ revoked/counterfeit decal/permit	\$175
Unauthorized removal and/or damage to immobilization device (boot), replacement or repair cost to device, eligible to be towed, and/or loss of campus parking privileges	\$175
False Registration – (and parking for one year restricted to Park-n-Ride lots and/or loss of campus parking privileges)	\$175
Blocking a ramp	\$75
Unauthorized parking in a Reserved space	\$75
Unauthorized parking in a service drive or on grass	\$40
No current decal/permit displayed	\$30
Unauthorized parking in State Vehicle space	\$30
Failure to park in assigned lot	\$30
Blocking traffic	\$30
Parking in “No Parking” Zone/Barricaded area	\$30
Parking in an angled parking space facing traffic	\$15
Double parked/parked over line	\$15
Improper parking permit display	\$15
Overtime violation -	\$15
Late Fee (after 14 days)	\$15
Students/Staff First Replacement	\$24
Second Replacement	\$24
Third Replacement	Full Price

Reserved Permits First Replacement	\$48
Second Replacement	\$48
Third Replacement	Full Price
Non-Pickup Permit Processing Fee	\$15
<p>Staff and students at the USF Tampa campus may participate in the Campus Litter Cleanup Program to satisfy charges not to exceed forty dollars (\$40.00) for the academic year. Staff and students with past due violation fees as of the end of the fall, spring, or summer semester may only purchase Park-n-Ride permits.</p>	

USF ST. PETERSBURG CAMPUS

RATES (Prices include applicable sales tax)	2011-2012
Student – Annual	\$157.00
Student – Semester	\$80.00
Residence Hall – Annual	\$210.00
Residence Hall – Semester	\$106.00
Reserved Staff - Annual	\$930.00
Gold Staff - Annual	\$390.00
Green Staff - Annual	\$232.00
Green Staff - Semester	\$117.00
Off-Site Staff	\$50.00
Affiliates - Annual	\$465.00
Vendor – Annual	\$309.00
Motorcycle/Scooter - Annual	\$52.00

Monthly Permit	\$45.00
Daily Permit	\$5.00
Late Fee (after 14 days)	\$15.00
Students/Staff First Replacement	\$20
Second Replacement	\$20
Third Replacement	Full Price
Reserved Permits First Replacement	\$40
Second Replacement	\$40
Third Replacement	Full Price
FINES	2011-2012
Unauthorized parking in Disabled space	\$275
Blocking access to a Disabled space/ramp	\$275
Displaying an altered, stolen, lost, revoked or counterfeit permit and parking for one year restricted and/or loss of campus parking privileges	\$125
Blocking a ramp	\$75
Unauthorized parking in a Reserved space	\$75
Unauthorized parking in a service drive or on grass	\$40
No current decal/permit displayed	\$30
Unauthorized parking in State Vehicle Space	\$30
Failure to park in assigned lot	\$30
Blocking traffic	\$30
Parking in "No Parking" Zone or Barricaded area	\$30

Parking in an angled parking space facing traffic	\$15
Double parked or parked over line	\$15
Improper parking permit display	\$15
Overtime violation	\$15
Immobilization device	\$50

USF SARASOTA-MANATEE CAMPUS

RATES (Prices include applicable sales tax)	2011-2012
Staff Lots Permits - Annual	\$106.00
Staff Lots Permits - Semester	\$53.00
Student Permits – Annual	\$87.00
Student Permits – Semester	\$43.00
Motorcycle	\$15.00
Monthly Permits	\$21.00
Daily Permits	\$3.00
Special Staff Permit-Semester Only	\$30.00
Academy of Lifelong Learning-Quarter Only	\$18.00
Staff/Students First Replacement	\$20
Staff/Students Second Replacement	\$60
Staff/Students Third Replacement	Full Price
FINES	2011-2012
Unauthorized parking in a Disabled space	\$275

Blocking access to a Disabled space/ramp	\$275
Displaying an altered/stolen/lost/ revoked/counterfeit decal/permit. Parking restricted 1 year and/or loss of campus parking privileges, referral to Student Affairs and/or HR for disciplinary action	\$125
Unauthorized removal and/or damage to clamp, replacement or repair cost to device, parking restricted for 1 year and/or loss of campus parking privileges	\$125
Blocking a ramp	\$75
Unauthorized parking in a Reserved space	\$75
Unauthorized parking in a service drive or on grass	\$40
No current decal/permit displayed	\$30
Unauthorized parking in State Vehicle space	\$30
Failure to park in assigned lot -	\$30
Blocking traffic	\$30
Parking in "No Parking" Zone/Barricaded area	\$30
Parking in an angled parking space facing traffic	\$15
Double parked/parked over line -	\$15
Improper parking permit display	\$15
Overtime violation -	\$15
Late fee (after 14 days)	\$11

Rulemaking Authority: 790.25, 1006.66, Chptr. 316 LOF, FS. Law Implemented: 1006.66, F.S. History: New. (date)

419 **Proposed USF System Rule/Regulation No: 6C4-4.0011**

420 **Subject: Traffic and Moving Violations**

421
422 (1) Florida Statutes Section 1006.66 requires each University Board of Trustees to adopt rules
423 “that govern traffic on the grounds of the University; that provide penalties for the infraction of
424 such traffic rules; and that the University finds necessary, convenient, or advisable for the safety
425 or welfare of the students, faculty members, or other persons.” Regional campuses and
426 separately accredited institutions may have different names and locations for parking and traffic
427 offices and officials. This Rule/Regulation applies to the USF System unless otherwise specified
428 in this Rule/Regulation or on the individual campus parking/traffic information website.

USFTP http://www.usf.edu/parking_services/
USFSP http://www.usfsp.edu/parking_services/index.htm
USFS- <http://www.sarasota.usf.edu/services/Parking/>

429
430 Or at the main building:

431
USFTP 4202 E. Fowler Avenue, Room PSB 101, Tampa, FL 33620
USFSP 140 USFSP Harborwalk Ave. S, BAY 132, St. Petersburg, FL 33701
USFS- 8350 N. Tamiami Trail, SMC-B116, Sarasota, Florida 34243-2049

432
433 **(2) TRAFFIC**

434 (a) Traffic rules, regulations and directive signs governing the use of motor vehicles are in
435 effect 24 hours a day, all year long. Inclement weather does not bar their enforcement.

436 (b) The appropriate parking & transportation services office (PATS) on each campus will refer
437 traffic violations to the appropriate official.

438 (c) Motorists shall yield the right-of-way to pedestrians within a crosswalk.

439 (d) The Tampa campus speed limit is 30 m.p.h. unless otherwise posted. Speed limit in
440 parking lots is 10 m.p.h. and 5 m.p.h. in parking garages. Refer to each campus' parking/traffic
441 information website for applicable speed limits.

442 (e) It is unlawful to drive in the opposite direction of the normal flow of traffic.

443 (f) It is unlawful to remove, alter, or change any traffic control device, sign, barricade, or
444 traffic cone. It is also unlawful to drive around barricades, traffic cones in the roadway, or
445 parking facilities that are closed by PATS.

446
447 **(3) SCOOTERS, MOTORCYCLES, BICYCLES, AND MOPEDS**

448
449 (a) Drivers of scooters, motorcycles, bicycles and mopeds are responsible for observing the
450 same traffic regulations as those governing vehicles.

451 (b) Drivers may not drive, ride or park scooters, mopeds, or motorcycles on grass, sidewalks
452 or in the confines of a building.

453 (c) It is unlawful for more than one person to ride on a vehicle at the same time, unless the
454 vehicle is designed for and equipped with a seat for each person.

455 (d) Drivers may not park two-wheeled motorized vehicles in an automobile space. They are,
456 however, allowed to park at paid meters. There are designated motorcycle spaces available.

457 (e) Holders of motorcycle or bicycle permits are entitled to a maximum of five (5) days,
458 annually, of temporary parking permits for four-wheeled vehicles.

459 (f) All two-wheeled motor vehicles must be registered with PATS. Motorcycles cannot
460 display automobile permits at any time. Registered owners with both an automobile and a
461 motorcycle who wish to park both on campus must have a permit for each.

462 (g) Bicyclists will be ticketed for MOVING VIOLATIONS on streets or sidewalks by
463 University Police. Bicycle Regulations are outlined in Section 316.2065, Florida Statutes. A

464 person propelling a bicycle by human power upon and along a sidewalk, or across a roadway
465 upon and along a crosswalk, has all the rights and duties applicable to a pedestrian under the
466 same circumstances, but the cyclist shall yield the right-of-way to any pedestrian and shall give an
467 audible signal before overtaking and passing such pedestrian.

468

469 **(4) ENFORCEMENT**

470 **(a) ALL FLORIDA TRAFFIC LAWS ARE ENFORCEABLE ON CAMPUS.**

471

472 **(b)** University Police or the appropriate Law Enforcement authority on USF System campuses
473 are authorized to directly and immediately enforce these rules/regulations, to make arrests, and to
474 issue moving traffic citations on campus and off campus in cases where the offenses occur or
475 originate on campus.

476

477 **(c)** University Police, Parking Enforcement Specialists, the appropriate Law Enforcement
478 authority or specially designated personnel are authorized to issue parking citations for parking
479 and registration violations in accordance with these rules/regulations twenty-four (24) hours a
480 day/seven (7) days a week.

481 *Rulemaking Authority: 1006.66 F.S., 1009.24; Law Implemented: 1006.66 F.S. New. (date).*

482 **Current Parking and Traffic Rules/Regulations to be repealed:**

<u>6C4-4.0023</u>	Driving and Parking on Campus
<u>6C4-4.0024</u>	Parking and Traffic Definitions
<u>6C4-4.0025</u>	Vehicle Registration Regulations
<u>6C4-4.0026</u>	Vehicle Registration Fees
<u>6C4-4.0027</u>	Parking Regulations
<u>6C4-4.00210</u>	Traffic Regulations
<u>6C4-4.00211</u>	Scooters, Motorcycles, Bicycles and Mopeds
<u>6C4-4.00212</u>	Towing/Immobilizing of Vehicles
<u>6C4-4.00213</u>	Violations, Penalties and Fines
<u>6C4-4.00214</u>	Citation Payment & Appeal Process

483