USF Board of Trustees
March 19, 2009

Issue: Proposed revisions to Regulation USF 4.0023 “Driving and Parking on Campus” and the referenced, Tampa, St. Petersburg and Sarasota/Manatee parking brochures.

Proposed action: Approve revisions to the regulation and the referenced 2009-2010 campus parking brochures.

Background information:

The regulation is being revised to include technical changes and incorporate the 2009-2010 parking brochures for the Tampa, St. Petersburg and Sarasota-Manatee campuses, which include parking rates, fines, policies and regulations.

Increases in existing rates and revisions to the general information are proposed in the 2009-10 Tampa Campus, St. Petersburg Campus, and Sarasota-Manatee Campus parking brochures.

The USF St. Petersburg and USF Sarasota-Manatee campus boards of trustees have approved the proposed revisions to their brochures.

Strategic Goal(s) Item Supports: Goal IV
Workgroup Review: Finance & Audit
Supporting documentation: Revised Regulation USF 4.0023, Tampa, St. Petersburg and Sarasota-Manatee revised parking brochures and Summaries of Revisions/Changes
Prepared by: Campus Business Services
SUBJECT: DRIVING AND PARKING ON CAMPUS

(1) PURPOSE:

The purpose of a structured and regulated parking system is to facilitate the activities of the University of South Florida (University/USF), primarily instruction. The system structure of controlled and designated lots—parking facilities is designed to provide parking that will give students the ability to park close to their on-campus residence or to commute; faculty and staff access to classrooms and offices; and visitors the ability to participate in University campus activities.

(2) AUTHORIZATION:

To meet this purpose, the University-USF system has developed parking regulations and parking brochures, as described in Section (5) of this Regulation. Compliance with these regulations is encouraged through fair and consistent enforcement. The University-USF system charges fees for use of its parking spaces in order to pay for the operation and maintenance of campus parking facilities and a Transportation Fee, as described in Section (4) of this Regulation, to provide an adequate transportation system for students. Due to the size of the staff and student bodies, the University-USF system does not guarantee parking to all students and staff paying for spaces. For those community members parking on campus, the University-USF system provides for, but does not guarantee, the safety and security of vehicles, property and persons within the University campus parking facilities. All persons of the University community holding a valid operators license may use properly registered motor vehicles, motor scooters, bicycles and other University-institution approved mechanical conveyances on the campuses of the University-USF system in accordance with the terms of these regulations.

(3) ENFORCEMENT:

(a) University Police are authorized to directly and immediately enforce these regulations on the University-USF system campuses, to make arrests and to issue moving traffic citations on campus and off campus in cases where the offenses occur or originate, on campus.

(b) University Police, Parking Patrol Officers-Enforcement Specialists, or specially designated personnel are authorized to issue parking citations for parking and registration violations in accordance with these regulations twenty-four (24) hours a day/seven (7) days a week.

(4) TRANSPORTATION FEE PLAN:

To support the University—transportation infrastructure and increase student access to transportation services, the University—institution shall maintain a Transportation Access Fee Plan. The University—USF system President/designee may, from time to time, convene a Transportation Access Fee Committee. The Committee shall be composed of at least one-half student representatives appointed by the Student Body President. The remainder of the committee shall be appointed by the University—USF system President/designee. A chairperson shall be jointly appointed by the University—USF system President/designee and Student Body President and shall only vote in case of a tie. The Committee may recommend that fees or fee increases be assessed upon all courses and fundable credit hours taken by individuals at the University—institution. The recommendations shall take effect if approved by the University—USF system President/designee, after consultation with the Student Body President and approved by the University Board of Trustees.

(5) BROCHURES:

The University of South Florida-USF system brochures, 2009-2010, "Your Guide to Parking" (Tampa Campus; St. Petersburg Campus and Sarasota-Manatee Campus) at the University of South Florida ("Parking Brochure") are incorporated in this Regulation by reference, and may be obtained at the local parking services office.
Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors. History–New 4-29-01, Amended 11-22-01, 5-9-02, 7-31-02, 08-07-03, 08-11-04, 07-28-05, Formerly, 6C4-4.0023, Amended 5-12-06, 5-3-07, 4-23-08.
Minor revisions are proposed to the brochure text to correct dates and clarify information. There are increases to the fees/rates included in the 2009/10 Brochure. The following revisions to each of the sections listed below are presented:

1. Changes affecting the brochure:

- Under “General Information” section: Second paragraph: *hangtag* is deleted.

- Under “General Information” section: Third paragraph: *or being sent to Park-n-Ride lots for one full year* is deleted and *hangtag* is replaced with *repositionable*.

- Under “Visitors” section: the *visitor* permit is changed in name to *daily* permit and the phrase *Faculty, staff, vendors, and students do not qualify for visitor parking access and may be issued citations for parking in spaces designated as Visitor Parking Only* is deleted.

- Under “Where do your Parking Fees go?” section: the phrase *and other operating costs* is added to the salaries bullet to indicate that funds are used for parking enforcement that is now included in a different area (Public Safety).

- Under “Transportation” section: the term *shuttle* is replaced with *bus*.

- Under “Motorist Assistance” section: the Public Safety number is updated to 813/974-8040 and the PATS information is deleted.

- Under “Parking Enforcement” section: text is changed to *in a uniform manner*.

- Under “Display of Parking Permits” section: *with permit number upright* is added.

- Under “Violations” section: the phrase *and parking for one year restricted to Park-n-Ride Lots* is deleted.

- Under “Payment of Parking Fines” section: the text *or in our main office with bank card or Bull Buck$ and Checks or money orders may be mailed to the USF Parking Payment Center, PO Box 864315, Orlando, FL 32886-4315. Please be sure to include the Citation Number on the check or money order.* is added.

- Under “Special Events, Camps and Conferences” section: replace entire section with *As in many large metropolitan universities, visitor and event parking can be a challenge. The goal is to assure our guests and visitors have a positive parking experience when they visit the campus. Anything outside of the normal business and academic schedule for the University is considered a special event. Examples include but are not limited to: events, workshops, meetings, conferences, banquets, ceremonies, performances, camps, and seminars. For more information on special events, camps and conferences, including necessary request forms please visit our website at: www.usf.edu/parking_services.*

- Under “Parking and Transportation Options” section: replace *shuttle* with *bus* and replace *HARTline* with *HART*.

- Under “Parking Rates” section: eliminate *Monthly Permits* – the change from visitor to daily permits have eliminated the need for monthly permits. In addition, this reduces the number of permits offered which complies with a UAC recommendation.
2. Parking Rates:

After several years of minimal or no increases, permit rates were increased by 20% for FY2006-07 and FY2007-08. Rates were expected to increase at a rate of 20% each year for five years (2007-2011) to fund the debt service on additional parking garages. Garage V was not placed on the building schedule, so rates were increased by 3% for FY2008/09 to grow debt coverage ratios to encourage positive rating and lower rates on future debt.

For FY2009/10, the following rate proposal is presented:

- A Permit increase of 3% (rounded to the nearest dollar)
- Daily permits are proposed to increase to $5.00
- Short term parking (by the hour) will be available by individual parking meters
- Park-n-Ride (Y) permits are available at the lowest rate and space is expected to be available in Park-n-Ride lots with access throughout campus on the Bull Runner Transit.

Additional revenue will be committed to:

- cover expected utility increases and lighting replacement in the garages and additional costs for processing credit cards in parking permit machines;
- build-up reserves for the pay-down on the next parking garage, reducing the need for a large increase (20%) in rates (as originally projected); and
- grow debt coverage ratios to encourage positive ratings and lower rates on future debt.

### Tampa Parking Rates Revisions

<table>
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<tr>
<th>Tampa Campus</th>
<th>2008-09</th>
<th>2009-10 Proposed</th>
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<td>Friend of USF – Semester</td>
<td>$124</td>
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Prices do not include applicable sales tax.
TAMPA CAMPUS PARKING BROCHURE REVISIONS

Parking at the University of South Florida - Tampa Campus
Effective August 1, 2008

General Information
Parking permits are required to park at the University of South Florida, Tampa Campus, 24 hours a day, seven days a week. Permit types are used to designate parking locations on campus. Parking lots are designated as Gold Staff (GZ), Staff (E), Resident Student (R), Magnolia Resident (MR), Greek Resident (GR), Crescent Hill Garage Resident (CR), Non-Resident Student (S), Park-n-Ride (Y), Affiliate Garage Parking (W), Patients, or Daily. Each permit type is restricted to the parking location that matches the letter on the permit from 7:00 AM to 5:30 PM, Monday through Friday. During these hours GZ permits must park in the designated lot number on the permit, or may also be used in Staff (E) and Park-n-Ride (Y) lots. After 5:30 PM, vehicles with R, MR, GR, CR, GZ, E, S and Visitor permits may park in any lot (except Resident Student lots, reserved spaces, and labeled spaces which are restricted and enforced 24/7). Park-n-Ride (Y) permits are required to park in Park-n-Ride designated lots from 7:00 AM to 9:00 PM on Monday through Thursday and 7:00 AM to 5:30 PM on Friday.

Individuals may purchase only one vehicle repositionable hangtag. USF repositionable hangtag permits may be transferred between same-owner vehicles only. A limited number of adhesive permits are available for those with soft-top vehicles and/or special circumstances only.

Permit holders must notify Parking & Transportation Services (PATS) of change in their USF status. Failure to do so may result in the revoking of parking privileges or being sent to Park-n-Ride lots for one full year without any refund of current year’s permit balance. Permits for change of status, non-resident to resident, resident to non-resident, student to staff, or hangtag-repositionable to adhesive, are issued upon presentation of the old permit and proof of status change.

If you leave the University for any reason, your parking permit must be returned to PATS.

How To Get a Permit
Parking permits may only be purchased from PATS. All permits shall be purchased for the campus of primary assignment. Only registered students may purchase student permits.

Permits may be purchased at the following locations:

**Tampa Campus**

On-line at: [www.usf.edu/parking_services](http://www.usf.edu/parking_services) or at the

Parking & Transportation Services Building

4202 E. Fowler Avenue, PSB 101

Current hours posted on website: [www.usf.edu/parking_services](http://www.usf.edu/parking_services)

**Visitors**

Visitors may park in (1) metered spaces or (2) in designated lots on the Tampa Campus with a valid Visitor daily parking permit. Daily visitor permits are available at the designated rate (see rate chart) and provide access to campus designated Visitor lots, and designated Visitor levels of the parking garages. Visitors may park up to 3 times per semester with a complimentary Visitor daily permit in Park-n-Ride Lots 18 and 43.

Faculty, staff, vendors, and students do not qualify for visitor parking access and may be issued citations for parking in spaces designated as Visitor Parking Only.

**Visitor Daily** permits may be purchased at Parking & Transportation Services Building, the Campus Information Center (USF main entrance at Fowler Ave.) or at permit machines located in designated lots and garages on-campus. Additional information regarding visitor parking is available at [www.usf.edu/parking_services](http://www.usf.edu/parking_services).

DEPARTMENTAL PASS: Valid for specified area. One departmental pass is issued annually without charge to each requesting University department or division. Additional passes may be purchased for $50.00. Requests for additional passes may be petitioned directly to the Director of PATS in a letter signed by the division head.
The departmental pass must be displayed with a valid E, GZ, or Reserved adhesive or repositionable/hangtag permit. Complete use and restriction guidelines are available at www.usf.edu/parking_services.

Rules and Regulations
The summary information contained in this brochure does not amend, modify or substitute for USF Parking Rules and Regulations. Copies of these regulations may be obtained by writing to:

University of South Florida
Parking & Transportation Services Dept.
4202 E. Fowler Avenue, PSB 101
Tampa, FL 33620 8775

USF Parking Rules and Regulations are also available at the PATS website:
www.usf.edu/parking_services/rulesbrochure/parking_rules_2008-20092009-2010.pdf

Where do your Parking Fees go?
The State of Florida does not provide funding for university parking and transportation programs. Instead, revenue earned from parking permits, meters, citations and transportation access fees are used to pay for parking and transportation systems on campus:

• Construction, improvement, and maintenance of university parking lots and garages.
• Debt payments on bonds for all parking structures.
• Purchase and maintenance of shuttle buses.
• Salaries of staff to operate the transportation system, Campus Information Center, Motorist Assistance Program and parking business, and other operating costs.

A more detailed explanation and graphical representation of Parking & Transportation Services expenses are available at www.usf.edu/parking_services.
Transportation

PATS provides a student-supported, fare-FREE, on-campus shuttle bus service on the Tampa Campus with service to limited off-campus locations. Hours of operation and route schedules are available on our website at www.usf.edu/bullrunner. A valid USF ID or bus pass is required to ride the shuttle bus.

Bicycles

Registration of your bike is FREE and can provide important information to the police in the event that it is stolen. Additional police security to prevent theft is available if you register in the BAT (Bicycle Anti-Theft) Program. Convenient bicycle parking is located throughout campus.

Safety Tips

- Lock your vehicle when you park.
- Don’t leave your vehicle unattended with the motor running.
- Don’t leave money or valuables in your vehicle where they can be seen.
- Park in well lit areas.
- Call SAFETEAM for an evening escort to your vehicle (813/974-3243).
- Keep your keys in your hand when entering or leaving your vehicle.
- Be aware of your surroundings when entering or leaving your vehicle.
- Use the Blue Light phones provided across campus to contact police in the event of an emergency.

Motorist Assistance

- Low tire?
- Keys locked in your car?
- Need to jump start your car?

Call PATS Public Safety at 813/974-3990, 813/974-8040 and press option #5. This complimentary service is provided from 8:00 AM until 8:30 PM, Monday through Thursday and Friday from 8:00 AM until 4:30 PM (except holidays) by the Division of Public Safety. After 8:30 PM Monday through Thursday and after 4:30 PM on Friday, call Allied Barton Security dispatch at 813/974-3952.
Parking Enforcement

Parking rules and regulations are designed to: provide orderly parking for faculty, staff, students and visitors; protect pedestrians; and to ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization or towing of your vehicle, or loss of parking privileges on campus. Only PATS has the authority to waive or grant exceptions to these regulations.

PATS will make every effort to ensure that a parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to the limited number of parking spaces on campus, enforcement of parking regulations is important even during off-peak periods to ensure availability during peak periods. A concerted effort is made to enforce regulations as uniformly as possible.

Display of Parking Permits

Repositionable permits must be displayed inside the vehicle on the lower-left, driver’s side of the windshield with the permit clearly visible from the exterior of the vehicle with permit number upright. Hangtag permits must be displayed hanging from the vehicle’s rearview mirror with the logo side facing out. Hangtags must be unobstructed and clearly visible from the exterior of the vehicle. If you have a heavily tinted windshield, or have difficulty hanging your hangtag from the rearview mirror, contact PATS at 813/974-3990 for possible options.

Disabled parkers may park in any Disabled space on campus with an appropriate State Disabled placard/license plate and a valid non Park-n-Ride USF permit. Both the Disabled placard/license plate and USF permit must be visibly displayed.

15 Ways to Avoid Parking Problems

1. Do deposit money into meters Monday –Friday 7:00 AM to 5:30 PM even with a valid permit.
2. Do call PATS or access our web site at www.usf.edu/parking_services if you have any questions about parking or transportation.

3. Do display your valid USF parking permit so it is clearly visible with the logo facing out.

4. Do respond to parking citations to avoid immobilization or towing.

5. Do obey posted signs and barricades.

6. Do pay attention to interior lot signs and/or pavement/curb markings that designate spaces in mixed lots, where multiple classifications or permits may be allowed.

7. Do use the USF Bull Runner Shuttle to get around the Tampa Campus.

8. Don’t park on the grass or sidewalk for any reason.

9. Don’t block access to any Disabled space and do not park in a Disabled space without a State Disabled permit.

10. Don’t park in Reserved or numbered parking spaces unless it is your reserved parking space.

11. Don’t share your parking permit with others. The registered owner of the permit is responsible for ALL parking violations.

12. Don’t buy your parking permit from anyone other than PATS. Permits bought from others could be lost, revoked, or stolen permits and your vehicle could be immobilized or towed.

13. Don’t alter or change information on a parking permit. It will result in your vehicle being immobilized or towed.

14. Don’t block service drives or streets. It will result in your vehicle being towed.

15. Do cut up your old hangtag. Cutting up your expired hangtag prevents someone else from using it and having citations attached to your account.

Hours of Enforcement

Parking is enforced throughout the year, 24 hours a day, 7 days a week.

**Violations 2008-09**

PATS assesses fines and penalties for violations of parking regulations. Violations include the following:
• Unauthorized parking in a Disabled space - $275 fine
• Blocking access to a Disabled space/ramp - $275 fine
• Daily boot fee - $30 added per day for any vehicle immobilized
• Displaying an altered/stolen/lost/revoked/counterfeit decal/permit - $125 fine
• Unauthorized removal and/or damage to immobilization device (boot) - $125 fine, replacement or repair cost to device, eligible to be towed, and parking for one year restricted to Park-n-Ride Lots and/or loss of campus parking privileges
• False Registration - $125 fine and parking for one year restricted to Park-n-Ride lots and/or loss of campus parking privileges
• Blocking a ramp - $75 fine
• Unauthorized parking in a Reserved space - $75 fine
• Unauthorized parking in a service drive or on grass - $40 fine
• No current decal/permit displayed - $30 fine
• Unauthorized parking in State Vehicle space - $30 fine
• Failure to park in assigned lot - $30 fine
• Blocking traffic - $30 fine
• Parking in “No Parking” Zone/Barricaded area - $30 fine
• Parking in an angled parking space facing traffic - $15 fine
• Double parked/parked over line - $15 fine
• Improper parking permit display - $15 fine
• Overtime violation - $15 fine

Note: Parkers with an annual or semester permit may stop at a PATS office for a one-day courtesy permit in the case of a misplaced permit. All parkers are limited to 3 complimentary courtesy permits per semester.

Payment of Parking Fines
Payments may be made via the PATS website at www.usf.edu/parking_services or in our main office with bank card or BULL BUCKS. Customers choosing to pay by cash or check must first obtain a voucher from the
PATS office, take it to the Cashier’s Office in the Administration Building to make the payment, and return
with the receipt to PATS office to complete the transaction. **Checks or money orders may be mailed to the
USF Parking Payment Center, PO Box 864315, Orlando, FL 32886-4315. Please be sure to include the
Citation Number on the check or money order.**

Parking citations must be paid in full within 14 calendar days of the date of citation issue. Payments received
after that time are subject to a late charge of $15. Citations not paid within 14 days, or not in the appeal
process, are listed as outstanding and subject to hold on student records. Amounts due PATS which are still
outstanding after 45 days may be transferred to a collection agency (with additional fees assessed by the
agency), or set off against staff pay warrants. Anyone with outstanding parking citations, not in the appeal
process, may only purchase a Park-n-Ride (Y) permit.

**Immobilizing/Towing Vehicles**

Vehicles may be immobilized or towed for the following reasons:

- Unauthorized use of Reserved space
- Unauthorized use of Disabled parking
- Failure to respond to immobilization/tow notice
- Obstructing traffic
- Creating a hazardous condition
- Display of a counterfeit, stolen, altered, lost or revoked permit
- Excessive number of outstanding citations (more than 2)
- Attempted removal and/or damage to an immobilization device

Contact PATS (University Police or Allied Barton Security office after hours) if your vehicle has been
immobilized or towed.

Release of your vehicle will require payment of ALL outstanding fines and associated fees to PATS. A daily
fee of $30 will be assessed for removal of the auto immobilization device.
Additional charges for towing and storage of vehicles must be paid in cash to the towing company. Each towing company charges and fully retains all fees. Standard rates are approximately $100 for towing and $25 a day for storage. Transportation to the towing company impound area is the responsibility of the driver.

Immobilization and towing of vehicles is a last resort! Please respond to parking citations and observe parking rules and regulations!

**Appeals**

Individuals who receive a parking citation and believe that extraordinary or mitigating circumstances warrant waiver of their parking fines may petition PATS for reconsideration. Parking citations may be appealed within fourteen (14) calendar days of the citation (Note: Warning citations may not be appealed). Appeals may be made in writing, or electronically at [www.usf.edu/parking_services](http://www.usf.edu/parking_services). Late fees do not accrue during the period that the appeal is under consideration. If an appeal is not submitted within fourteen (14) calendar days from the date the citation was issued, the right to appeal is forfeited.

The following are reasons that will not be accepted by PATS, the USF Final Appeals Committee, or Student Government Supreme Court as reasons to dismiss or reduce a citation. This is not an all inclusive list:

- Disagreement with the traffic and parking regulations
- Ignorance of the regulation
- Stated inability to find a permitted parking space
- Operation of the vehicle by another person
- Stated failure to issue citations previously for similar violations
- Tardiness to class and/or appointment
- Inability to pay fine (lack of money)
- Display of wrong or expired permit
- Traffic congestion
- Received bad verbal information
- Stated perception that designated parking area is not safe

When submitting a final appeal, consider the following:

1. Make sure your reason for the appeal is not one of those listed above
2. Prepare a concise written and/or oral argument not to exceed 5 minutes.

Only those persons or departments responsible for incurring the citation or the registrant of the vehicle cited may appeal to PATS, USF Parking Citation Final Appeal Committee, or USF Student Government Supreme Court.

The first written appeal will be reviewed by the PATS Appeals Mediator/Staff and adjudicated based on the current PATS Regulations and a letter of decision will be issued.

If anyone other than a USF student is dissatisfied with the decision of the Appeals Mediator/Staff, they may appeal the Appeals Mediator/Staff’s decision to the USF Parking Citation Final Appeal Committee. If the student is dissatisfied with the decision of the Appeals Mediator/Staff, he/she may appeal the Appeals Mediator/Staff’s decision to the USF Student Government Supreme Court. Such appeals must be requested in one of the following ways: in writing, by appearing in person or by having the original appeal forwarded to the Committee. Such appeal requests must be made within fourteen (14) calendar days from the date of the Appeals Mediator/Staff’s letter of decision.

The USF Parking Citation Final Appeal Committee or USF Student Government Supreme Court will review the matter and may excuse or uphold the citation, but the Committee or Supreme Court may not contradict the prevailing parking regulations. The USF Parking Citation Final Appeal Committee and the Student Government Supreme Court are the final appeal authorities, pending review of dismissed citations by the Director of PATS for adherence to the prevailing parking and registration regulations.
The Director of PATS will review all citations dismissed in final appeal. If the Director should determine either of the Final Appeals bodies is contradicting the prevailing Parking Rules and Regulations in their final appeals decisions, the following process shall be initiated to make a final determination on the appeal:

1. The Director of PATS shall, by written notification, within 14 days of the appeal decision, inform the appeal unit of the alleged contradiction.
2. The Director and appeals unit shall meet to attempt to reconcile the differences.
3. If no reconciliation is made, the parties shall consult with the Associate Vice President of Administrative Services, or designee, who shall act as an arbitrator. The decision rendered by him/her shall be final.

Special Events, Camps and Conferences

As with many large metropolitan universities, visitor and event parking can be a challenge. The goal is to assure our guests and visitors have a positive parking experience at the beginning or end of their stay when they visit the campus. Anything outside of the normal business and academic schedule for the University is considered a special event.

Events may reoccur from year to year and become an integral part of the campus environment, however anything outside of the normal business and academic schedule for the University is considered a special event. Examples include but are not limited to:

- events
- workshops
- meetings
- conferences
- banquets
- ceremonies
- performances
- camps
- seminars

For more information on special events, camps and conferences, including necessary request forms please visit our website at: www.usf.edu/parking_services

Parking arrangements must be made for staff, volunteers, vendors, guests, and any oversized vehicle that does not fit into a conventional parking space. The current cost for event parking is $4.00 per vehicle, oversized vehicles will be charged per occupied space. Bulk and special event discounts are available to USF colleges and departments.
Parking is not readily available in all areas at all times and your guests should not return to their vehicles to find parking citations issued to them, unless they have parked illegally. A well-planned event allows attendees to focus on the event and leaves them with an enjoyable experience and the feeling that they would like to return in the future. Parking arrangements must be properly coordinated to make it part of this enjoyable experience. This means that PATS must be brought in at the beginning of the planning process for the event.

USF has many academic and athletic camps and conferences. Parking arrangements for these camps and conferences vary depending on the time of year and location.

It is necessary for sponsors of the camp or conference to make arrangements for parking and secure permits for participants, coaches, staff, etc. This means that PATS must be brought in at the beginning of the planning process for the event.

Parking and Transportation Options

There are ample options for parking and/or transportation at USF. The following provides some facts for assisting you in your commute options:

- Depending upon your arrival time on-campus, you may experience increased traffic and/or parking conditions and may have to park away from your destination and use the shuttlebus. For parking and route information access our website at www.usf.edu/parking_services.
- Follow all campus posted speed limits, especially the 5 mph posted limit in the parking garages.
- **Shuttles/Buses** run every 8-10 minutes - call PATS at 813/974-6902, or access our website at www.usf.edu/bullrunner for route information.
- There is usually ample parking in Park-n-Ride (Y) lot 43 northwest of the USF Federal Credit Union and Park-n-Ride (Y) lot 18 east of the intramural fields. The annual cost for Park-n-Ride lots is only $54.52. Park and ride the Bull Runner!
- **HARTline** operates several routes that directly access the USF Tampa Campus. USF has a U-Pass agreement with HARTline allowing USF students to ride regular HARTline routes fare free and USF faculty/staff to ride for a nominal fee. For more information, call HARTline at 813/623-5835 or PATS at 813/974-6902.
• Many HARTline routes run through the University Area Transit Center (UATC), one block west of campus. From the UATC, riders can catch a USF shuttle bus to the center of campus (Marshall Center). Follow the link from the USF PATS website to view HARTline routes.

• Consider ridesharing. To assist you, Bay Area Commuter Services (BACS) provides carpool matching services through their Ez-Ride Online matching program. For commuters who want to rideshare but are afraid of being stranded without a car, the Emergency Ride Home (ERH) program offers a free taxi ride home to registered participants who use a commute option other than driving alone at least two days per week. Call Bay Area Commuter Services (BACS) at 1-800-998-RIDE (7433) or www.tampabayrideshare.org for further information or to register for the ERH program.

• If you live along 42nd Street, 46th Street, or Skipper Road, take the B and/or C Bull Runner route.

Parking Rates

<table>
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<tr>
<th>Tampa Campus</th>
<th>2008-09-2009-10</th>
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The Friend of USF parking permit is valid in Visitor and Park-n-Ride (Y) lots. Faculty, staff, vendors, and students do not qualify for visitor parking access and may not purchase a Friend of USF permit.

Parking Rates do not include applicable sales tax.

Lost/Stolen Permit Replacement Costs

Staff & Student permits
First replacement $24
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<td>Third replacement</td>
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**Reserved Permits**

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<td>Second replacement</td>
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<tr>
<td>Third replacement</td>
<td>Full Price</td>
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Non Pick-up Permit Processing Fee (refunds) $15

**Use of Permits on Multiple Campuses**

Faculty/Staff permits shall be purchased for the campus of primary assignment. St. Petersburg & Sarasota/Manatee Campuses’ Faculty/Staff Green and Gold permits will be allowed in the Tampa Campus Staff (E) lots only.

Student permits shall be purchased for the campus of primary assignment. St. Petersburg & Sarasota/Manatee Campuses’ Student permits will be allowed in the Tampa Campus Visitor and Park-n-Ride (Y) lots only.

Tampa permits shall be valid in parking areas designated in the St. Petersburg and Sarasota/Manatee Parking Rules, Regulations, and Brochure.

A publication of The USF Parking & Transportation Services Department.
Summary of Changes

- The USF St. Petersburg parking rates are analyzed annually. One significant change is proposed for 2009-10:
  1. Permit rates would increase by 3% for costs associated with operating expenses, and for increases in debt service, management fees and operation of the Parking Facility.

- The USF St. Petersburg Parking Brochure is updated annually. Two significant changes are proposed for 2009-10:
  1. Permit rates would increase by 3% for costs associated with operating expenses, and for increases in debt service, management fees and operation of the Parking Facility.
  2. Wording has been added to update the brochure to “2009-10”. This is consistent with practice at the Tampa campus.
  3. The hours of operation for the parking cashier have been updated.
  4. Wording has been changed throughout the brochure to clarify intent.

The USF St. Petersburg Parking Brochure 2009-10 was presented and unanimously approved by the USF St. Petersburg Campus Board at its January 9, 2009 meeting. Pending the approval of the Finance and Audit Workgroup, the USF St. Petersburg Parking Brochure 2009-10 will be presented to the USF Board of Trustees for final approval.
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<th>2008-09</th>
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<th>Proposed 2009-10 WITH Sales Tax</th>
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General Information
Parking permits are required to park at the University of South Florida St. Petersburg 24 hours a day, 7 days a week. Permit types are used to designate parking locations on campus. Parking spaces are designated as RESERVED, GOLD, GREEN, RESIDENTAL and time-limited VISITOR spots in select locations. Some lots have multiple designations. These designations are in effect 24 hours a day, 7 days a week.

Individuals may purchase only one vehicle permit. USF hangtag/repositionable permits may be transferred between same owner vehicles only. A limited number of adhesive permits are available for those with soft-top vehicles and/or special circumstances only.

If you terminate your relationship with the University for any reason, please return your parking permit to the Parking Services Department for a possible pro-rated refund and/or to end payroll deduction.

How to Get a Permit
All permits shall be purchased for the campus of primary assignment. Permits may be purchased at the following location:

In Person or by Mail:
USF St. Petersburg
Parking Services
140 Seventh Avenue S.
Bayboro 132
St. Petersburg, FL 33701

Mon-Thurs/Fri 8 am – 5 pm
Tues/Weds 9 am – 6 pm

Visitors
A visitor is any person who is not a member of the University community on any of the USF campuses and is on campus 3 or less times per semester. Students, faculty, staff, vendors/contractors, affiliates, or licensees do not qualify for visitor parking status and may be issued citations for parking in spaces designated as visitor parking only. Normally, visitors should purchase or make prior arrangements to buy a $4.00 daily visitor permit through the Parking Services office located in BAY 132. This applies to all non-community members who are on campus for special events, classes of any type, library use, seminars, workshops, conferences, camps and related events. Visitors may park free in designated visitor spaces only. These visitor spaces are timed and citations will be issued to vehicles remaining in the parking space over the specified time limit.

Rules and Regulations
The summary information contained in this brochure does not amend, modify or substitute for USF Parking Rules and Regulations. Copies of these regulations may be obtained by writing to:

USF St. Petersburg
Parking Services
140 Seventh Avenue S.
Bayboro 132
St. Petersburg, FL 33701

USFSP Parking Rules and Regulations are also available at our website:
www.stpt.usf.edu/parking_services/index.htm

Finances
The State of Florida does not provide funding for university parking programs. Instead, revenue earned from parking permit and citation fees are used to pay for parking systems as stated below on campus. Where does the money go?

- Permit Inventory
- Emergency Phone Network
- Parking Construction
- Parking Improvements
- Maintenance of parking garage and surface lots
- Parking Facility Debt Service payments
- Staffing and operating costs to operate for the Parking Services Department and motorist assistance program
A more detailed explanation of Parking Services expenses are available by writing to:

USF St. Petersburg
Parking Services
140 Seventh Avenue S.
Bayboro 132
St. Petersburg, FL 33701

Bicycles
Registration of your bike is required and free and can provide important information to University Police in the event that it is stolen. Additional University Police security to prevent theft is available if you register in the BAT (Bicycle Anti – Theft) Program.

Safety Tips
• Lock your vehicle when you park
• Don’t leave your vehicle unattended with the motor running
• Don’t leave money or valuables in your vehicle where they can be seen
• Call the SAFETEAM for an evening escort to your vehicle (727-873-4723) or the University Police Services (727-873-4140)
• Keep your keys in your hand when entering or leaving your vehicle
• Be aware of your surroundings when entering or leaving your vehicle
• Use the emergency phones provided in the parking lots to contact police in the event of an emergency

Motorist Assistance
• Flat Low Tire?
• Keys Locked in Your Car?
• Need to Jump Start Your Car?

You can call the University Police Services at (727-873-4140). Parking Services and University Police Services provide this complimentary service to our campus community free of charge.

Parking Enforcement
Parking rules and regulations are designed to: provide orderly parking for students, faculty, staff and visitors; protect pedestrians; and to ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization/towing of your vehicle or loss of parking privileges on campus. Only the Parking Services Department has the authority to waive, amend or grant exception to these regulations. The Parking Services Department will make every effort to ensure that parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to limited number of parking spaces on campus, enforcement of parking regulations is important even during off-peak periods. A concerted effort is made to enforce regulations as uniformly as possible. Those who park illegally for the sake of convenience invariably cause inconvenience to others. We appreciate your patience and consideration.

Display of Parking Permits
Repositionable permits must be displayed inside the vehicle on the lower left driver’s side of the windshield with the permit clearly visible from the exterior of the vehicle. Hangtag Permits must be displayed hanging from the vehicle’s rearview mirror with the logo side facing out. Hangtags must be clearly visible from the exterior of the vehicle. If you have a heavily tinted windshield, or have difficulty hanging your tag from the rearview mirror, contact Parking Services at (727-873-4480) for possible options.

Disabled drivers may park in any disabled space on campus with an appropriate state disabled placard or license plate and a VALID USF PERMIT. Both the disabled placard or license plate and USF permit must be visibly displayed.

Hours of Enforcement
Parking is enforced 24 hours a day, 7 days a week including holidays, and academic breaks. This is because USF St. Petersburg frequently has activities, several programs and special events during these times.
Violations 2009 - 2010

Parking Services assesses fines and penalties for violations of parking regulations. Violations include the following:

- Unauthorized parking in a Disabled space - $275
- Blocking access to a Disabled space/ramp - $275
- Displaying an altered, stolen, lost, revoked or counterfeit permit - $125 and parking for one year restricted and/or loss of campus parking privileges
- 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

Note: Permit Holders with a current annual or semester parking permit may visit the Parking Services office for a one-day courtesy permit in the case of a misplaced permit. All current annual or semester permit holders are limited to three (3) courtesy permits per semester.

Payment of Parking Fines

Payments may be made by mail, in person, deposited in the drop box or via MasterCard and VISA credit card. Cash payments may be made in person only.

Parking citations must be paid in full within 14 calendar days of the date the citation was issued. Citations not paid or payments received after 14 days are subject to a late fee of $15.00.

Amounts due Parking Services which are still outstanding after 30 days may be transferred to a collection agency or deducted from a staff paycheck. Student records may be placed on hold and class registration prohibited.

Immobilizing/Towing of Vehicles

Vehicles may be immobilized or towed for the following reasons:

- Unauthorized use of Disabled parking
- Failure to respond to immobilization/tow notice
- Obstructing traffic
- Creating a hazardous condition
- Display of a counterfeit, stolen, altered, lost or revoked permit
- Excessive number of unpaid citations (more than 2)

If your vehicle has been immobilized or towed, contact the Parking Services at (727-873-4480) during normal business hours or the University Police Services at (727-873-4140) after hours.

The release of your vehicle will require payment of ALL outstanding fines and associated fees to Parking Services. A fee of $50 will be assessed for an auto immobilization device. Additional charges for towing and storage of vehicles must be paid in cash to the towing company. Each towing company charges and fully retains all
Parking at the University of South Florida St. Petersburg 2009 - 2010

fees. Standard rates are approximately $100 for towing, $25 a day for storage, $3 per mile, and up to a $60 administrative fee, but may change without notice. Transportation to the towing company impound area is the responsibility of the driver. Immobilization or towing of vehicles is our last resort in collecting outstanding citations. Please respond to parking citations and observe parking rules and regulations.

Appeals

Individuals who receive a parking citation and believe that extraordinary or mitigating circumstances warrant waiver of their parking fine may petition the Parking Services Department for reconsideration. Parking citations may be appealed within fourteen (14) calendar days of the date the citation was issued. If an appeal is not submitted within fourteen (14) calendar days from the date the citation was issued, the right to appeal is forfeited. Appeals may be made in writing, or electronically at:

www.stpt.usf.edu/parking_services

Late fees do not accrue during the period that the appeal is under consideration.

The following are reasons that will not be accepted by Parking Services and the Final Appeals Committee as reasons to dismiss or reduce a citation. This is not an all-inclusive list:

- Disagreement with the Traffic and Parking Regulations
- Ignorance of the regulation
- Stated inability to find a permitted parking space
- Operation of the vehicle by another person
- Stated failure to issue citations previously for similar violations
- Tardiness to class and/or appointment
- Inability to pay fine (lack of money)

- Displayed wrong or expired permit
- Traffic congestion
- Received bad verbal information
- Stated perception that designated parking area is not safe

Appeals should consider the following if one is going to file a final appeal consider the following:

1. Make sure your reason for the appeal is not one of those listed above.

2. Prepare a concise written and/or oral argument not to exceed five (5) minutes.

Those dissatisfied with the decision of the Appeals Mediator may petition for review of the citation by the University Final Appeals Committee within 14 days of the appeal decision. The University Final Appeals Committee is comprised of faculty, staff and students. The decision of this committee is based on parking rules and regulations and constitutes the final decision. If the citation that has been paid is dismissed in the appeals process a refund will be issued through the appropriate University refund process.

Special Events

Event parking in many large metropolitan universities can be a challenge. Our goal is to ensure that guests and visitors have a positive parking experience during their campus visit at the beginning and end of their stay on campus.

Special events are defined as any activity outside of the normal business and academic schedule of the University may reoccur from year to year and become an integral part of the campus environment, however anything outside of the normal business and academic schedule for the University is considered a special event. Examples include but are not limited to: workshops, meetings, conferences, banquets, ceremonies, performances, camps and seminars.

Parking arrangements for events should be made in advance._must be made for
staff, volunteers, vendors and guests. The cost for parking may vary for these events. Parking is only available in select parking lots and will be designated by the Parking Services Department. During peak times of campus usage, off campus participants will need to make arrangements for parking with parking facilities off campus. If an event is small enough and held during off peak times, limited spaces may be available on campus, however, a fee will be involved. A well planned event allows attendees to focus on the event and leaves them with an enjoyable experience and the feeling that they would like to return in the future. Parking arrangements must be properly coordinated to make it part of this enjoyable experience. A minimum of three (3) weeks advance notice is required to properly coordinate event parking for these events.

Camps and Conferences

USF has many academic and athletic camps and conferences. Parking arrangements for these camps and conferences vary depending on the time of the year and location.

It is necessary for sponsors of the camp or conference to make arrangements for parking and secure permits for participants, coaches, staff, etc. This means that the Parking Services Department must be consulted at the beginning of the planning process for the event.

Parking Rates for USF

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Replacement Cost of Lost or Stolen Permits

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<td>Staff and Student Permits</td>
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Use of Permits on Multiple Campuses

Faculty/staff permits shall be purchased for the campus of primary assignment. All USF St. Petersburg faculty/staff permits are permitted to park in USF Tampa GREEN faculty/staff lots (only) and in all Sarasota and Lakeland faculty/staff lots. Tampa campus permits may be used will be allowed in all St. Petersburg faculty/staff lots. PARK-n-RIDE and MEDICAL RESIDENT permits are will not be honored on the USF St. Petersburg campus.
Only—Gold permit holders from any campus may park in St. Petersburg gold spaces. In order to be consistent at all USF campuses, only staff and faculty are allowed to purchase Gold Decals. USF “Affiliate Decals” are not authorized in Gold spaces at the USF St. Petersburg campus.

Student permits shall be purchased for the campus of primary assignment. USF St. Petersburg student permits will be allowed in the USF Tampa Visitor and Park-n-Ride lots only and all USF Sarasota student lots. USF Tampa campus student permits will be allowed in all St. Petersburg student spaces (with the exception of: PARK-n-RIDE and MEDICAL RESIDENT which are not honored on the St. Petersburg campus). Gold spaces on the St. Petersburg campus will be open to USF green decal holders after 5:30 pm, on weekends and during academic breaks.

USF St. Petersburg Reserved parking restrictions are in effect 24/7, including holidays and academic breaks.

Q. Who must buy a Parking permit?
A. Students, faculty/staff and affiliates (day or night, full or part-time) who park vehicles on the USF – St. Petersburg campus must be registered and display a current USF permit. Vendors are required to buy a daily, monthly or yearly permit.

Q. Where do I purchase a current USF permit?
A. A current USF permit can be purchased at the Parking Services Department located in Bayboro Hall during normal business hours: Mon/Thurs/Fri 8 am – 5 pm and Tues/Wed 8 am – 6 pm. You can purchase your permit using cash, check and debit/credit cards (Visa & MC).

Q. Can I get a refund if I withdraw from the USF?
A. YES, but only if you apply for the refund at the Parking Services Department. The amount of your refund (if any) will be determined by the amount of time remaining on your specific permit.

Q. Who can park in a visitor space?
A. Visitor spaces are reserved for non-university persons visiting campus for less than 1 hour. Any person possessing a current USF permit (daily, monthly or yearly) can park only in a visitor space after 5:30 pm.

Q. What happens if I park illegally?
A. Our parking patrollers will issue you a citation commensurate with your violation and place it under your windshield wiper.

Q. What do I do if I receive a parking citation?
A. You must either pay or appeal your citation. Your payment or appeal must be received by the Parking Services Department within 14 days of your citation date to avoid a $15.00 late fee. After 14 days you waive your right to appeal the citation.

Q. How can I pay my citation?
A. The Parking Services Department accepts payments via mail telephone (727) 553-4480 or in person. We accept cash, check and debit/credit cards (Visa & MC). Your citation must be paid with 14 days to avoid a late fee.

Q. What happens if I do not pay my citation?
A. If you have not paid your citation by the 14th day the Parking Services Department will assess a $15.00 late fee to your account. At such time, a hold will be placed on your student account that will prevent you from registering for classes the following semester or receiving transcripts until the account is paid in full.

Q. May I appeal a citation?
A. Yes, your appeal must be received by the Parking Service Department within 14 days of your citation date. You can submit your appeal
by filling out an appeal form at our department location or online. The online appeal form can be found by going to the below link:

www.stpt.usf.edu/parking_services/appeal_form.htm

Q. What are the most common citations issued?
A. “No Current USF Permit” and “Improper Display of a Current USF Permit”. These violations are typically caused by not hanging your permit from the rear view mirror or by displaying your permit on the seat or other location within your vehicle.

Q. Can illegally parked vehicles be clamped or towed?
A. Yes, vehicles may be clamped or towed depending on the violation and/or if you have excessive (more than 2) outstanding citations.

Q. What do I do if my vehicle has been clamped or towed?
A. Please come by the Parking Services Department, Bayboro Hall, during normal business hours: Mon/Thurs/Fri 8 am – 5 pm and Tues/Wed 9 am – 6 pm. You will be required to pay all outstanding citations and the service fee for clamping/towing your vehicle. You will receive a release slip that will allow your car to be unclamped or released from the impound area. Additionally, you will be required to pay the prevailing towing and storage fees by the towing company.
Summary of Revisions

Dates – Change the years in title and parking rates to reflect brochure is for 2009-2010;

Permit Prices – Increase rates for most permits; Prices need to be adjusted to provide enough savings for the construction of a parking garage in 10 to 15 years;

Special Staff Permit – Creation of a new permit for employees who earn less than $30,000 per year; These are generally adjunct faculty teaching 1-2 courses, temporary workers, or part-time staff;

Academy of Lifelong Learning – Add listing; Permits are only available on a quarterly basis to coincide with the classes that the Academy holds on campus on a regular basis;

Staff and Student Permit Eligibility – Definitions are already part of the official Parking Rules posted on the web, but paragraph added to brochure for the convenience of customers since many are both students and staff; Purpose is to clarify which permit they should purchase; (Definitions from USF’s Regulation Number: USF4.0024)

Staff Lots Permits – Annual $80.00  $88.00
Staff Lots Permits – Semester $40.00   $44.00
Student Permits – Annual $70.00   $75.00
Student Permits – Semester $35.00   $38.00
Motorcycle $15.00   $15.00
Monthly Permits $21.00   $21.00
Daily Permits $2.00     $3.00
Special Staff Permit - Semester Only $25.00
Academy of Lifelong Learning - Quarter Only $17.00

Rates include sales tax
General Information
Parking permits are required to park at University of South Florida Sarasota-Manatee campus 24 hours a day, seven days a week. Permit types are used to designate parking locations on campus. Parking lots are for both staff and students. Some lots also have designated visitor parking spaces. These designations remain in effect 24 hours a day, seven days a week.

Individuals may purchase only one automobile hangtag permit. USF hangtag permits may be transferred between same owner vehicles only. A limited number of adhesive permits are available for those with soft-top vehicles and/or special circumstances only. If you terminate your association with USF Sarasota-Manatee for any reason, please return your parking permit to the Parking Services Department (PSD).

How to Get a Permit
All permits shall be purchased for the campus of primary assignment. Sarasota permits may be purchased at the following location:
Visitors
Visitors may use reserved “Visitor Spaces,” or if their length of stay will exceed the time limitations of the “Visitor Spaces,” they may secure a temporary visitor permit from the PSD or Campus Police Department, or Departmental Office Managers. A visitor is any person who is not a member of the USF Sarasota-Manatee (on ANY of the USF campuses). Student, faculty, staff, vendors/contractors, or licensee do not qualify for visitor parking access and may be issued citations for parking in spaces designated as visitor parking only.

Rules and Regulations
The summary information contained in this brochure does not amend, modify or substitute for USF Parking Rules and Regulations. Copies of these regulations may be obtained by writing to the PSD. USF Parking Rules and Regulations are also available at our website: www.sarasota.usf.edu/ParkingServices.

Finances
The State of Florida does not provide funding for university parking programs. Instead, revenue earned from parking permit, meter, and citation fees are used to pay for parking systems on campus. The money goes for:
- Construction, improvement, and maintenance of university parking lots and garages.
- Debt payments.
- Salaries of staff to operate parking business and motorist assistance program.

Registration Regulations
- Vehicles used on campus by staff and enrolled students (regardless of number of hours), night or day, full time or part time, must be registered and must bear a valid permit.
- All registrants are responsible for providing a current address and keeping all information about vehicle ownership updated.
- There is no grace period for registration of vehicles and acquisition of permits. New and returning employees may obtain a temporary permit for thirty (30) calendar days from the start date of their employment. Proof of employment status is required.
- Vendors/Contractors and sales or service representatives must display a Staff permit on their commercial or privately owned vehicle to park on campus. These vehicles may be parked in any unreserved parking space. Special parking arrangements may be made through PSD to facilitate vendor/contractor work projects.
- Parkers with a current annual or semester parking permit may stop at the PSD for a one-day courtesy permit in the case of a misplaced permit.

Safety Tips
- Lock your vehicle when you park.
- Don’t leave your vehicle unattended with the motor running.
- Don’t leave money or valuables in your vehicle where they can be seen.
- Call Campus Police for evening escort to your vehicle
- Keep your keys in your hand when entering or leaving your vehicle.
• Be aware of your surroundings when entering or leaving your vehicle.
• Use the emergency phones provided in the parking lots to contact campus police in the event of an emergency.

Parking Enforcement
• Parking rules and regulations are designed to: provide orderly parking for faculty, staff, students, and visitors; protect pedestrians; and to ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization, or towing of your vehicle, or loss of parking privileges on campus. Only the PSD has the authority to waive or grant exceptions to these regulations.
• PSD will make every effort to ensure that parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to limited number of parking spaces on campus, enforcement of parking regulations is important even during off-peak periods. A concerted effort is made to enforce regulations as uniformly as possible.
• We appreciate your patience and consideration. Those who park illegally for the sake of convenience invariably cause inconvenience to others.

Traffic Regulations
• Motorists shall yield the right of way to pedestrians in a crosswalk.
• The campus speed limit is 20 MPH unless otherwise posted. Speed limit in parking lots is 10 MPH.
• It is unlawful to drive in the opposite direction of the normal flow of traffic.
• It is unlawful to remove, alter, or change any traffic control device, sign, barricade, or traffic cone.
• It is also unlawful to drive around barricades, traffic cones in the roadway, or enter parking lots that are closed by PSD.

Parking Regulations
• The absence of “No Parking” signs or curb markings does not mean that parking is allowed. Parking is permitted only with marked spaces.
• Parking on or over a marker line is prohibited. Vehicles parked parallel to a curb shall be within one foot of the curb and inside parking space markings.
• Vehicles shall not be parked facing traffic in those lots with angled parking. For those lots with straight in parking (90 degree) a vehicle may also be parked with the rear of the vehicle towards the closed end of the parking space.
• Where parallel parking is permitted, vehicles must be parked facing the flow of traffic.
• Vehicles shall not be parked in such a manner as to obstruct vehicle/pedestrian traffic, wheelchair ramps, to interfere with normal campus operational activities or to create a hazard.
• Double parking is prohibited at all times.
• Parking on grass, sidewalks, crosswalks, service drives, loading zones, truck spaces, or on streets or roadways, except where specifically marked for parking, is prohibited.
• Major repairs to personal (non-campus owned) vehicles shall not be performed on campus.
• A vehicle parked and remaining at the same meter, loading zone, or timed space will not receive more than two tickets for overtime violations in the same calendar day.
• Oversized vehicles such as trucks, trailers, motor homes, or any vehicle that occupies more than one standard car space or extends beyond the space shall be
parked in an area designated by PSD and/or Campus Police. The maximum allowable time for parking in this manner is three calendar days.

Display of Parking Permits
- Hangtag Permits must be displayed hanging from the vehicle’s rearview mirror with the logo side facing out. Hangtags must be clearly visible from the exterior of the vehicle. If you have a heavily tinted windshield, or have difficulty hanging your tag from the rearview mirror, contact PSD at (941) 359-4203 for possible options.
- Hangtags may not be transferred to another vehicle operator who would otherwise be required to register their vehicle.
- Hangtags are transferable to any vehicle owned by the registrant.
- Adhesive decals are only issued to those registrants with convertibles or other open type vehicles. The decal must be permanently affixed to the left rear bumper or the left side rear window glass of the vehicle (outside only).
- The person who owns or registers a vehicle is responsible for assuring the vehicle, regardless of who drives it, is parked in conformance with the rules and regulations and for knowing when the issued permit expires.
- All citations issued to a permit will be the registrant’s responsibility regardless of which vehicle the permit is on at the time of the infraction, unless a lost/stolen affidavit form regarding that permit has been previously submitted to PSD.
- Any vehicle parked on campus is parked at the risk of the operator.

Disabled Parking
- All spaces designated for the disabled are reserved 24 hours a day.
- Disabled parkers may park in any disabled space with an appropriate state disabled placard/license plate and a valid USF permit. Both the disabled placard/license plate and USF permit must be visibly displayed.
- Any staff member or student with a temporary physical disability which impedes walking may apply with authorized medical documentation from a physician, to PSD for a special disabled parking permit not to exceed three (3) months. Holders of special disabled permits are required to notify PSD when assigned permits are no longer required.

Violations, Penalties and Fines
- Moving violations are referred to the Clerk of the County Court, for the county in which issued, by the Campus Police Department.
- In addition, permission to operate a vehicle on the campus (Sarasota-Manatee) may be revoked for a period of up to twelve (12) months and the operator notified by PSD whenever:
  - The person falsifies or misrepresents any information on any PSD documentation.
  - The person lends his or her vehicle to another person when the latter is not entitled to driving privileges.
  - The person/department required to register the vehicle does not respond to citations.
  - The person demonstrates actions that show a willful disregard for public safety or property, or engages in other types of disruptive behavior with another member of the campus community.
  - The person owes a delinquent parking debt to USF.

PSD assesses fines and penalties for violations of parking regulations. Violations include the following:
- Unauthorized parking in a Disabled space - $275 fine
• Blocking access to a Disabled space/ramp - $275 fine
• Displaying an altered, stolen, lost, revoked, counterfeit decal/permit - $125 fine, parking for one year restricted and/or loss of campus parking privileges
• Unauthorized removal and/or damage to clamp - $125 fine, replacement or repair cost to device and parking for one year restricted and/or loss of campus parking privileges
• Blocking a ramp - $75 fine
• Unauthorized parking in a reserved space - $75 fine
• Unauthorized parking in a service drive or on grass - $40 fine
• No current decal/permit displayed - $30 fine
• Unauthorized parking in State Vehicle Space - $30 fine
• Failure to park in assigned lot - $30 fine
• Blocking traffic - $30 fine
• Parking in “No Parking” Zone/Barricaded area - $30 fine
• Parking in an angled parking space facing traffic - $15 fine
• Double parked/parked over line - $15 fine
• Improper parking permit display - $15 fine
• Overtime violation - $15 fine
• A late fee of $11 will be added to outstanding citations after 14 days.

Regulations for Motorcycles, Bicycles & Mopeds
• Registration of your bicycle is FREE and can provide important information to police in the event that it is stolen.
• All motorized two-wheeled vehicles must have valid permits and be registered with PSD.
• Motorcycles cannot display automobile permits at anytime; Registered owners with both an automobile and a motorcycle who wish to park both on campus must have a permit for each.
• Drivers may not drive, park or ride scooters, mopeds or motorcycles on grass, sidewalks, overpass, or in the confines of buildings. Drivers may park motorcycles, scooters or mopeds in motorcycle designated spaces, however if all of these spaces are occupied they may park in vehicle parking spaces.
• A person propelling a bicycle by human power upon and along a sidewalk, or across a roadway, or upon and along a crosswalk, has all the rights and duties applicable to a pedestrian under the same circumstances, but the cyclist shall yield the right of way to any pedestrian and shall give an audible signal before overtaking and passing a pedestrian.
• The Campus Police will ticket bicyclists for moving and equipment violations. Bicycle regulations are outlined in F.S. 316.2065.

Payment of Parking Fines
• Payments may be made by mail, in person or on-line. MasterCard, VISA and Discover credit cards are accepted. Cash payments may be made in person only.
• Parking citations must be paid in full within 14 calendar days of the date the citation was issued. Payment received after that time is subject to a late fee of $11.
• Amounts due Parking Services which are still outstanding after 30 days may be transferred to a collection agency, set off against staff pay checks and student records placed on hold and class registration prohibited.
Immobilizing/Towing Vehicles

Vehicles are subject to being immobilized or towed for the following reasons:

- Unauthorized parking in reserved or disabled spaces.
- Abandoning a vehicle (disabled or otherwise) for a period exceeding 72 hours.
- Disabled or abandoned vehicles must be attended to immediately with immediate notification made to PSD or the Campus Police after normal working hours.
- Parking in such a way as to disrupt normal University operational activities.
- Failure to respond to immobilization/tow notice
- Obstructing traffic
- Creating a hazardous condition
- Display of a counterfeit, stolen, altered, lost or revoked permit
- Excessive number of outstanding citations (more than 4)
- Attempted removal and/or damage to an immobilization device

Vehicles, which are immobilized with a mechanical boot, will be towed at the owner’s expense after operator/owner failing to respond to PSD within 72 hours. The Owner is required to pay for the outstanding citations, any immobilization cost, and any towing and storage fees prior to claiming their vehicle.

Contact PSD if your vehicle has been immobilized or towed.

Owner of immobilized vehicle may make restitution to the Parking Services Department and reclaim their vehicle during normal operating hours 8:30am-5pm, Monday-Friday. Such payments will not be accepted after hours or through the weekend/holidays, so vehicle will remain immobilized until restitution is made on the next normal business day.

Immobilization and towing of vehicles is a last resort! Please respond to parking citations and observe parking rules and regulations!

Appeals

Individuals who receive a parking citation and believe that extraordinary or mitigating circumstances warrant waiver of their parking fine may petition the Parking Services Department for reconsideration. Only the person/department or the registrant of the vehicle cited may appeal to the Parking Services Department or Parking Final Appeal Committee. Any person wishing to appeal a citation must do so within fourteen (14) calendar days the date the citation was issued. If an appeal is not submitted within fourteen (14) calendar days from the date of the citation was issued, THE RIGHT TO APPEAL IS FORFEITED. Appeals may be made in writing, or electronically: www.sarasota.usf.edu/ParkingServices. Late fees do not accrue during the period that the appeal is under consideration.

The following are reasons that will not be accepted by Parking Service Department and the Final Appeals Committee as reasons to dismiss or reduce a citation. This is not an all inclusive list:

- Disagreement with the Traffic and Parking Regulations
- Ignorance of the regulation
- Stated inability to find a permitted parking space
- Operation of the vehicle by another person
- Stated failure to issue citations previously for similar violations
• Tardiness to class and/or appointment
• Inability to pay fine (lack of money)
• Displayed wrong or expired permit
• Traffic congestion
• Received bad verbal information
• Stated perception that designated parking area is not safe

If one is going to file a final appeal consider the following:
1. Make sure your reason for the appeal is not one of those listed above
2. Prepare a concise written and/or oral argument not to exceed five (5) minutes

Those dissatisfied with the decision of the Appeals Mediator may petition for review of the citation by the Parking Citation Final Appeal Committee within 14 days of the appeal decision. The Parking Citation Final Appeal Committee is comprised of faculty, staff and students. The decision of this committee is based on parking rules and regulations and constitutes the **FINAL DECISION**. If the citation that has been paid is dismissed in the appeals process a refund will be issued through the appropriate University refund process.

**Special Events, Camps, and Conferences**
A well-planned event allows attendees to focus on the event and leaves them with an enjoyable experience and the feeling that they would like to return in the future. It is necessary for sponsors of the events to make arrangement for parking and secure permits for participants. Parking arrangements must be properly coordinated to make it part of this enjoyable experience. **This means that Parking Services must be consulted at the beginning of the planning process for the event.**


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<td>- Semester Only*</td>
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<td>Academy of Lifelong Learning - Quarter Only</td>
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* The Special Staff Permits are available to USF Sarasota-Manatee employees who earn less than $30,000 on an annualized basis. Eligible employees typically are temporary workers, adjunct faculty or part-time staff. Parking Services will consult with the Human Resources department to evaluate each application. This permit is only valid on the USF Sarasota-Manatee campus and is not valid on the USF Tampa or USF St. Petersburg campuses. Employees who are eligible for this permit often change their employment status during the year, so this permit is only available on a semester basis and is not eligible for payroll deduction.

**Replacement Cost of Lost or Stolen Permits**

**Staff and Student Permits**
First replacement..............................................$20.00
Second replacement............................................$60.00
Staff and Student Permit Eligibility

- Staff members are not eligible for student permits according to USF rules, even if they are both a student and an employee at the same time.
- For the purpose of parking, the term staff includes faculty, adjuncts, Administration (formerly A&P), Staff (formerly USPS) employees, full-time, part-time, licensees of the University, non-student OPS employees, and those students who work for the University thirty hours or more a week during a complete semester or a complete term.
- The term student includes all persons, other than staff, as defined above, enrolled with the University: day or night, full-time or part-time, regardless of the number of hours or days attending classes.

Use of Permits on Multiple Campuses

- Faculty/Staff permits shall be purchased for the campus of primary assignment.
- Student permits shall be purchased for the campus of primary assignment. To be eligible to purchase a USF Sarasota-Manatee student parking permit, the following conditions must be met: USF home campus must be listed as Sarasota with the Registrar’s office; Must live within the USF Sarasota-Manatee service area (Sarasota, Manatee, Desoto, Charlotte & Lee counties); Must be taking at least 50% of classes at the Sarasota Campus.
- USF Sarasota-Manatee students are eligible to purchase USF Tampa or USF St. Pete permits from those campus Parking Services Departments. Regular USF Tampa and USF St. Pete permits are valid on the USF Sarasota-Manatee Campus, however Park ‘n Ride permits from Tampa or St. Pete campuses are not valid on the Sarasota Campus.
- Reciprocity between the campuses is subject to change each year. Parking privileges for the USF Tampa and USF St. Pete campuses will be posted at: http://www.sarasota.usf.edu/ParkingServices/ and should be consulted before permit purchase if use on multiple campuses will occur.