Minor revisions have been made to brochure text to correct grammatical errors and provide reading clarity. There are no new fees or increases of fees/rates for the 2005/2006 Brochure.

The following additions for each of the sections listed below are noted:

1. **General Information:** Added reference (for clarification) to Resident Student lots as exempt from after-hours parking.

2. **How To Get a Permit:** Added “Only registered students may purchase student permits” for emphasis.

3. **Visitors:** Added visitor permit purchase locations and reference to the parking website for additional information.

4. **Department Pass:** Added restriction for use of department pass in resident student spaces.

5. **Violations:** Added “Daily boot fee - $30 added per day for any vehicle immobilized” (currently included in the Immobilization/Towing Vehicles section) to this section as well for additional emphasis.

6. **Payment of Parking Fines:** Added “with additional fees assessed by the agency” to clarify fees assessed by collection agencies.

7. **For Better Mobility to, From and Around USF:** Added “Follow all campus posted speed limits, especially the 5mph posted limit in the parking garages” for emphasis.

8. **Parking Rates:** Posted “Non Pick-up Permit Processing Fee (refunds) $15.” Authority for this fee was established in 6C4.4.0026 (Vehicle Registration Fees {2} Refunds) with posting in the rates section in the brochure. The fee is specifically applied to permits purchased via mail or website for pick-up in PATS that are subsequently not picked up within 14 calendar days of the beginning of the semester. The $15 fee is assessed to the refund amount.
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, green staff, resident student, non-resident student, park-n-ride, patients, or visitors. Some lots have multiple designations. These designations remain in effect from 7:00 AM to 5:30 PM, Monday through Friday. After 5:30 PM Non-Resident Students, Resident Students and Staff may park in any lot (except Resident Student lots which are enforced 24/7). Park-n-Ride lot permits are required to park in assigned 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 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.

Permit holders must notify PATS of change in 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 remainder of current year’s permit. 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.
If you leave the University for any reason, please return your parking permit to Parking & Transportation Services.

**How To Get a Permit**

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 http://www.usf.edu/parking_services/

Parking & Transportation Services Building

4202 E. Fowler Avenue, PSB 101

Current hours posted on web address: http://www.usf.edu/parking_services/

**Campus Parking & Information Center**

— USF Main Entrance at Fowler Ave. and Leroy Collins Blvd.

— Monday thru Thursday 7:00AM—6:00PM

— Friday 7AM—5:00PM

**Visitors**

Visitors may park in (1) metered spaces or (2) in designated lots on the Tampa Campus with a valid parking permit. Daily visitor permits are available at the designated rate (see rate chart) and provide access to Campus designated visitor Lots, and the Parking Garage. Visitors may park up to 3 times per semester with a complimentary 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 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 on-campus. Additional information regarding visitor parking is available at: www.usf.edu/parking_services.

DEPARTMENT PASS: Valid for specified area. One department 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 department pass must be displayed with a valid faculty/staff adhesive or hangtag. The pass is valid in any non-reserved/non-disabled/non-resident student parking space. The passes may not be used at metered or timed spaces.

The department pass is intended to provide University employees access to restricted areas for purposes of conducting employment – related business. The pass is for occasional short-term use only (2 hours maximum). IT IS NOT to be used for parking to attend class, for long-term parking while at one’s regular job station, or for any personal reason. Abuse of the intended purpose will result in revocation of the pass and immobilization of the violating vehicle.
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 our website:
http://www.usf.edu/parking_services/

Finances

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.

Where does the money go?

- 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, visitors center, motorist assistance program and parking business.
A more detailed explanation and graphical representation of Parking & Transportation Services expenses is available at http://www.usf.edu/parking_services.

**Transportation**

Parking & Transportation Services provides a student-supported, fare-FREE, on-campus bus shuttle service on the Tampa Campus with service to limited off campus locations. Hours of operation and route schedules are available on our website at http://www.usf.edu/parking_services/http://www.usf.edu/bullrunner.

**Bicycles**

Registration of your bike is FREE and can provide important information to 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.

**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 Parking & Transportation Services at 813/974-3990, Press Option #5 when you get into the automated phone options. 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 and the Department of Parking & Transportation Services.

**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 Department of Parking & Transportation Services has the authority to waive or grant exceptions to these regulations.

Parking & Transportation Services 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.
We appreciate your patience. Those who park illegally for the sake of convenience invariably cause inconvenience to others.

**Display of Parking Permits**

Hang Tag 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 heavily tinted windshield, or have difficulty hanging your tag from the rearview mirror contact Parking & Transportation Services 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 and USF permit must be visibly displayed.

**15 Ways to Avoid Parking Problems**

1. Do deposit money into meters Monday –Friday 7:00AM to 5:30PM even with a valid permit. After 5:30PM, vehicles without a permit must deposit money into the meter.

2. Do call Parking & Transportation Services or access our web site at http://www.usf.edu/parking_services if you have any questions about parking or transportation.

3. Do display your valid USF parking permit on the vehicles rear view mirror so it is clearly visible with the logo facing out.

4. Do respond to parking citations to avoid immobilization or towing. Account status may be viewed at http://www.usf.edu/parking_services.
5. Do obey posted signs and barricades.

6. **In mixed lots, where multiple classifications or permits may be allowed, please pay attention to interior lot signs and/or pavement/curb markings that designate spaces. 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 numbered (reserved) 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 USF Parking & Transportation Services. 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 permit. Cutting up your expired permit 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 2003-2004 2005-06**

Parking & Transportation Services 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 & parking for one year restricted to Park n Ride lots and/or loss of campus parking privileges
- Unauthorized removal and/or damage to clamp - $125 fine, replacement or repair cost to device & parking for one year restricted to Park n Ride lots and/or loss of campus parking privileges
- False Registration - $125 fine & 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 hangtag may stop at a PATS office for a one-day courtesy permit in the case of a misplaced hangtag. All parkers are limited to 3 complimentary courtesies per semester.

**Payment of Parking Fines**

Payments may be made via the Parking & Transportation Services Web site at http://www.usf.edu/parking_services. Cash payments may be made in person, or deposited in the PATS drop box.

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. Amounts due Parking & Transportation Services which are still outstanding after 21 days may be transferred to a collection agency *(with additional fees assessed by the agency)*, set off against staff pay warrants and student records placed on hold. Anyone with outstanding parking citations, not in the appeal process, may only purchase a park n ride 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 citations (More than 2)
- Attempted removal and/or damage to an immobilization device

Contact Parking & Transportation Services (or the University Police 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 Parking & Transportation Services. 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 the Parking & Transportation Services Department 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 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, and 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)
- 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 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 the non-student person or department 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, they 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 may not contradict the prevailing parking and registration 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 Parking and Transportation Services for adherence to the prevailing parking and registration regulations.

The Director will review all citations dismissed in final appeal. If the Director of PATS should determine either of the Final Appeals bodies are 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 PATS 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

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 on campus.

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

Parking arrangements must be made for staff, volunteers, vendors and guests. The current cost for event parking is $3.00 per vehicle, however bulk discounts are available.

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 parking & transportation services must be brought in at the beginning of the planning process for the event.

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 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

Website: http://www.usf.edu/parking_services

Phone: 813/974-3990

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

GENERAL

- The major roadways around USF (Fletcher, Fowler, Bruce B. Downs) are at DOT capacity during peak periods. Please allow enough time to get to the USF campus.
- There are always spaces available on campus, usually toward the north end (Fletcher side). If you come to campus during peak periods you may have to park away from your destination and use the shuttle. For parking, route and schedule information access our website at http://www.usf.edu/parking_services
- The parking demand peak on campus is generally between 10:00 AM - 3:00 PM.
- Shuttles run every 8-12 minutes—call USF Parking and Transportation Services at 813/974-3990, or access our website at http://www.usf.edu/parking_services for route and schedule information.
• There is ample parking in Park-n-Ride Lot 43 NW of the Credit Union and Park n Ride lot 18B east of the intramural fields. The annual cost for park-n-ride lots is only $35. Park and ride the shuttle Bull Runner!

• Hartline operates several routes that directly access the USF Tampa campus. We also have a U-Pass agreement with Hartline allowing USF faculty/staff and students to ride regular Hartline routes fare free. For more information, call Hartline at 813/623-5835 or USF Parking and Transportation 813/974-3990.

• Many Hartline routes run through the University Area Transit Center (UATC) — One block west of campus. From UATC you can catch a USF shuttle to the center of campus (Marshall Center). You can follow a link on the USF PATS websites to Hartline routes.

• Consider ridesharing Bay Area Commuter Services (BACS). BACS operates a ride share service. They can be contacted at 1-800-998-7433 or website www.TampaBayRideshare.org

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

FOR BETTER MOBILITY TO, FROM AND AROUND USF

1. **Know** your parking & transportation options.

2. **Plan** your day allowing enough time to ride transit, deal with traffic and/or find parking.

3. **Contact** Parking & Transportation Services if you have any issues or questions.

4. **Follow** all campus posted speed limits, especially the 5mph posted limit in the parking garages.
Website – http://www.usf.edu/parking_services
Phone – 813/974-3990

### Parking Rates

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<td>Affiliate Gold</td>
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Parking Rates do not include applicable sales tax.

Lost/Stolen Permit Replacement Costs

Staff & Student permits

First replacement $20
Second replacement $20
Third replacement Full Price

Reserved Permits

First replacement $40
Second replacement $40
Third replacement Full Price

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 permits will be allowed in the Tampa campus green faculty/staff 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 student and park-n-ride 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