Summary of Major Revisions to the USF Sarasota-Manatee 2005-2006 Campus Parking Brochure

Definitions: The following Definitions taken from Rule 6C4-4.0024 (Parking Definitions) have been added:

1. VOLUNTEER: Any person who provides volunteer services, receives no compensation from the institution, and is not a student or staff member may qualify for a volunteer permit at no charge.

2. RETIRED: Faculty and staff who have retired at USF/NCF and are not currently employed by the institution.

3. VENDOR/CONTRACTOR: Any person/company that has entered into a contract with the institution to provide a service, regardless of the length of the contract, to the institution.

Time period changes:

1. NEW EMPLOYEES - USF Rule 6C4-4.0025 {Registration} allows 14 days grace period for new employees to get a permit, and Sarasota’s brochure allows 21 days and we’d like to increase it to 30 days.

2. COLLECTIONS - USF Rule 6C4.4-00213 {Violations} allows 21 days before turning delinquent accounts over to collections. Sarasota would like to make it 30 days.

Disabled parking:

Provides for better accommodation for persons with physical disabilities. Text is the same as in USF Rule 6C4-4.0029 {Disabled Parking}.

Boot/Tow:

Aligns the boot and tow policy with the Tampa campus brochure providing for additional conditions.

Late fee:

This is not a new fee, the fee has been in the Sarasota brochure for the past 3 years – and Sarasota has been charging $11, but it was never mentioned in the brochure draft document and that needs to be corrected.

Park-n-Ride:

Removes reference to Park-n-Ride as Sarasota has never had Park-n-Ride lots. Mention of it is left over from the days when Sarasota copied Tampa’s rules & brochure. We need to remove references to it. Sarasota is small and does not have lower priced lots. Sarasota does not sell Park-n-Ride permits as Tampa and St. Pete do for $35 per year…and the back of the Park-n-Ride permit states: “Not valid at Sarasota.” The addition of this statement is for the information of those persons coming from Tampa or St. Pete with those permits.

March 16, 2005
Home Campus:

The permit fees have remained at the same level for at least the past 3 years and are expected to remain the same next year. We also needed to clarify who could purchase the Sarasota permits so we added that information into this document.

Supporting documentation: Prepared by: Ben Ellinor
Traffic and Parking Regulations Governing the Use of Vehicles at the Sarasota Campus

FORWARD:
These regulations are given effect of law by 1001.74(4),(35),(39) F.S. Law Implemented-1006.66 F.S. “Each university board shall adopt rules which govern traffic on the grounds of that university; that provide penalties for the infraction of such traffic rules; and that the university finds necessary, convenient, or advisable for the safety and welfare of the students, faculty members, or other persons…”

DEFINITIONS:
1. PARKING: Stopping a vehicle on the side of the road, on the road, or off the road when not required to do so by law or regulation. The parked condition is not altered by occupancy of the vehicle, leaving the vehicle’s motor running, or engaging the vehicle’s flashing hazard light.
2. STAFF: For the purpose of these regulations STAFF includes faculty (including adjuncts), administrative and professional, USPS employees, OPS employees and tenants. Those students, who work for the university 30 hours or more a week during a complete semester or complete term, also qualify for a STAFF DECAL.
3. HOLIDAYS: Official State of Florida holidays only. Academic breaks and weekends are not holidays.
4. DECAL: A distinctive University adhesive decal issued by PSD which is affixed to the left rear bumper or rear window or a hangtag which is displayed from the rear view mirror.
5. PERMIT: A temporary hangtag or permit issued by PSD for visitors, temporary special needs, non-enrolled students (such as Senior Academy), special university assignment, or a decal holder temporarily using another vehicle.
6. LICENSEE: Those persons or entities present on the grounds of the Sarasota Campus, which are not under the auspices of the State Board of Education and which have entered into an agreement with the Campus for use of its facilities.
7. PSD: Parking Services Department.
8. UPD: University Police Department.
9. VISITOR: anyone who is NOT a member of the Campus Community; i.e. student, staff, or licensee.
10. DISABLED PARKING: specifically designated and reserved parking for anyone that has qualified for disabled parking.
11. SERVICE DRIVE: those areas of the campus, which provide access for delivery vehicles or emergency service vehicles.
12. LOADING/UNLOADING ZONES: specifically designated for vehicles making deliveries and pickups.
13. RESERVED SPACE: Parking space(s) marked for specific use/utilization such as; Police, Library, Staff, Visitor, short-term parking, etcetera.
14. **VOLUNTEER:** Any person who provides volunteer services, receives no compensation from the institution, and is not a student or staff member may qualify for a volunteer permit at no charge.

15. **RETIRED:** Faculty and staff who have retired at USF/NCF and are not currently employed by the institution.

16. **VENDOR/CONTRACTOR:** Any person/company that has entered into a contract with the institution to provide a service, regardless of the length of the contract, to the institution.

**AUTHORIZATION:** All staff members and students of the university community holding a valid operators license are privileged to use properly registered motor vehicles, motor scooters, bicycles, and other mechanical conveyances on the campus in accordance with the terms of these regulations.

**ENFORCEMENT:**

1. The University Police are authorized to directly and immediately enforce these regulations on the campus and to make arrest and issue moving traffic citations on and off campus in cases where the offenses occur on campus.

2. University Police Officers, Parking Patrol Officers, or specially designated personnel, are authorized to issue parking citations for parking and registration violations in accordance with these regulations 24 hours a day.

**REGISTRATION REGULATIONS:**

1. 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 university decal or permit.

2. Vehicles may be registered during business hours Monday through Friday, at PSD or at a designated satellite location.

3. Upon request of PSD, the person registering a vehicle must present a valid faculty/staff or student ID card or a letter from employer, which justifies the type of permit requested. Resident students must present a copy of their housing contract or check in sheet. Disabled registrants must present a copy of their disabled registration. All registrants are responsible for providing PSD with a current address and keeping all information about vehicle ownership updated.

4. All vehicles on campus must be registered prior to parking in any non-visitor space on campus.

5. There is no grace period for registration of vehicles and acquisition of permits. New and returning employees may obtain a temporary permit for twenty-one (21) to thirty (30) calendar days from the start date of their employment. Proof of employment status is required.

6. Reserved spaces are not currently available for purchase by individuals on the Sarasota Campus. PSD may designate reserved parking spaces to facilitate parking efficiencies.

7. Vendors/Contractors and sales or service representatives must display a Vendor/Contractor 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.

**PERMIT REGULATIONS:**

1. When the vehicle is parked, hangtags must be hung from the rearview mirror bracket with the registration number clearly visible through the front window of the vehicle. Having tinted windows, or using a sunscreen or a car cover does not preclude the necessity of ensuring the hangtag is clearly visible.

2. Hangtags may not be transferred registrant to another vehicle operator who would otherwise be required to register their vehicle.

3. Hangtags are transferable to any vehicle owned by the registrant.

4. 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). Improper display of decal may result in a citation being issued and a fine being charged.

5. Adhesive decals for all two-wheeled vehicles must be displayed on a prominent area of the vehicle, preferably the rear fender area.

6. Parking decals and or permits may not be reproduced, or transferred by anyone other than PSD.
7. 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.

8. 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.

9. Any vehicle parked on campus is parked at the risk of the operator. Permits declared lost or stolen will immediately become invalid. An affidavit must be completed for lost or stolen permit or in the event that the permit was left with a sold or traded vehicle. If recovered the permit will be reclaimed by PSD and destroyed. Any vehicle bearing a lost or stolen permit is subject to immediate tow, even if the person who has reported the permit as lost/stolen owns the vehicle bearing the permit.

10. Students, Staff, and visitors who own, register, and have more than one vehicle on campus at the same time are required to have a valid permit displayed on each vehicle.

VEHICLE REGISTRATION FEES:

1. Payroll Deduction: Those persons employed as faculty, A&P, or USPS may pay for their permits through payroll deduction. Those employees not considered permanent employees, i.e., OPS, graduate assistants, visiting and adjunct professors, etc. are not eligible to use payroll deduction. Payroll deduction cannot be used between March 31 and July 31.

2. Refunds: No full refunds are issued for permits, including replacement permits, unless the refund is requested within fourteen (14) calendar days of the initial date of validity of the permit. To receive the refund, the permit must be returned to PSD with the receipt. Refund request received after fourteen (14) calendar days of the initial date of validity of the permit are prorated.

3. Permits for change of status, commuter to resident, resident to commuter, student to staff or hangtag to adhesive are issued free of charge upon presentation of the old permit and proof of status change.

4. Coins are not accepted for payment of registration or citations unless the coins are properly rolled in bank wrappers and identified with payee’s name and employee/student ID number or Driver’s License number printed on the wrappers.

PARKING REGULATIONS:

1. The absence of “No Parking” signs or curb markings does not mean that parking is allowed. Parking is permitted only with marked spaces.

2. 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.

3. 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.

4. Where parallel parking is permitted, vehicles must be parked facing with the flow of traffic.

5. Vehicles shall not be parked in such a manner as to obstruct vehicle/ pedestrian traffic, wheelchair ramps, to interfere with normal university operational activities or to create a hazard.

6. Double parking is prohibited at all times.

7. Parking on grass, sidewalks, crosswalks, service drives, loading zones, truck spaces, or on streets or roadways, except where specifically marked for parking, is prohibited.

8. Major repairs to non-University owned vehicles shall not be performed on campus.

9. Unauthorized parking in reserved spaces is prohibited.

10. 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.

11. Only authorized vehicles may be parked in disabled spaces.

12. Oversized vehicles such as trucks, trailer, 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 University Police. The maximum allowable time for parking in this manner is three calendar days.
13. Vehicles may NOT be used as overnight domiciles, except under emergency conditions and only with the prior approval of PSD and University Police.
14. Special Events/Maintenance: PSD has authority to close streets, roadways, lots, and parking spaces at any time to facilitate University special events and maintenance. Contact PSD when planning a special event at the University to receive proper parking permits and assignments.

VISITOR /TEMPORARY PARKING PERMITS:
1. A person who is currently registered with PSD and is not in possession of his/her permit must obtain a temporary parking permit before parking on campus.
2. On request to PSD permits may be issued to park out of assigned area for extraordinary reasons, such as temporary incapacitation or for security reasons.
3. Departments that are sponsoring or cosponsoring an event on campus shall request temporary parking permits at least two weeks in advance of the event from PSD for the participants.
4. Visitors may use reserved “Visitor Spaces”, or if their length of stay will exceed the time limitations of the “Visitor Spaces”, may secure a temporary visitor permit from PSD or the University Police Department.

DISABLED PARKING:
1. Any staff member or student with a temporary or permanent disability which impedes walking may apply with authorized documentation, to PSD for a special disabled permit.
2. 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.
3. Wheelchair bound registrants are entitled to a special disabled parking space.
4. All spaces designated for the disabled are reserved 24 hours a day.
5. Holders of special disabled permits are required to notify PSD when assigned permits are no longer required.

TRAFFIC REGULATIONS:
1. Traffic rules, regulations and directive signs governing the use of motor vehicles and motor vehicle parking are in effect 24 hours a day, all year long. Inclement weather does not bar their enforcement.
2. Motorist shall yield the right of way to pedestrians in a crosswalk.
3. The campus speed limit is 20 MPH unless otherwise posted. Speed limit in parking lots is 10 MPH.
4. It is unlawful to drive in the opposite direction of the normal flow of traffic.
5. 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.

REGULATIONS GOVERNING SCOOTERS, MOTORCYCLES, BICYCLES AND MOPEDS:
1. Drivers of bicycles, scooters, motorcycles, bicycles and mopeds are responsible for observing the same traffic regulations as those governing vehicles.
2. Drivers may not drive, ride or park scooters, mopeds or motorcycles on grass, sidewalks, overpass, or in the confines of buildings.
3. It is unlawful for more than one person to ride on a vehicle at the same time, unless the vehicle is designed for and equipped with a seat for each person.
4. 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.
5. Holders of motorcycle or bicycle permits are entitled to a maximum of five days annually of temporary parking permits for a four-wheeled vehicle.
6. All motorized two wheeled vehicles must be registered with PSD.
7. Motorcycles cannot display automobile permits at any time; therefore, registered owners of four-wheeled vehicles who have and use a motorcycle are required to register and purchase a permit for each vehicle or motorcycle they wish to park on campus.
8. The University Police will ticket bicyclists for moving and equipment violations. Bicycle regulations are outlined in Section 316.2065, Florida Statutes.

9. 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.

TOWING/IMMOBILIZING OF VEHICLES:
1. Vehicles are subject to being immobilized by a mechanical boot or towed away at the operator's or University expense under any of the following conditions:
   a) Unauthorized parking in reserved or disabled spaces.
   b) 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 University Police after normal working hours.
   c) Parking in such a way as to disrupt normal University operational activities.
   d) Failure to respond to immobilization / tow notice
   e) Obstructing traffic
   f) Creating a hazardous condition
   g) Display of a counterfeit, stolen, altered, lost or revoked permit
   h) Excessive number of outstanding citations (more than 4)
   i) Attempted removal and / or damage to an immobilization device
   j) 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. The fact that a previously immobilized vehicle has been removed from the area without authorization from PSD shall be prima facie evidence that the registered owner has tampered with the immobilized vehicle. Owner of immobilized vehicle may make restitution to PSD and reclaim their vehicle during normal operating hours, 8am to 5 pm, Monday thru Friday, at USS805A. 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.
   k) A signed release must be obtained from PSD before a towed vehicle may be reclaimed from the towing company. The release will be issued to the owner after vehicle registration fees and outstanding citation fees are paid at PSD. In addition the owner or operator must provide proper identification to the towing company and pay the towing and any storage charges to the towing company before reclaiming the vehicle from the towing company. 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. Exact figures may vary, however standard rates are approximately $100 for towing, $21 a day for storage, $3 per mile, and up to $70 in administrative fees. Unclaimed vehicles are disposed of by the towing company according to applicable laws. Transportation from campus to the towing company impound area is the responsibility of the driver.

VIOLATIONS, PENALITIES AND FINES:
1. Moving violations are referred to the Clerk of the County Court, for the county in which issued, by the University Police Department.
2. Operators of vehicles are subject to be fined in accordance with the schedule of violation fines as published and available from PSD.
3. In addition, permission to operate a vehicle on the University Campus (Sarasota) may be revoked for a period up to twelve (12) months and the operator notified by PSD whenever:
   a. The person falsifies or misrepresents any information on any PSD documentation.
   b. The person lends his or her vehicle to another person when the latter is not entitled to driving privileges.
   c. The person/department required to register the vehicle does not respond to citations.
d. 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 University Community.

e. The person owes a delinquent parking debt to the University.

4. Any violation not cleared after twenty-one (21) thirty (30) days shall be referred to the Division of Purchasing and Financial Services for collection. Outstanding student accounts may also result in student records and registration being placed on hold until the debt is settled. Transferred to a collection agency, set off against staff pay checks and/or student records placed on hold.

5. Violations and fines include:

(a) Unauthorized parking in a Disabled space - $275 fine.
(b) Blocking access to a Disabled space or ramp - $275 fine.
(c) Displaying a stolen/lost/revoke permit - $125 fine & immediate immobilization or tow & parking restricted to Park-n-Ride lots for one year, or revocation of campus parking privilege.
(d) Displaying an altered or counterfeit permit - $125 fine & immediate immobilization or tow parking restricted to Park-n-Ride lots for one year, or revocation of campus parking privilege.
(e) Unauthorized removal and/or damage to immobilization clamp- $125 fine & parking restricted to Park-n-Ride lots for one year, or revocation of campus parking privilege.
(f) False registration - $125 fine & immediate immobilization or tow & parking restricted to Park-n-Ride lots for one year, or revocation of campus parking privilege.
(g) Blocking a ramp - $75 fine.
(h) Unauthorized parking in a Reserved space, first offense - $75 fine.
(i) Unauthorized parking in a Reserved space, subsequent offenses - $75 fine & immediate immobilization or tow.
(j) Unauthorized parking in a service drive, sidewalk, or on grass - $40 fine.
(k) No current permit or decal displayed - $30 fine.
(l) Unauthorized parking in a State Vehicle space - $30 fine.
(m) Parking out of assigned area during restricted hours - $30 fine.
(n) Parking blocking traffic - $30 fine.
(o) Parking in "NO PARKING" or Barricaded areas - $30 fine.
(p) Parking in an angled parking space facing traffic - $15 fine.
(q) Double parked or parking over line - $15 fine.
(r) Improper display of parking permit - $15 fine.
(s) Overtime violation in a metered or timed space - $15 fine.
(t) A late fee will be added to outstanding citations after 14 days. If the citation is in the appeal process, the late fee will be added 14 days after the decision is made.

CITATION---PAYMENT PROCESS:

1. Unless otherwise specified in these rules, all persons who are cited for non-moving violations may make payment to the PSD in person, mail payment in the envelope provided, or place payment in envelope and place it in the “drop box” at the USS805A Business Office. If the payment is made by mailing or drop box, payment shall not be made using cash.

2. Coins will not be accepted for payment of citations unless they are placed in bank wrappers, and payees name, University ID Number, or Social Security Number are printed on the outside of the coin wrappers.

CITATION---APPEAL PROCESS:

1. Only the person/department or the registrant of the vehicle cited may appeal to PSD or the Parking Final Appeal Committee.

2. Any Person or Department who wishes to appeal a citation must do so within fourteen (14) calendar days from the date of issuance of the citation. (Note: Warning citations may not be appealed). Appeals may be submitted in writing or via the Internet at the website published in the Parking Brochure. Parking Citation Appeal Form is available at the PSD Office or at the University Police Department Office at VKC121. A copy of the appeal form may also be acquired by mail; contact PSD
via telephone at (941) 359-4203. The person or Department appealing the citation(s) must explain the circumstances existing at the time of the citation was issued for review of the citation.

3. If the appeal is not submitted within fourteen (14) calendar days of the citation being issued, the right to appeal is forfeited.

4. The citation and written appeal will be reviewed by the Appeal Mediator/Staff, adjudicated on the current PSD Regulations, and a letter of decision will be issued.

5. If the person or department is dissatisfied with the decision of the Appeal Mediator/Staff decision they may appeal the decision to the Parking Appeals Final Appeal Committee. The Committee will review the matter and may excuse or uphold the citation, but the Committee may not contradict the prevailing parking and registration rules and regulations. The Parking Citation Final Appeal Committee is the final appeal authority.

**PERMIT COSTS**

**Sarasota Campus 2004—2005 2005-2006**

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**LOST/STOLEN PERMIT REPLACEMENT COSTS**

**STAFF and STUDENT PERMITS**

- First replacement-$20.00
- Second replacement-$60.00
- Third replacement-$Full Price.

**Use of permits on Multiple Campuses**

Faculty/Staff permits shall be purchased for the campus of primary assignment. Sarasota campus faculty/Staff permits will be allowed in the USF Green Staff lots in Tampa and St. Petersburg. Tampa and St. Petersburg campus permits shall be valid in all Sarasota lots.

Student permits shall be purchased for the campus of primary assignment. Sarasota campus student permits will be allowed in the Tampa campus visitor and Park &Ride lots only. Tampa and St. Petersburg campus student permits shall be valid in all Sarasota student lots. 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 printed on the back of the USF Sarasota-Manatee permits and should be consulted before permit purchase if use on multiple campuses will occur.