

UNIVERSITY OF SOUTH ALABAMA 2011-2012 TRAFFIC & PARKING REGULATIONS

The following Traffic and Parking Regulations are effective August 1, 2011 and are subject to change at any time. Any person, who owns, operates, and/or parks a motor vehicle on University of South Alabama (USA) property submits fully to all the rules and regulations outlined in this document. Faculty, Staff, and students are responsible for knowing the regulations governing the operation of motor vehicles at USA as outlined in this publication. Anyone operating a vehicle in violation of the University parking policy will be held responsible for any such violation.

All vehicles operated on the USA campus must be properly registered and display a current USA parking permit twenty-four (24) hours a day, seven (7) days a week.

Registration in itself is no guarantee of a parking space, nor is it a guarantee of a parking space near the place where one works or attends class. The responsibility of finding a legal parking space rests with the vehicle operator. Parking for all permit holders is on a "first-come, first-served" basis only. A lack of space where one would like to park is not a valid excuse for violating any parking regulation.

GENERAL INFORMATION

Anyone who operates a motor vehicle on the USA campus is required to register his/her vehicle with Parking Services and obtain a valid parking permit. This includes all employees, faculty, staff, designated guests, administrative officials, and all students. Regulations apply to students enrolled in day, evening, weekend, online web classes, and all enrolled students at other locations including Baldwin County, Brookley, and Dauphin Island Sea Lab. Parking permit must be displayed from the rear view mirror facing outward. Displaying it in any other location is considered a violation.

Visitors (individuals not affiliated with the University) must stop by the **Parking Services** office to obtain an official visitor parking permit which must be visible on the inside of the left front windshield. Visitors must show a valid driver's license to obtain a visitor pass.

The University of South Alabama assumes no liability for damage or loss to any vehicle or vehicle contents while parked on or in operation on University property.

USA Police Officers are authorized to issue citations for traffic and parking violations. All sworn officers have completed the Minimum Standards of Peace Officers for the State of Alabama (A.P.O.S.T. certification). University Police have full arrest powers granted by the State of Alabama (Title 16-22-1 and 16-22-2).

Standard rules of the road for the city, county, and state will be observed on campus.

Vehicles are to be parked in a designated parking space only.

Yellow lined areas and curbs are considered no parking zones.

Vehicles are not to travel or be parked on sidewalks, tram paths, lawns, grassed/landscaped areas or curbs.

The speed limit on campus roadways is 20/30 MPH (as posted) and 15 MPH in parking areas.

Pedestrians and persons riding bicycles on campus will comply with Title 32 of the Alabama Code.

Pedestrians must cross roadways within a marked crosswalk. Motorists must yield the right-of-way to pedestrians within a crosswalk.

Vehicles are not to be parked within 15 feet of designated fire exits, fire department connections, or fire hydrants. Red curbs and/or red lined areas are fire lanes and must not be blocked at any time for any reason. Any street or roadway on campus where vehicles operate is considered a fire lane. Regulations affecting fire lanes are in effect at all times. Vehicles parked in fire lanes may be towed or wheel locked without notice day or night and charged an impounding/immobilizing fee in addition to the parking violation fine.

PARKING PERMITS AND VEHICLE REGISTRATION

Student permits are valid August 1, 2011 through July 31, 2012. Student tuition and fees include one student parking permit. Student parking permits are available for pick up one week before the start of each semester. An e-mail notification will be sent to the university issued e-mail account with dates, times, and location of parking permit distribution. Students must be enrolled, present photo identification, and complete a vehicle registration form. Only the registered student may pick up his/her parking permit; permits will not be issued to other individuals, friends, or family members.

Faculty/Staff parking permits are valid November 1, 2011 through October 31, 2012. Faculty/staff parking permits are purchased from the Student Accounting Office, Meisler Hall 1300. Faculty, staff, employees, and designated guests with a current USA issued identification card must purchase a parking permit (\$20.00). Individuals must present their current USA identification card and complete a vehicle registration form.

Parking registration is an individual responsibility. Parking permits are assigned to individuals (not vehicles), and ownership is nontransferable. Parking permits may not be used by anyone other than the registered permit holder. Registered permit holder is responsible for any fines incurred.

Parking permit must be properly displayed twenty-four (24) hours a day. Improper display of a parking permit or failure to display a permit is considered a parking violation and is treated accordingly. No individual shall display more than one USA parking permit on any one vehicle.

Students, who are currently enrolled, possess a current USA I.D. card, and park a vehicle on campus must obtain a student parking permit. **Only one permit per student will be issued for each academic year.**

Faculty/Staff members (all employees) and designated guests, who qualify for a USA ID card, must purchase a faculty/staff parking permit.

Faculty/staff are prohibited from purchasing a faculty/staff permit for **ANY** student, student family member, student assistant, graduate assistant or any other person. Unauthorized possession **OR** use of a faculty/staff permit by a student will result in disciplinary action and possible vehicle immobilization.

Expired permits must be removed from motor vehicles and destroyed/disposed.

Motorcycles and scooters will have a reflective bumper sticker parking decal clearly visible.

Providing false or incomplete information on vehicle registration forms will result in disciplinary action and possible vehicle immobilization.

Use or possession of a **reported lost, stolen, altered, or counterfeit** parking permit or temporary parking pass will result in disciplinary action, fines, and vehicle immobilization.

Lost or stolen permits must be reported to Parking Services immediately.

ZONE PARKING REGULATIONS

University parking lots are divided into five (5) zones: Resident, Gamma, North, South, East, and Central. Zone parking is enforced between the hours of 7:00 a.m. – 1:45 p.m. Monday through Friday. After 1:45 p.m., vehicles with any valid USA parking permit may park in any student parking space on campus.

Zoned lots are reserved for permit holders with the corresponding zoned permit properly displayed in his/her vehicle.

Student parking spaces are designated white lined spaces.

Faculty/staff parking spaces are designated blue lined spaces, except handicap parking spaces. Faculty/staff spaces are enforced between the hours of 7:00 a.m. – 5:00 p.m. Monday through Friday. Students are not allowed to park in faculty/staff parking spaces.

Parking permits are required twenty-four (24) hours a day, seven (7) days a week.

If resident/commuter status at the University changes and a different permit is required, individuals are responsible for exchanging his/her permit for the correct permit.

RESIDENT STUDENTS: All on-campus resident students, including The Grove, sorority and fraternity residents, must obtain a Resident zone permit with the exception of Gamma residents who must obtain a Gamma zone permit. **Obtaining a permit other than the allowed permit will result in disciplinary action and possible vehicle immobilization.**

COMMUTER STUDENTS: Commuter students must choose a zone in which to park and park in that zone during the hours of zone enforcement; 7:00 a.m. – 1:45 p.m. Monday through Friday. Vehicles parked in a zoned lot different from the displayed permit will result in a “zone violation” citation. Removing a permit to park out of zone or failure to display the correct permit will result in a “zone violation” AND a “no permit visible” citation.

- **Resident zone** parking permits are for students who reside in Beta, Epsilon, Delta, Greek Houses, and the Grove. During zone enforcement, the Resident permit is valid in dormitory (except Gamma), Greek, or Grove parking lots only.
- **Gamma zone** parking permits are for Gamma residents only. During zone enforcement, the Gamma permit is valid in the Gamma parking lot and Gamma side of Stadium only.
- **North zone** parking permits are valid in North Chemistry, North Humanities, and Library parking lots only during zone enforcement.
- **South zone** parking permits are valid in Administration, Computer Services, Laidlaw Performing Arts, and Mitchell College of Business, Shelby Hall, Special Student Services, University Commons, and Health & Physical Education parking lots only during zone enforcement.
- **East zone** parking permits are valid in Alpha Hall East and South, Biomedical Library, Health Sciences, Instructional Laboratory (ILB), College of Medicine, and Visual Arts parking lots only during zone enforcement.
- **Central zone** parking permits are valid in South Chemistry, South Humanities, and Engineering, Faculty Court South, Gamma, Student Center, and Bookstore parking lots during zone enforcement.

Additional parking is available at Technology & Research Park III and University Commons with any valid USA parking permit.

PARKING DESIGNATIONS

The university does not guarantee a parking space, nor does purchasing a parking permit guarantee a parking space. Responsibility for finding an authorized parking space in the proper zone rests with the operator of each vehicle. **LACK OF SPACE, RAIN, OR INCLEMENT WEATHER IS NOT A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.**

STUDENT SPACES: Students must park in the white lined parking spaces inside their designated parking zones. Parking zone **restrictions will be enforced from 7:00 a.m. to 1:45 p.m., Monday through Friday.** After 1:45 p.m., a student may park his/her vehicle **in any student parking space (white lines) in any zone.** Parking lots are posted with signs indicating parking zone. A valid USA parking permit must be displayed, unobstructed from the rearview mirror, at all times while a vehicle is parked on campus.

FACULTY/STAFF SPACES: Faculty/Staff members (all employees) and designated guests who qualify for a USA ID card, must purchase a faculty/staff parking permit and park in the blue lined parking spaces. A valid USA parking permit must be displayed, unobstructed from the rearview mirror, at all times while a vehicle is parked on campus. Blue lined, faculty/staff parking spaces are enforced from 7:00 a.m. until 5:00 p.m. Monday through Friday.

HANDICAP SPACES: Parking spaces designated for disabled persons are enforced **24 hours a day, seven days a week.** Vehicles parked illegally in these spaces may be wheel locked or towed and charged an impounding/immobilizing fee in addition to the handicap violation fine. Handicap placards and license plates issued by states are valid on campus once they are registered with Special Student Services. Handicap placards are subject to verification with the DMV.

SPECIAL PARKING PERMITS:

- Students who require handicap parking spaces must first register with Special Student Services, 5828 Old Shell Road. Proof of disability will be required. Students will then obtain a Special Parking permit from Parking Services. **A valid state issued handicap placard or license plate**

registered to the student must be displayed along with the Special Parking permit. It is illegal to use a handicap placard registered to another individual.

- Students who require temporary special parking must first register with Special Student Services, 5828 Old Shell Road. Proof of disability will be required. A temporary special parking permit will then be issued by Parking Services. The temporary special permit will be affixed to the current student permit and allows parking in any available student or faculty/staff space; however, parking in handicap parking spaces is prohibited.
- Faculty/Staff who have a valid handicap placard or license plate registered by the state, in his/her name, may park in a handicap parking space. Faculty/staff parking permits must be displayed along with the state issued handicap placard or handicap license plate.
- Faculty/Staff members with a temporary disability and require the use of handicap parking spaces must obtain a temporary handicap placard from the Department of Motor Vehicles (DMV). A valid faculty/staff parking permit must be displayed along with the state issued temporary handicap placard.

MOTORCYCLE/SCOOTER SPACES: Persons riding a registered motorcycle or scooter should park in designated motorcycle spaces (see map for locations). Automobiles may not park in motorcycle spaces.

TIMED SPACES: Orange lined parking spaces are timed, 30 minute parking spaces. Timed spaces are for persons to transact university business and are not to be used by persons attending classes or anyone who will be parked longer than 30 minutes, including University employees.

MITCHELL CENTER PARKING: This lot is available with any current valid parking permit except when events are scheduled in the Mitchell Center. This lot is subject to close with or without notice.

MEISLER HALL PARKING: This parking lot is designated a **visitor only** parking lot. However, students are allowed to use the timed 30 minute parking spaces to conduct University business. Students and employees are not permitted to park in the visitor spaces.

PATIENT PARKING SPACES: Patient parking spaces are provided for non-affiliate patients of the on campus clinics. Students and employees are not permitted to park in patient parking spaces. Students and employees who are also patients must park in their designated parking zones and or parking spaces.

UNIVERSITY AND DELIVERY VEHICLE PARKING: Official University vehicles or vendor/delivery vehicles are permitted to utilize these spaces. Students and employees are prohibited from parking in university and delivery vehicle parking spaces.

VIOLATIONS, FINES, AND PENALTIES

In addition to the traffic laws of the state of Alabama, the following University regulations are enforced by the University Police Department. Persons operating vehicles on campus are subject to the provisions of the Traffic Code of the State of Alabama. Violators may be issued a Uniform Traffic Citation and/or arrested and subject to the established court proceedings for such offenses.

• No current parking permit visible - expired permit, or permit obstructed, improperly displayed permit	\$15.00
• Parking in a faculty/staff space without a valid f/s permit (students are prohibited from using a f/s permit)	\$20.00
• Improper parking – double parking, over the line, etc.	\$20.00
• No parking zone – yellow lines, curbs, any area of campus which has not been designated a parking area	\$20.00
• Zone violation - parked in wrong zone, parked out of zone	\$20.00
• Parking on grass or sidewalk – lawn or grassed areas, landscaping, on or blocking sidewalk	\$20.00
• Overtime parking – exceeding the allowed posted time	\$20.00
• Parking in a driveway or roadway	\$15.00
• Parking in a fire lane – red curbs, fire hydrant, red lines	\$30.00
• Handicapped parking -handicap spaces enforced 24/7	\$100.00
• Decoy ticket	\$20.00
• Use of a stolen, lost, altered or counterfeit permit	\$50.00
• Wheel lock (impounding/immobilization fee)	\$20.00
• Unauthorized removal or tampering of a wheel lock offender is subject to fines, arrest, and criminal charges	\$100.00
• Other – officer specified miscellaneous offense i.e. patient parking, delivery zone, loading zone, etc.	\$20.00
• Moving violations – stop sign, failure to yield, driving on grass, one way	\$15.00
• Speeding – exceeding posted or published speed limit	\$30.00
• Driver not to proceed where traffic obstructed – crosswalk, driving around barricades, construction zones, etc.	\$30.00
• Providing false vehicle information to Parking Services	\$50.00

WHEEL LOCK AND TOWING

Vehicles not parked in accordance with University Traffic and Parking Regulations, including safety hazards, are subject to being cited, wheel locked, or towed at the owner's/operator's expense. The owner/operator of the vehicle will be held responsible for all costs and unpaid traffic fines involved.

- Vehicles parked in or obstructing use of a handicap space, ramp, or curb cut without proper permit documentation may be wheel locked or towed.
- Vehicles parked in any reserved space, loading zone, or University/delivery vehicle only space may be wheel locked or towed.
- Vehicles parked in any tow away zone may be wheel locked or towed.
- Vehicles parked in unauthorized locations or without proper permit may be wheel locked or towed.
- Vehicles parked on campus without a license plate and/or vehicle identification number visible may be wheel locked until proof of ownership can be established.
- Abandoned vehicles will be issued a seven (7) day tow-notice after which time, if the vehicle remains on campus, the vehicle will be towed at the owner's/operator's expense.
- Any vehicle incurring four or more citations may be wheel lock or towed.
- Vehicles that are unregistered or have unpaid citations may be wheel locked or towed.
- Any individual found using or in possession of a reported lost or stolen parking permit, altered or counterfeit parking permit, temporary or unauthorized parking pass will have his/her vehicle

wheel locked. In addition to the wheel lock fine, students will be referred to the Dean of Students Office and employees will be referred to their immediate supervisor for disciplinary action.

- Any individual found displaying a permit other than his/her own will have his/her vehicle wheel locked. This includes students found using a faculty/staff parking permit. The unauthorized permit will be confiscated. In addition to the wheel lock fine, students will be referred to the Dean of Students Office and employees will be referred to their immediate supervisor for disciplinary action.
- Students with a faculty/staff permit displayed in his/her vehicle will have his/her vehicle wheel locked and the faculty/staff permit will be confiscated. In addition to the wheel lock fine, students will be referred to the Dean of Students Office and employees will be referred to his/her immediate supervisor for disciplinary action.
- Any individual who removes a wheel lock without authorization or damages a wheel lock while tampering with or attempting to remove the wheel lock is subject to fines, university disciplinary action, and possible arrest and restitution.

In addition to the above stated sanctions, loss of campus driving privileges may also be imposed.

PAYMENT OF FINES

STUDENTS - Mail payments to: USA Parking Services Beta/Gamma Commons, 290 Stadium Boulevard, Mobile, AL 36688. Attach a personal check or money order to the citation. Walk in payments can be accepted at Student Accounting (cash, personal check, money order, or credit/debit cards).

FACULTY/STAFF - Mail payments to: USA Parking Services Beta/Gamma Commons, 290 Stadium Boulevard, Mobile, AL 36688. Attach a personal check or money order to the citation. Walk in payments can be accepted at Student Accounting (cash, personal check, money order, or credit/debit cards).

VISITORS - Mail payments to: USA Parking Services Beta/Gamma Commons, 290 Stadium Boulevard, Mobile, AL 36688. Attach a personal check or money order to the citation.

Please make checks payable to USA Police. Please write citation number AND Jaguar number (J#) on the check.

APPEALS PROCESS

Any campus citation may be appealed. All appeals (student, faculty/staff, and designated guest) must be submitted within fourteen (14) calendar days of issuance at http://www.southalabama.edu/parkingservices/studentparking_appeal.html.

A committee will rule on all appeals and notification of results will be sent via University e-mail.

Official visitors to the University should bring their citation to Parking Services located at Beta/Gamma Commons or can choose to appeal online.

If an individual believes the Appeals Committee made an error in their decision he/she may submit a written appeal to the University Chief of the Police. Individuals will be notified of the Chief's decision via University e-mail. The decision of the Chief is final.

The following reasons are NOT acceptable grounds for dismissing a parking or traffic citation.

- Lack of knowledge of the Traffic and Parking Regulations;
- Inability to find a proper parking space/no parking space available;
- Inclement weather;
- Late for class;
- No permit displayed/failure to obtain proper permit;
- Permit used by another person/operation of the vehicle by another person;
- Failure of officers to ticket previously for similar offense;
- Disagreement with the Traffic and Parking Regulations.