

Utah Tech University Policy

421: University Premises Parking and Transportation



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 The purpose of this policy is to provide parking and transportation rules and regulations for Utah Tech University (“the University”).
- 1.2 The Department of Parking Management’s mission is to provide adequate, reasonable, convenient, and safe parking and transportation access for all University students, employees, and visitors.
- 1.3 These rules and regulations govern use and movement of all vehicles on University Premises.
- 1.4 University parking and transportation rules and regulations are granted by the authority and in accordance with State of Utah Code Title 53B, Chapter 3, Sections 103, 106, and 107.
- 1.5 This policy allows the University to:
 - 1.5.1 Utilize roadways and parking areas for the greater benefit of University students, staff, faculty, and visitors.
 - 1.5.2 Attempt to protect all persons on University Premises from injury by vehicles and other means of transportation; and,
 - 1.5.3 Assure access at all times for emergency vehicles.

II. Scope

- 2.1 This policy applies to all students, faculty, staff, and visitors who operate or use motor vehicles and Alternative Transportation on University Premises, including but limited to, streets, roadways, sidewalks, travel-

ways, and parking lots.

III. Definitions

- 3.1 ***Alternative Transportation:*** Any conveyance used for transporting persons, such as bicycles, skateboards, scooters, in-line skates, and hoverboards.
- 3.2 ***Faculty:*** For the purposes of parking assignment, “faculty” is defined as any person whose primary function is academic instruction.
- 3.3 ***Handicap/Disabled/No Parking Zone:*** Painted stripes on a diagonal designate “no parking.”
- 3.4 ***Motor Vehicle:*** Any self-propelled conveyance used for transporting persons or property.
- 3.5 ***Operator:*** A person who operates a vehicle, motor vehicle or alternative transportation, although ownership may be vested in a parent or other person(s).
- 3.6 ***Parking Appeals Committee:*** A committee composed of faculty, staff, and students within the University whose responsibilities include adjudicating alleged violations and, under appropriate circumstances, mediating penalties for violations to the University’s rules and regulations.
- 3.7 ***Pedestrian:*** An area officially designated by the University as the pedestrian traffic zone.
- 3.8 ***Permit:*** A decal, hang tag, or account (with license plate registration) issued by the Department of Parking Management. Each permit type authorizes parking on University Premises in designated areas for the current academic year, fall through summer, or otherwise indicated on the hang tag or account.
- 3.9 ***Possession:*** To physically control a vehicle or parking permit even though ownership may be vested in a parent or other person(s).
- 3.10 ***Registration:*** The submission of the required information with supporting documents, if required.
- 3.11 ***Staff:*** All full-time and part-time employees of the University with professional and classified contracts. Part-time employees who are also students are designated as “student” for parking permit purposes.
- 3.12 ***Student:*** Person who is currently registered and attending University-held

classes on either a part-time or full-time basis, including online courses.

3.13 **Travel-way:** Any horizontal concrete ground or paved surface other than designated roads, service docks, or parking lots.

3.14 **University Premises:** All land, buildings, facilities, parking lots, roads, and other property in the possession of, or owned, used, leased, or controlled by the University.

3.15 **Visitor:** Person not officially employed, directly or indirectly, or registered for classes at the University on either a part-time or full-time basis.

IV. Policy

4.1 Operations of Motor Vehicles

4.1.1 Operation of a Motor Vehicle and other means of transportation on University Premises is a privilege granted by the University and is not an inherent right of any Faculty, Staff, Student, or Visitor. The privilege can be legally denied or revoked for cause at any time by authorized personnel (University police, administration, and parking management officials).

4.1.1.1 Causes for revocation of use of a Motor Vehicle on University Premises include:

4.1.1.1.1 Non-payment of fines

4.1.1.1.2 Falsification of information, fraud, unauthorized use of a vehicle, parking decals, or Permits;

4.1.1.1.3 Acts of vandalism on University Premises;

4.1.1.1.4 Abuse of any parking management personnel, verbal or physical, including threats; and

4.1.1.1.5 Habitual offenders (three or more citations)

4.2 Parking Permits

4.2.1 Consistent with Utah State law and with University policy, any vehicle parked or operated on University Premises must be registered with University Parking Management and show a current parking Permit.

4.2.2 It is the sole responsibility of the person who registers a vehicle with Parking Management to display the Permit properly. Furthermore, it

is the responsibility of each University employee and Student who operates a Motor Vehicle or Alternative Transportation on University Premises to read, understand, and abide by this policy and any published regulations by Parking Management.

- 4.2.3 Registration is complete when vehicle information has been submitted along with the Permit fee and, a parking Permit hang tag is hung from the front-facing rear view mirror and/or the license plate is registered to the Permit account.
- 4.2.4 Permits may be purchased in person at the Cashier's Office or online via Parking Management's website.
- 4.2.5 When a new or different Motor Vehicle is acquired during the year, the Operator must register the new vehicle with Parking Management.
- 4.2.6 Failure to display a Permit properly will constitute failure to comply with parking rules, and the vehicle Registration will be incomplete.
- 4.2.7 Permits are valid from fall semester start to summer semester end of the current academic year.
- 4.2.8 Every Motor Vehicle parked on University Premises must display an appropriate Permit for their parking space.
- 4.2.9 A Permit purchased does not guarantee a personal parking space or parking in a specific area, but allows parking in designated lots if space is available.
- 4.2.10 Any person to whom a Permit has been issued is responsible for removal of their hang tag or license plate information from the account prior to the sale or transfer of possession of the vehicle.

4.3 Traffic and Parking Regulations

- 4.3.1 The responsibility of finding a legal parking space rests with the vehicle Operator.
 - 4.3.1.1 Lack of parking stalls is not considered a valid reason for violating parking regulations.
 - 4.3.1.2 The fact that another vehicle is parked in violation of any regulation and does not receive a citation does not authorize such parking, nor does it mean the regulation is no longer in effect.

- 4.3.1.3 Double parking on streets or access aisles in parking lots is strictly prohibited, as is parking diagonally, which takes up two or more spaces by “over-hanging.”
- 4.3.1.4 The official speed limit for all vehicles on University Premises is 10 miles per hour, as posted, or as safety conditions indicate.
- 4.3.1.5 Sidewalks on University Premises are reserved for Pedestrian traffic with the exception given to golf carts, maintenance fleet, and emergency service vehicles.
- 4.3.1.6 The use of Alternative Transportation (bicycles, skateboards, scooters, in-line skates, and hoverboards) may be allowed only as a means of transportation on designated Travel-ways.
 - 4.3.1.6.1 Anyone using Alternative Transportation on University Premises shall follow all vehicular and Pedestrian laws and postings. The right of way will be given to any Pedestrian, and Alternative Transportation users shall travel at a reasonable, safe, and prudent speed.
 - 4.3.1.6.2 Under no circumstances will Alternative Transportation be allowed off Travel-ways or as a means of recreation on non-designated Travel-ways, such as landscapes, ramps, curbs, benches, steps or stairs, and other such structures.
 - 4.3.1.6.3 The use of Alternative Transportation shall not be permitted inside of any building or facility on University Premises.
- 4.3.1.7 Violators using Alternative Transportation may be issued a citation and fined, or warned, reprimanded, or disciplined.
- 4.3.1.8 All state and local laws pertaining to moving violations shall also be enforced on University Premises.
- 4.3.1.9 Other parking violations include, but are not limited to:
 - 4.3.1.9.1 Falsification of Registration information (i.e. sharing);
 - 4.3.1.9.2 Improper zone parking (i.e., taking two stalls, overnight, Permit type);
 - 4.3.1.9.3 No parking Permit;

- 4.3.1.9.4 Failure to register and/or display permit properly (Permit placement, registered Permit not displayed);
- 4.3.1.9.5 Parking or blocking a fire lane (hydrant, emergency or red zone);
- 4.3.1.9.6 Driving or parking any unauthorized Motor Vehicle on a campus walkway/emergency lane, sidewalk or lawn;
- 4.3.1.9.7 Parking out-of-stall;
- 4.3.1.9.8 Blocking or parking in front of an access road, driveway, barricade, or gate;
- 4.3.1.9.9 Failure to obey signs, street, pavement, or curb markings;
- 4.3.1.9.10 Parking in reserved zone or parking stall (i.e., handicap, drop off, fleet vehicle, or otherwise indicated).

4.3.1.10 Overnight vehicle parking on University Premises is not permitted, except in designated areas.

4.4 Towing and Impoundment

4.4.1 Parking Management may boot (immobilization of vehicle), tow, or impound at owner's expense any vehicle on University Premises in violation of local, state, or University rules and regulations.

4.4.1.1 Vehicles will be impounded if left in any position that constitutes a hazard; i.e., blocking a fire lane or hydrant, obstructing traffic, blocking a driveway, blocking a loading zone, etc.

4.4.1.2 Non-registered and/or persistent violators may be subject to impound after three (3) unpaid citations.

4.4.1.3 Abandoned or disabled vehicles may be impounded.

4.4.1.4 Owners or Operators of vehicles that become disabled on University Premises must notify the Parking Management Office within 24 hours to avoid receiving citations.

4.4.1.5 A vehicle may be impounded by use of an "immobilization device," which may be placed by University personnel upon a vehicle in violation of parking or transportation violations on

University Premises.

- 4.4.1.5.1 The University is not responsible for any damage that may result from placement and/or removal of any immobilization device.
- 4.4.1.5.2 Any unauthorized attempt to remove the immobilization device or drive the vehicle will result in damage. The violator is responsible for any damage caused to, or theft of the lock and/or the vehicle, and for all costs.
- 4.4.1.5.3 All removal fees must be paid online on Parking Management's website and proof of receipt shown before removal of the device. Removal must take place within the standard operating hours of University Parking Management. The vehicle will be towed to a state impound yard after four (4) days if fees are not paid.
- 4.4.1.6 The owner or Operator of a towed vehicle will be required to pay all previous fines, the tow bill, and the storage fee before the vehicle will be released.
- 4.4.1.7 If the vehicle is not recovered within thirty (30) days of impound, it may become property of the State of Utah.
- 4.4.1.8 A vehicle may be impounded for a first violation for parking in a red zone, emergency zone, a yellow "reserved" zone, or a handicap/disabled zone.

V. References

- 5.1 Utah Code Annotated 53B-3, Sections 103, 106, and 107.

VI. Procedures

6.1 Violations and Fees

- 6.1.1 Violation fees and fines are payable on Parking Management's website or by visiting the Cashier's Office in person during standard operating hours.
 - 6.1.1.1 If the "Pay within Five Days" incentive amount is not cleared within five (5) working days, the full violation fine will be charged.

- 6.1.1.2 If the fine is not cleared within 30 calendar days of the violations, a late fee may be added.
- 6.1.1.3 Students with unpaid fines over two-hundred dollars (\$200) will need to make financial arrangements in order to re-enroll, graduate, obtain a transcript, or transfer their student records until the fines are paid.
- 6.1.1.4 Student offenses which necessitate disciplinary measures in addition to violation fees assessed, may be referred to the Dean of Students' Office and be subject to University Policy 552, where further disciplinary action may occur.

6.2 Parking Appeals

- 6.2.1 Anyone issued a citation or fine may submit an appeal to the Parking Appeals Committee.
 - 6.2.1.1 The appeal must be made within 15 days after the citation is issued or the right to appeal is forfeited. See Parking Management's website for information on filing a parking citation appeal.
 - 6.2.1.2 The Parking Appeals Committee will meet and/or discuss appeals and modify, nullify, or uphold the citation. After reviewing the appeal, the Parking Appeals Committee will render a decision which will be final.
 - 6.2.1.3 The Parking Appeals Committee shall consist of a chair, at least two Students, two Staff members, and two Faculty members appointed by Student Affairs.
 - 6.2.1.4 The Parking Appeals Committee's decision will be given to the appellate party immediately after the hearing, and a written copy of the decision will be sent to the appellate party.
 - 6.2.1.5 If an individual is not satisfied with the Parking Appeals Committee's decision, the appellate party may respond to the Parking Appeals Committee with additional information and/or evidence.

VII. Addenda—N/A

Policy Owner: Vice President of Administrative Affairs

Policy Steward: Executive Director of Events Services & Risk Management

History:

Approved 04/26/1996

Revised 04/28/2017

Revised 04/29/2022

Editorial 07/01/22