

The University of Georgia  
Parking Services

Rules and Regulations

Last Revised August 5, 2015

I. Authority .....	1
A. Authority from the Board of Regents .....	1
II. General Regulations and Enforcement .....	1
A. Driver Responsibility .....	1
B. Hours of Regulation .....	2
C. 24 Hour Restricted Areas .....	3
D. Patient Parking .....	3
E. Customer Parking .....	4
F. Disability Parking .....	4
G. Dooley Garden Parking .....	4
III. Departmental Parking .....	6
A. Supporting University departments .....	6
B. State Vehicles .....	6
C. Departmental Permits (DP) .....	6
D. Validation Passes .....	7
E. Daily Passes .....	7
F. Pay Boxes .....	8
IV. Bicycles .....	9
A. Registration .....	9
B. Bike Racks Only .....	9
C. Abandoned Bicycles .....	9
V. Vehicle Registration Policies .....	9
A. Motorcycle and Moped Registration .....	9
B. Automobile Registration .....	10
C. Evidence of Registration or Permit Display Regulations .....	11
VI. Permit Registration and Payment Policy .....	11
A. Students .....	11
B. Employees .....	12
C. New Employees .....	13
D. Retired Employees .....	13
E. Family Housing Spouses .....	13
F. Affiliates .....	14
G. Visitors .....	15
VII. Permits Usage and General Policies .....	15
A. General rules regarding standard permits usage and issuance .....	15
B. Refunds .....	16

VIII.	Temporary and Replacement Permits.....	16
A.	Temporary Permits.....	16
B.	Replacement Permits .....	17
IX.	Special Permits.....	17
A.	Disability Permits.....	17
B.	Multi-Access Permits.....	19
C.	Reserved Spaces.....	19
X.	Alternative Transportation.....	20
A.	Definition .....	20
B.	Eligibility and Restrictions .....	21
C.	Enrollment Procedure .....	21
D.	Usage.....	22
E.	Carpools .....	22
XI.	Contractor and Construction Parking and Permits .....	22
A.	Accommodating Construction Projects .....	22
B.	Construction Zone Parking .....	23
C.	Contractor Permits .....	23
XII.	Vendor Permits .....	24
A.	Vendors .....	24
XIII.	Parking Violations and Fines .....	24
A.	Responsible Party.....	24
B.	Violations and Fines .....	24
C.	Impounding (Towing).....	277
D.	Immobilization.....	278
E.	Habitual Violators.....	288
F.	Payment of Fines.....	29
G.	Other Violations and Penalties.....	29
XIV.	Appeals.....	30
A.	General information .....	30
B.	Visitor Appeals .....	30
C.	Student Appeals .....	311
D.	Faculty/Staff Appeals.....	311

## **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 enforcement period 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 | <u>Until 11p.m.</u>  |
| ii.   | W02 | x. N06               |
| iii.  | W06 | xi. S11              |
| iv.   | W08 | xii. E20             |
| v.    | W09 | xiv. E04             |
| vi.   | W10 | xv. Tate Center Deck |
| vii.  | W11 | xvi. PAC Deck        |
| 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
- ii. N02
- iii. E01
- iv. E07
- v. E11
- vi. E13
- vii. E14
- viii. E15
- ix. W14
- x. S14
- xi. S18
- xii. S19
- xiii. S20
- xiv. S22
- xv. S23
- xvi. S24

c) Reserved numbered spaces 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 any time 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, disability 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 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. Customer Parking**

The UGA campus has several designated customer spaces. These areas are only available to customers of the department they are visiting. These include but are *not limited* to Central Duplicating, Parking Services, and EITS.

## **F. Disability Parking**

1. 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.
2. Disabled drivers 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.

## **G. Dooley Garden Parking**

1. Parking in the pay station spaces in front of Dooley Garden shall only be occupied by visitors to Dooley Garden. Visitors to the Butts-Mehre building shall utilize the Butts-Mehre visitor lot in front of the building.
2. **Hours of Operation-** Monday through Friday from 8:00 am until 5:00 pm. (*University closings and holidays are free to park*)
3. Parking rates-The rate of parking is \$1.00 per hour.
4. Time limit-The maximum time limit for the parking pay station is one hour before the pay station must be renewed.
5. Pay station spaces-Pay station spaces are available on a first come, first serve basis. Spaces cannot be blocked to save a space for another vehicle. Violators may be cited or removed from the parking area.
6. Currency-The parking meters will accept coins, bills, and/or debit/credit card as forms of payment. The exact amount for paid parking is recommended, as the Pay Station will not dispense change for bills entered over the cost of your parking. No change or refunds will be issued.
7. Enforcement-Any vehicle parked longer than one hour, without extending, is subject to a \$20 citation (Expired Meter). Any vehicle

improperly displaying (Improper Display) a receipt or not displaying a receipt (No Receipt Displayed) is subject to a \$40 citation.

8. Violation-It is unlawful to deface, tamper, or destroy the parking meter. Persons found damaging the pay station are subject to prosecution.



### **III. Departmental Parking**

#### **A. Supporting University departments**

1. Parking Services will work with departments with unique parking needs and, whenever possible, develop solutions to accommodate these needs. Situations requiring consultation with management should be done in advance to allow communication, planning and agreement among all parties.

#### **B. State Vehicles**

1. 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.
2. 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 departmental personnel 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. Alternative Transportation Passes are not permits and cannot be used in conjunction with a DP 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
  - j) E09

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 include justification.

#### **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, departments should instruct visitors to take a time stamped ticket upon entrance and give the validation pass and ticket to the attendant upon exit.
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) E20 PAC Deck
  - f) E04 East Deck

#### **E. Daily Passes**

Daily Passes are available for guests of departments in lots such as N01 Chicopee Complex, E13, E14, and E15 River's Crossing. These passes

may also be used to accommodate departmental parking in areas farther from pay lots where space may be available.

**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) HSC
  - h) W06 Legion Pool (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 or anything else, 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 and disposed of. If the bicycle is registered with the police department, reasonable efforts will be made to find the owner.

## **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. that cannot exceed 30mph, or cannot be shifted or clutched.
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, disability spaces, access zones, unauthorized spaces, parking decks or regular vehicle spaces.
4. Motorcycles with a valid UGA permit may park in any designated motorcycle spaces on campus. License, Registration and Insurance are required to purchase a permit.
5. Mopeds and scooters with a valid UGA permit will be allowed to park in designated moped/scooter areas only.

6. Any non-resident 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.

## **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. An individual may not register a vehicle for another person except co-registration among family members.
4. Students may register a maximum of two vehicles per parking permit. Any student requiring the registration of more than two vehicles must present the vehicle registration at the Parking Services office for each additional vehicle being registered.
5. Permits are for the use of the permit holder only and remain the property of the University of Georgia while valid.
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.

## C. Evidence of Registration or Permit Display Regulations

1. All persons are responsible for registering the license plate of their vehicles before parking on campus.
2. 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 so that the permit number is visible and the expiration date faces the windshield.
  - c) Convertibles, jeeps, or other open top vehicles may be issued special decals to be permanently affixed to the windshield. This decal is only valid for the registered vehicle.
  - d) License Plate Permit lots, such as E01 and E21, require the registration of a valid License Plate with Parking Services before parking.
3. Motorcycles/Scooters 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. No permit registration is required for summer sessions.
  - a) The Priority System will determine assignments, and notifications will be made electronically.
  - b) Failure to register during the spring 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. 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.
3. Payments - All permit fees will be transferred to the Student Accounts division of the Bursar's Office.

## **B. Employees**

1. Registration- All employees including those who wish to be 'grandfathered' into their current lot must register during the spring for permits valid the following fall.
  - a) Failure to register during this time period may result in loss of a preferred lot.
  - b) The Priority System will determine assignments and notifications will be made electronically.
  - c) 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 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 deduction 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, he/she may register and wait for an assignment in the lot requested.
3. If not eligible for payroll deductions, permits must be purchased in full. The first month must be paid at time of issue if the payroll option is available.

### **D. Retired Employees**

1. Registration-Retirees are eligible for a permit at half price, except for reserved spaces. Retirees must register each spring for a permit valid the following year and may only purchase calendar year (12 month) permits.

### **E. Family Housing Spouses**

1. Spouses or Domestic 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. All Affiliates will need to attain a UGA ID to register for parking. 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 guest's parking using validation passes.
4. Visitors will be responsible for any citation issued. 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.
3. Permits are assigned based on the Priority System of the University of Georgia Parking Services department.
4. Over the counter permit sales are based on current wait lists and availability.
5. Regular permits are sold for the academic year or the calendar year.
6. Mid-year permit purchases are monthly prorated in price.
7. An individual may only be issued one active permit.
8. Permits allow access only to lots in the zone indicated on the permit.
9. Multi-Access permits are available, at an additional cost, to faculty and staff only with approval from Parking Services management.

## **B. Refunds**

1. Customers leaving the University of Georgia must return the permit to receive a prorated refund.
2. 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.
3. 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.
4. For customers who purchased the permit by cash, check or credit card in the Parking office, a refund check will be mailed.
5. For students, a credit will be issued to their Student Account.
6. 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 permits will be issued at no charge and subsequent permits will be issued at a cost of \$5 per day.
2. Temporary permits are not intended to allow two vehicles on campus for a single permit holder. Such acts will constitute falsification.
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 sticking, the permit holder may obtain a replacement at no charge by returning it 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 is fraudulent.
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. Disabled customers 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 disabled customers 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 disabled customer 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 disability van access zones located next to disabled parking spaces; doing so will result in a citation.
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. 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 Spaces**

1. Reserved spaces are available to Deans, University Cabinet, and above who wish to have exclusive access to a designated space during enforcement hours of 8AM – 5PM, Monday – Friday.
2. The current cost is \$60 per month (available on a 12-month basis only).

## **X. Alternative Transportation**

### **A. Definition**

1. The Alternative Transportation Program (ATP) was developed to offer an incentive to those who bike, walk or ride a bus to commute to campus.
2. A hang tag pass is issued, for eligible participants, which 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 - two daily uses per month.
  - b) Carpools - one daily use per month.
  - c) Motorcycle, moped or scooter as the only means of transportation to campus – one daily use per month

## **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 he/she is the primary driver in a carpool.
3. While enrolled in ATP, an individual will not be considered for a permit assignment.
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.
6. People who commute and park in non-UGA lots in the vicinity of campus are not eligible.

## **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. Citations will be the responsibility of the registered holder of the pass displayed on a vehicle.
3. The ATP pass is not valid in any lot other than those designated on the pass itself.
4. Replacement ATP passes are assessed 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.
3. The primary driver will provide the carpool ID number to the participants so the participants 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.
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 are required to have a valid Contractor permit. Contractors are encouraged to contact Parking Services regarding Parking and permits prior to submitting bids on projects. Contractors are responsible to inform workers, and sub-contractors of parking requirements.

## **C. Contractor Permits**

1. When parking anywhere on campus 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 contractors access to all lots on campus. This rate has a monthly proration 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, on a monthly basis.
3. Contractors may also make arrangements to park vehicles in remote lots and shuttle their employees to the job site.

## **XII. Vendor Permits**

### **A. Vendors**

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 has a monthly proration throughout the year.

## **XIII. Parking Violations and Fines**

### **A. Responsible Party**

1. A Permit cannot be sold, altered, falsified, or transferred to another individual. A permit 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.
3. If no permit is displayed, the owner of the vehicle will be responsible for all parking violations.

### **B. Violations and Fines**

- (1) No Permit Displayed **\$40** - A vehicle registered by a permit holder is parked in their designated lot without a visible permit.
- (2) No Parking Permit **\$50** Unregistered vehicle is parked in a permit only lot.
- (3) Alter/Falsify **\$150** - 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.

- (4) Unauthorized Area **\$50** Parking in areas such as construction sites, designated dumpster sites, state vehicle spaces, and other similar areas.
- (5) Out of Zone or Region **\$40** A registered vehicle is parked in a lot other than the designated zone of the permit holder.
- (6) Disability Space **\$200** parking in a designated disability space without displaying a state issued disability placard or disability license tag.
- (7) Disability Access Zone **\$200** parking in the blue striped area next to disability spaces.
- (8) Fire Lane **\$100** parking areas with signage indicating fire lane or curbs painted red.
- (9) Sidewalk/Grass **\$60** parking on the grass, lawn, landscaping, sidewalk or any paved area intended for pedestrian use.
- (10) Closed Street/Area **\$60** parking in an area only accessed by proceeding through a closed or barricaded street.
- (11) Improper Parking **\$40** failure to pull into a space fully, taking up more than one space or any other similar infraction.
- (12) Obstructing Traffic **\$60** parking in such a way that traffic, including campus transit busses, cannot safely pass by.
- (13) Beyond Time Limit **\$40** vehicle parked beyond the allowed time in visitor spaces that have a posted time limit.
- (14) Yellow Zone **\$60** parking in any area, either curb or striped, lined off with yellow paint without prior permission from Parking Services.
- (15) Patient Spaces **\$100** parking in a designated patient space without displaying a proper permit.
- (16) Expired Permit **\$50** parking with a permit that is expired.
- (17) Football Parking **\$60** parking in a restricted football parking lot without a valid football permit.
- (18) Storage Fees **\$5 per 24 hour period** - impounded vehicles incur this fee for each day unclaimed.

- (19) DP with no Valid UGA Permit **\$50** DP permits are a secondary access permit and are only valid if the vehicle is displaying a currently active standard permit.
- (20) No Meter Receipt Displayed **\$40** Receipt must be displayed on dash.
- (21) No Overnight Parking **\$100** Vehicles are not allowed to park overnight in some locations.
- (22) **Multiple Vehicles Parked \$50 – Two vehicles registered to the same permit, parking in a lot at the same time. The second vehicle found parking will be issued a citation. \*Applies only to vehicles parking in E01 and E21.**
- (31) Expired Meter **\$20** Parking Meter time limit has expired.
- (33) Improperly Displayed Receipt **\$40** Parking Receipt is not displayed on dash so that it can be read by enforcement.
- (34) Failure to Display (warning) **\$0** Customer has valid parking permit for lot but it is not visible in the vehicle. After two such warnings, a citation for “No Permit Display” may be issued.
- (35) **License Plate not Registered (warning) \$0 – Customer has a valid parking permit, but has not registered the license plate of their vehicle with Parking Services.**

Theft of Parking Service **\$50** Driving from parking deck without payment, exiting pay lot or deck by tailgating another vehicle or lifting gates to exit without paying. Repeat offenders will be reported to law enforcement. Damage to equipment, collision with vehicles or failure to yield to pedestrians will be reported to law enforcement.

Immobilization (Boots) **\$75** Excessive unpaid fines, blocking traffic, fire lane violations or similar situations may result in an immobilization unit (boot) being placed on the vehicle.

### **C. Impounding (Towing)**

Parking in an illegal or unsafe manner at any time is prohibited and may result in towing. Blocking traffic, fire lane violations or similar situations may result in the towing of such vehicle to an off campus impound lot. The University of Georgia Parking Services uses Shuman Services for all towing and impounding services. If you find that your vehicle has been impounded please contact Shuman Services for release.

#### **Shuman Services**

**Address:** 1563 S. Lumpkin St. Athens, GA. 30605

**Phone:** 706-543-4349

**Hours\*:**

Monday – Friday: 8:00 AM - 5:00 PM

Saturday: 8:00 AM - 12:00 PM

\*Customers may claim an impounded car 24 hours a day but an after-hours release fee is applied outside of regular business hours.

#### **PROPERTY IMPOUND RATES (follows police tow rates):**

Tow Fee - \$115

Storage - \$20 Day

**AFTER HOURS:**

Release Fee - \$25

Admin. Fee - \$40

**Payment methods accepted:** Cash, Check, Credit Card (MC, Visa, Amex)

**Directions:** Conveniently located near the University Of Georgia campus! Detailed directions and map can be found [here](#).

From 10 Loop-Exit 6 / Milledge Ave.

Go North on Milledge Ave. approximately 1.5 miles to S. Lumpkin St. and turn RIGHT.  
Travel about 100 yds on the RIGHT.

From the VARSITY / Broad St & S. Milledge Ave.

Go South on Milledge Ave. approximately 1.1 miles and turn LEFT on S. Lumpkin St.  
Travel about 100 yds on the RIGHT.

#### **D. Immobilization**

1. Parking Services reserves the right to immobilize (boot) vehicles as circumstances warrant, including, but not limited to:
  - a) Accumulation of one or more outstanding citations on a vehicle.
  - b) Display of a permit which our records indicate is stolen, altered, forged 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 from habitual violators will result in:
  - a) An immediate immobilization or tow.
  - b) Referral of the case file to the University Judicial Programs Office. Resulting sanctions are established in the Official Code of Conduct.

## **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. Citations must be paid through the Bursar's 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.

## **G. Other Violations and Penalties**

1. Persons involved with, but not limited to the following actions may be assessed replacement fees and/or subjected to criminal prosecution:
  - 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.
  - c) Possession of stolen property, including permits.
  - d) Possession of forged permits.
  - e) Tampering with fire safety equipment.
  - f) Unauthorized removal of immobilization devices.
  - g) 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 on the website or on a form in the Parking Services office. Forms can be submitted via fax, mail or drop off. Any evidence or documentation must be submitted with the appeal to be considered by the appeals committee.
3. 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 UGA students nor employees.
  - a) Visitors may fill out the appeal form on our website and submit it by mail, fax, email or in person.
  - 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.

### **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 adjudicated 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 adjudicated by volunteers from the Faculty/Staff Council Parking Appeals Committee.