

NOTICE OF PROPOSED REGULATION  
March 20, 2006

DEPARTMENT OF EDUCATION

Division of Universities  
University of West Florida

REGULATION TITLE: **UWF/REG 5.001-Parking and Traffic Control**

PURPOSE AND EFFECT: The purpose and effect of the proposed regulation is to reflect the current parking and traffic control practices at the University including parking fees.

SUMMARY: Provides information on traffic control and parking at the University including parking fees/penalties/fines.

THE FULL TEXT OF THE PROPOSED AMENDED REGULATION IS ATTACHED BELOW.

SPECIFIC AUTHORITY FOR REGULATION: 1001.74(4), (11) FS.

LAW IMPLEMENTED: 1001.74(11), 1006.66, 1009.24, 1009.26 FS.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION: John T. Chism, Parking Services Manager.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: Vicki Knaack, Coordinator, [vknaack@uwf.edu](mailto:vknaack@uwf.edu), Phone (850) 474-3420; FAX (850) 857-6058; Bld. 10/Rm 128; 11000 University Parkway; Pensacola, FL 32514-5750. Any comments regarding the proposed regulation must be sent in writing to the contact person on or before April 4, 2006 to receive full consideration.

**UWF/REG 5.001 - University of West Florida Regulation  
Parking and Traffic Control**

(1) The University of West Florida brochure, "Parking Regulations" Doc: Pkg Reg Eff 7.01.06 is incorporated into this regulation by reference, and may be obtained at the UWF main campus at Parking Services, Building. 90 or from University Police, Building 19. Parking regulations will be enforced 24 hours daily.

(2) Traffic Regulations – All of those regulations embodied in Chapter 316, Florida Statutes, and all ordinances of the adjacent municipality and/or county related to traffic which are not in conflict or inconsistent with the University's rules are applicable and will be enforced on The University of West Florida campus. University regulations for traffic and parking follow:

- (a). Traffic Regulations will be enforced 24 hours daily.
  - (b) The campus speed limit is 30 MPH unless otherwise posted. Speed limit in parking lots is 15 MPH.
  - (c) Motorists will yield right-of-way to pedestrians crossing the roadway in crosswalks.
  - (d) Skateboarding in University parking lots or on University roadways or sidewalks is prohibited. Bicycle traffic should proceed in the same direction as vehicular traffic; joggers should proceed against vehicular traffic, off the roadway surface.
  - (e) Driving on sidewalks, paths, or grass is prohibited.
  - (f) Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with traffic regulations.
- (3) The Parking Violations Appeal Board.

(a) Purpose – The Parking Violations Appeals Board (PVAB) is established under the authority of the President of The University of West Florida to adjudicate parking citations issued on the campus. In carrying out this function the Board will sustain or dismiss charges, levy appropriate fines, and deny on-campus driving privileges to certain offenders.

(b) Jurisdiction – The Parking Violations Appeals Board shall have review authority over parking citations issued on the UWF campus to faculty, staff, students, or other persons. At no time will this Board have appeal and review powers over Uniform Traffic Citations issued under the authority of Chapter 316 or 318, Florida Statutes.

The Board will review citations issued on the campus and take necessary action. The Board will hear appeals of citations and render decisions. The Board will restore privileges after fines have been paid and has the authority to remove other administrative sanctions.

(c) Membership – The Board is comprised of six members appointed by the President upon recommendations from the Vice President for Administrative Affairs from at least three nominations for each position submitted as follows:

1. One faculty member (nominations from Faculty Senate).
2. One staff member (nominations from Vice President for Administrative Affairs).
3. One staff member (nominations from the University Workforce Council).
4. Two students, one resident, one commuter (nominations from the Vice President for Student Affairs). The Parking Services Manager(s) shall serve as a non-voting, ex-officio member(s). The chairperson will be elected annually by the members and have full voting rights.

(d) Operating Procedures.

1. The Board will meet as required to discharge their responsibilities.
2. A quorum will consist of at least three members. A simple majority of Board members voting will be required to render decisions and take action.
3. After each case is considered, the decision will be rendered in writing on the appeal or referral form and returned to Parking Services for filing and/or action, if necessary. Assessed fines must be paid within ten (10) days after the date of the scheduled hearing. The Board's decision is final and binding.

*Specific Authority 1001.74(4) FS. Law Implemented 1006.66 FS. History–New 12/12/05.  
Amended \_\_\_\_\_.*

(Incorporated Brochure Doc: Pkg Reg Eff 7.01.06)

# ● PARKING ● REGULATIONS

## **Effective July 1, 2006**

The University of West Florida strives to provide a safe environment for employees, students and visitors and to provide facilities required for personal safety and health. If you have any questions, please contact Parking Services, Bldg. 95, or the University Police, Bldg. 19.

VISITOR PARKING: Visitors may pick up parking permits free of charge at the Welcome Center, University Police, or Parking Services. Failure to obtain a permit may result in a citation being issued to a visitor's vehicle. Visitors may have their citation for failure to register vehicle or parking in a restricted area cleared by bringing the ticket to Parking Services, Bldg. 95, by the end of the day the citation was issued.

Parking a motor vehicle on the UWF campus is a privilege that may be granted and revoked by the University. The university is authorized, and reserves the right, to regulate the use of any and all of its vehicle parking facilities for the exclusive use of designated groups or individuals.

Additional copies of these regulations may be obtained from Parking Services, Bldg. 95, or from University Police, Bldg. 19, which is open 24 hours. The text of these regulations is on the Web page at [uwf.edu/parking/regulations.pdf](http://uwf.edu/parking/regulations.pdf). This brochure is incorporated into UWF REG 5.001 by reference.

**Parking rules and regulations are enforced 24-hours a day unless otherwise noted in this brochure.**

## REGISTRATION

Automobiles and other mechanical conveyances used on campus by university employees, students and contracted employees (including part-time students and OPS employees) must be registered with Parking Services the first day the vehicle is on campus. Permits or temporary permits must be immediately placed on the vehicle according to the instructions on the back of the permit. Purchasing a permit does not guarantee a parking space. Vehicles may be parked only in areas designated by the color of the permit. Vehicle registration expiration dates appear on each issued permit. Expired decals must be removed from the vehicle. Only one decal is permitted per vehicle.

## **Registration Regulations**

The following rules apply:

1. It is the responsibility of all UWF employees and students to know UWF parking regulations.

By purchasing a permit you are agreeing to abide by and follow all rules and regulations contained in this brochure and in UWF REG 5.001.

2. If you are temporarily driving a vehicle other than your own, you must obtain a temporary parking permit at the University Police, Bldg. 19 (open 24 hours), or at the Welcome Center, Bldg. 81, or Parking Services, Bldg. 95 prior to parking on campus. One temporary permit valid for up to two weeks will be issued free of charge.
3. Owners of permits registered with the university will be held responsible for violations that are committed by other persons operating the vehicle with said permit.
4. Handicap permits are available through the state of Florida's local tag office in accordance with Florida state statute, Chapter 316.1964. State-acceptable handicap placards must be displayed on vehicles parked in the university handicapped parking areas. Persons with valid handicap placards are not required to purchase a UWF parking permit.
5. Any university employee, student or contracted employee who has a delinquent parking citation will not be allowed to renew their permit until all fines are paid.
6. Replacement permits are issued for a fee in the following cases:
  - a) when a registered automobile is no longer being used on campus and/or is replaced by a different automobile (proof of prior decal must be furnished);
  - b) when the permit of a registered vehicle is lost, stolen or defaced (a complaint must be filed with the police), and proof of prior registration can be furnished.
7. Students enrolled at off-campus educational centers need to obtain parking permits if their vehicle is driven or parked on the UWF main campus. One-day permits can be obtained from the Welcome Center or Parking Services, Bldg. 95 at no cost to the individual. If any course work is to be completed on the Pensacola campus, the appropriate permit fee schedule will apply.
8. Off-campus traffic rules and parking regulations for the Fort Walton Beach Campus are available at the Fort Walton Beach Campus cashier's office. Students attending classes at Eglin AFB should contact the UWF Eglin Center Administration Office, Bldg. 251, for parking information. OWC/UWF parking decals are invalid on the UWF Pensacola campus.
9. Retired UWF employees with at least 10 years of service in the State University System, who are no longer employed at the university, will be provided one free decal upon written request to the vice president for Administrative Affairs.
10. University employees who are assigned to work at off-campus locations must purchase a parking permit if they park their vehicles on campus. However, should cases exist where the off campus employees must purchase a decal for parking at the off campus location, the permit for UWF can be waived upon written request by their department head.
11. Students whose family members are university employees and who have their own vehicle must still obtain a student decal.
12. VISITOR PARKING PERMITS: Visitors are allowed to use metered parking spaces and designated visitor parking spaces or areas. Permits can be obtained at Parking Services in Bldg. 95, the Welcome Center and Campus Police in Bldg. 19.
13. Active Alumni Association member decals are acceptable in lieu of visitor passes. All parking regulations will apply. Expired UWF decals must be removed.
14. Current employees and students are not eligible for visitor passes and are not entitled to park in visitor parking areas as a result of membership in the Alumni Association.

## PERMITS AND

## TEMPORARY PERMITS

Permits may be purchased at the UWF Cashier's Office, Bldg. 20E. They may also be purchased on-line by going to <http://nautical.uwf.edu/Compass>. They are issued for an academic year or semester, and only hang tags are transferable to another vehicle. When driving a different vehicle on campus, your hang tag must be displayed. Decals must be affixed to the vehicle for which it was registered. No permit is transferable to another individual. Lost or stolen hang tags or decals must be reported to the University Police before a replacement may be purchased. Hang tags must be hung from rearview mirror so that they are visible. Placing decal on dash or console will be considered improper display.

Temporary permits are issued at the University Police, Bldg. 19 South (open 24 hours); the Welcome Center, Bldg. 81, or Parking Services, Bldg 95 for special circumstances such as daily visitors, vendors, business consultants, borrowed vehicles, temporary and volunteer workers and special user needs.

Special instructions will be given for other conveyances and for situations in which the designated location is inappropriate. Registrations are invalid when decals are not affixed permanently in the designated place and upright, or if registration form is not signed and complete.

## Resident Decals

**Residence/housing permits are obtained through the University Cashier's Office. Residence/housing students are required to display the UWF resident permit. Upon sale or disposal of a registered vehicle, the permit must be destroyed. Residence/housing students are restricted to parking in blue, red or orange lots designated by posted signage based on their permit color 24 hours a day, 7 days a week with the following exceptions: such vehicles may also park in designated signed lots. Resident students moving from their dorm must purchase the appropriate permit and return the old permit to cashier.**

## IMMOBILIZATION

Persons with six (6) or more unpaid parking citations or with a vehicle parked in a 24-hour reserved space are subject to vehicle immobilization and an administrative fee of \$25. (See Payment of Fines section.) Arrangements must be made within 24 hours to pay fines and/or have the immobilization boot removed or the vehicle is subject to towing. The owner is responsible for the towing fee and administrative fee. Vehicles parked in a permit-designated 24-hour reserved space are subject to immediate immobilization and/or towing.

## PARKING SERVICES APPEALS

## PROCEDURE

Appeals of any citations issued for parking or registration violations will be conducted on two progressive levels.

Forms are available for the first level of appeal at the University Police Department and Parking Services, Bldg. 95. On-line appeal is available on the Parking Services Web page <http://uwf.edu/parking/appeal.cfm>. Appeals must be filed within seven calendar days of issuance of the citation. The purpose of the Level 1 parking review process is to allow correction of any obvious issuance errors. Decisions by Parking Services will be posted in Bldgs. 19, 95, in the Student Government Office in Bldg. 22 and on the university Web page at <http://uwf.edu/parking/appealresults.cfm>. Fees for parking citations upheld by the Appeals Board must be paid within 10 business days (M-F). After 10 business days, an additional ten (\$10) dollar penalty will be applied to the initial fee.

The second level of appeal is through the Parking Violation Appeal Board (PVAB) which rules on all parking citations upheld by Parking Services. Decisions by Parking Services to uphold parking citations will automatically be forwarded to the Parking Violations Appeal Board. The date, time and location of the next Parking Violations Appeal Board will be displayed on a list posted at Bldg. 19, University Police; Building 22, Student Government Office and Bldg. 95, Parking Services. Violators will be afforded an opportunity to appear before the board to present their appeal in person, if so desired; otherwise, all appeals will be heard in absentia. A citation submitted for appeal will be heard only once by the board. Decisions of the board will be posted in Bldg. 19, University Police; in Bldg. 22, SGA; Parking Services, Bldg. 95; and on the Parking Services Web page: <http://uwf.edu/parking/appealresults.cfm>. Personal notification of your results will be sent if an e-mail or mailing address is added to appeal form.

## PAYMENT OF FINES

Violators of parking regulations are subject to citations resulting in assessment of fines.

Traffic Laws and Parking Enforcement

### Traffic Citations

All state traffic statutes are enforced by the University Police Department. Traffic citations issued by university police officers for violations occurring on campus are answerable to the County Traffic Court of Escambia County, Florida. Fines for State Uniform Traffic Citations are established by the state of Florida and are payable through the appropriate court of jurisdiction.

### Parking Citations

Any person receiving University of West Florida parking citations for violations on campus will pay the fine at the Cashier's Office or appeal according to procedures described in this brochure. Parking fines paid at the university will be collected and receipted by the cashier. Fines must be paid within 10 business days after final adjudication by the appeals board. Fines not paid within 10 days will be subject to an additional ten (\$10) dollar fine. Monies collected from parking assessments and infraction fines shall be used to fund operating costs of the parking program at the university and provide for preventive and routine maintenance of lots, walkways and roadways on campus.

Persons with delinquent UWF parking violation fines may have their privilege of operating a motor vehicle on campus revoked and/or may have their vehicle towed and impounded at their expense. No person who is delinquent in the payment of a parking violation

fee will be permitted to register at a state university, be granted a degree or be furnished an academic transcript during such delinquency.

## P A R K I N G   R E G U L A T I O N S

- a. Vehicles that create a hazard or constitute a nuisance will be towed away immediately at the owner's expense.
- b. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited. Special loading or unloading requirements will be met upon request to the University Police. Prior approval must be received by calling ext. 2415.
- c. Motor vehicles must park within one parking space only.
- d. Restricted parking spaces. Spaces, lots and other specified areas are designated by posted signage or paint are restricted 24 hours a day, 7 days a week. These spaces include, but are not limited to, the following: Residence/Housing Parking, Special Permit Only, State Vehicle, Loading Zone, Visitor, Police and Service Vehicle Parking.
- e. Resident student parking only. Resident areas are marked by posted signage with colors that correspond to the permit color. Blue areas (Pace and Argo Hall), red areas (Martin Hall) and orange areas (south dorm) spaces are reserved 24 hours a day, 7 days a week.
- f. **NONRESIDENT/COMMUTER STUDENTS** must park in spaces designated by posted signage. Open parking is. 4:30 p.m. to 7:00 a.m., except in restricted spaces. Metered parking is free from 4:30 p.m. until 7:00 a.m. Parking permits are required at all times.
- g. Handicapped decals. Holders of handicapped decals may park in all unrestricted areas if reserved handicapped spaces are not available.
- h. Faculty and staff spaces and lots are reserved from 7:00 a.m. to 4:30 p.m. except in cases where posted signage or paint indicates that the space is reserved 24 hours a day.
- i. Blue and gold (administrative) park according to the instructions on the decal and hang tag issued.
- j. Lack of a parking space will not be considered a valid excuse for violation of parking regulations.
- k. **OVERFLOW PARKING** does not apply to resident students.  
Faculty and staff unable to locate parking in a designated faculty and staff lot may overflow in designated signed lots. Overflow parking is limited to these lots. Individuals who violate or abuse the overflow parking privilege may be issued citations for parking in a reserved/restricted area.
- l. Parking overtime in areas with specified time limits or at an expired meter is prohibited (except as otherwise noted in this brochure).
- m. Loading Zones. Parking regulations in Loading Zones will be enforced at all times. The period of use will be restricted to 30 minutes. Prior permission from Parking Services or University Police is required.
- n. Liability. Any vehicle parked on campus will be parked at the risk of the owner. The university does not assume liability for vehicles or items left in the vehicles.
- o. Overnight parking of any vehicle, including motor homes, other than those with resident decals or hang tags, is not allowed. Residing or sleeping in vehicles parked on campus is not allowed.

- p. **METERED/SPECIAL PARKING (Lot H)** is available, unless otherwise reserved, to all university employees and students for limited intervals upon payment of a specified fee on the parking meter. Meters accept up to 30 cents for 30-minute parking only. Metered parking is free between the hours of 4:30 p.m. to 7:00 a.m., or on weekends and holidays. However, parking permits are required.
- q. **MOTORCYCLES** park in designated motorcycle spaces only. This is a 24-hour restriction.
- r. Drivers must obey traffic control signs.

### Vehicle Registration Fines

- A. Failure to register vehicle or no decal or hang tag \_\_\_\_\_ \$20
- B. Registration obtained through falsehood, misrepresentation, or incomplete information on the vehicle registration form \_\_\_\_\_ \$100
- C. **Failure to attach or display decal or hang tag in accordance with instructions.** This includes improper display such as affixing decal to a location other than specified in the instructions and affixing decal upside-down \_\_\_\_\_ \$15
- D. Attaching decal to a vehicle other than for which it was registered \_\_\_\_\_ \$15
- E. Altering or defacing a decal or permit \_\_\_\_\_ \$25
- F. **Display of an expired decal or hang tag** \_\_\_\_\_ \$20
- G. **Taping or temporarily affixing** decal or permit to vehicle unless otherwise directed by Parking Service \_\_\_\_\_ \$15

### Schedule of Parking and Traffic Fines

Unless stated otherwise in applicable laws of the State of Florida or the municipal code of the City of Pensacola or in ordinance established by Escambia County, a person who violates the provisions of these regulations shall be subject to payment of the following charges:

- A. Overtime parking \_\_\_\_\_ \$10
- B. Parking in restricted or reserved area \_\_\_\_\_ \$25
- C. Parking over the line \_\_\_\_\_ \$15
- D. Parking or driving on the grass or sidewalks \_\_\_\_\_ \$25
- E. Parking obstructing traffic \_\_\_\_\_ \$25
- F. Parking in service area \_\_\_\_\_ \$25
- G. Parking in No-Parking zone \_\_\_\_\_ \$25
- H. Parking while suspended \_\_\_\_\_ \$50
- I. Parking in handicap illegally \_\_\_\_\_ \$100
- J. Parking in fire lane \_\_\_\_\_ \$100
- K. Blocking handicap ramp \_\_\_\_\_ \$100
- L. Driving in unauthorized areas \_\_\_\_\_ \$25
- M. Bicycle parked or ridden in unauthorized area \_\_\_\_\_ \$15

DECAL OR HANG TAG	ANNUAL	SEMESTER
Classification	First Vehicle	Addl. Vehicle
Color		



Reserved	Purple	84.00		
Administrative	Blue & Gold	84.00	40.00	47.00
Faculty	Yellow	44.00	22.00	22.00
Staff	Yellow	44.00	22.00	22.00
Resident Student	Blue/Orange/Red	30.00	15.00	15.00
Commuter Student	White	30.00	15.00	15.00
Motorcycles		15.00	N/A	N/A
Metered (\$.30)				
Visitor (free)				

Replacement Decals – \$2.50

Replacement Hang Tags – \$10.00

Replace Hang Tag with Decal – \$2.50, not transferable, and each additional car must be registered and decal purchased.

### **Trolley Shuttle Service**

Trolleys provide a valuable and convenient alternative to finding parking, particularly when faculty, staff and nonresident student lots are congested. Convenient pickup and drop-off service is available at numerous sites around campus. Transportation fee for students is *\$1.80* per semester hour. The transportation fee for employees is *\$6.50* per year. The fee for employees is included in the parking permit fee.

### **Inter- and Intra-campus Transportation**

UWF provides trolley routes to meet most transportation needs of students, faculty and staff.

Trolley routes are shown in color.