

**THE UNIVERSITY OF WEST FLORIDA**  
**NOTICE OF PROPOSED AMENDMENT TO REGULATION**

**DATE:** July 24, 2025

**REGULATION TITLE AND NUMBER:** UWF REGULATION 5.001 Parking and Registration

**PURPOSE AND EFFECT:** The purpose of this amendment is to update the parking and registration regulation in advance of a migration to a new parking enforcement system and provide for pregnant employee parking.

**SUMMARY:** The proposed amendment to this regulation is as follows:

- Complete strike-through and rewrite
- Transition to virtual permitting system
- Added a requirement that license plates must be visible to the lane of travel
- Provided for pregnant employee parking in response to federal law
- Added new fine categories of parking in a pregnant employee space and failing to display a license plate to the travel lane
- General stylistic and grammatical revisions for clarity

**AUTHORITY TO AMEND THE REGULATION:** §§1006.66, 1009.24, and 1009.26, Florida Statutes; The Pregnant Workers Fairness Act and implementing regulations: 42 U.S.C. 2000gg; 29 U.S.C. Part 1636

**NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT:** Betsy Bowers, Vice President of Finance and Administration/CFO

**COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE:** Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or [gcfrofrontdesk@uwf.edu](mailto:gcfrofrontdesk@uwf.edu)

**THE FULL TEXT OF THE REGULATION:** The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



**Number:** UWF/REG 5.001  
**Title:** Parking and Registration **2021**  
**Responsible**  
**Department:** Parking and Transportation Services

## **~~I. General Statement:~~**

### **~~A. General Information~~**

~~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. Parking a vehicle on any of the University of West Florida's campuses is a privilege that may be granted and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in the vehicles. The text of this rule is on the web page at <http://uwf.edu/generalcounsel>~~

### **~~B. Registration~~**

~~All University employees, students and others, with the exclusion of visitors, using automobiles and other mechanical conveyances on campus must be registered with Parking Services the first day the vehicle is on campus. For registration to be considered valid, the permit, if it is a decal, must be properly affixed to the lower left corner of the rear windshield or, if it is a hang tag, must be in the designated place and upright;~~

### **~~C. Permits~~**

- ~~1. By parking on campus, employees, students and others are agreeing to abide by and follow all provisions contained in this rule.~~
- ~~2. Permits may be purchased online by logging into my.uwf.edu, and searching "parking." Fort Walton Beach campus permits are invalid on the University of West Florida's Pensacola campus. The fees for permits are set forth below:~~

### **~~ANNUAL PERMIT FEES~~**

Reserved/Admin	\$363
Faculty/Staff	\$145
Resident	\$145
Commuter	\$114
Motorcycle	\$73

~~Semester permits are 1/2 the annual permit price. Permit price includes applicable Florida Sales tax.~~

- ~~3. Permits are issued for an academic year or semester. Permits or temporary permits must be immediately placed on the vehicle according to the instructions on the back of the permit.~~
- ~~4. Purchasing a permit does not guarantee a parking space.~~
- ~~5. Vehicle registration expiration dates appear on each issued permit.~~
- ~~6. Expired permits must be removed from the vehicle. Only one permit is allowed per vehicle.~~
- ~~7. Permit holders will be held responsible for violations that are committed by other persons using the permit of the permit holder.~~
- ~~8. Permits will not be issued to or renewed for individuals with any delinquent parking citations. All fines must be paid before a permit will be issued.~~
- ~~9. Each vehicle must display a valid parking permit at all times.~~
- ~~10. Upon sale or disposal of a registered vehicle, the permit must be destroyed.~~
- ~~11. Replacement permits are issued for a fee in the following cases:~~
  - ~~a. When a registered vehicle is no longer being used on campus and/or is replaced by a different vehicle (proof of registration must be furnished); or~~
  - ~~b. When the permit of a registered vehicle is lost, stolen or defaced and an appropriate complaint is filed with the police (proof of prior registration must be furnished).~~

#### ~~D. Permits~~

~~Each vehicle parking on campus must display a parking permit at all times. Hang tags are transferrable to another vehicle owned by and registered to the same individual. However, no permit is transferable to another individual. Hang tags must be hung from the rearview mirror so that they are visible. Placing the hangtag on the dash or console will be~~

considered an improper display. The color of the permit will designate the specific parking areas allowed.

#### ~~E. Permit Designations~~

##### ~~1. Residential~~

~~Resident students are required to display the appropriate University resident permit. The permit must be displayed at all times the vehicle is on campus. Resident students must park in appropriate parking areas at all times the vehicle is parked on campus. Between the hours of 7:00 a.m. and 4:30 p.m., Resident students must park in blue or black lots in accordance with the color of their permit. Between the hours of 4:30 p.m. and 7:00 a.m. Resident students may also park in commuter and faculty and staff areas. After 5:30 p.m. all vehicles, including those of Resident students, with valid parking permits may park in any numbered reserved space. Resident students moving from one residence hall to another must purchase the appropriate permit and return the old permit to parking services in bldg. 20W.~~

##### ~~2. Visitor~~

~~Visitors may pick up parking permits free of charge at Parking Services, Bldg. 20W; the University Police Department, Bldg. 94; or the Visitor's Center, Bldg. 81. Visitors are allowed to use designated visitor or commuter parking spaces or areas. Failure to obtain a permit may result in a citation being issued to a visitor's vehicle. Visitors may clear their first citation for "lack of permit" or "parking in a restricted area" by bringing the ticket to Parking Services. Visitors with valid state issued special needs permits can park in visitor parking spaces without a visitor's pass. Current employees and students who are also members of the Alumni Association are not eligible for visitor passes and are not entitled to park in visitor parking areas through their membership in the Alumni Association.~~

##### ~~3. Disability~~

~~Parking permits for people with disabilities are available through the State of Florida's local tag office in accordance with Florida state statute, Section 316.1964. The University requires that the State issued disability parking permits or license plates are displayed on the vehicles parked in special needs spaces. Holders of such parking permits or license plates are not required to purchase a University of West Florida parking permit and may park in non-reserved spaces if designated disabled spaces are not available. Further information regarding special parking accommodations can be found online at [www.uef.edu/parking](http://www.uef.edu/parking).~~

##### ~~4. Temporary and Special~~

~~Temporary and special permits are issued at Parking Services, Bldg. 20W the University Police Department, Bldg. 94; or the Visitor's Center, Bldg. 81 for special circumstances such as daily visitors, vendors, business consultants, borrowed vehicles, temporary and volunteer workers, and special user needs.~~

~~a. Different Vehicle~~

~~Permit holders temporarily driving an unregistered vehicle must obtain a temporary parking permit *prior* to parking on campus. One temporary permit is valid for up to two weeks will be issued free of charge.~~

~~b. Off-Campus Students~~

~~Students who enroll at the Fort Walton Beach campus must obtain parking permits if their vehicles are parked on the University of West Florida's main campus. One-day permits can be obtained from the Visitor's Center or Parking Services at no cost. If any course work is to be completed on the University's main campus, the student must purchase a permit and the appropriate permit fee schedule will apply.~~

~~c. Off-Campus Employees~~

~~University employees who are permanently assigned to work at off-campus locations may obtain a parking permit by contacting the Parking and Transportation Services Office.~~

~~d. Retired Employees~~

~~Retired University of West Florida employees, who are no longer employed at the University, or the spouses of deceased retired employees are eligible to receive one free non-expiring parking hangtag upon request to the Director of Parking and Transportation Services. Retired Employee Hangtags can be used on up to three vehicles.~~

~~e. Alumni~~

~~Current Sustaining Members of The Alumni Association may pick up Alumni Parking Hangtags in the Parking and Transportation Office in bldg. 20W. Alumni Parking Hangtags can be registered for up to three vehicles. Alumni Hangtags become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.~~

~~F. Parking Restrictions~~

~~It is the responsibility of all University of West Florida employees and students to know the University's parking regulations. Employees and students must follow all parking restrictions.~~

#### ~~1. Parking Requirements for All Vehicles~~

- ~~a. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.~~
- ~~b. Vehicles that create a hazard or constitute a nuisance will be towed away immediately at the owner's expense.~~
- ~~c. Overnight parking of any vehicle other than a vehicle with a resident student permit displayed or a guest of a resident student with a temporary permit displayed is prohibited.~~
- ~~d. Residing or sleeping overnight in vehicles parked on campus is prohibited.~~
- ~~e. Lack of parking spaces will not be considered a valid excuse for violation of parking regulations.~~
- ~~f. Parking overtime in time limited spaces is prohibited.~~

#### ~~2. Regulated Parking~~

~~Regulated Parking lots/spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week unless otherwise specified. Regulated spaces are spaces designated for certain vehicles and include the following:~~

##### ~~a. Numbered Reserved Parking~~

~~Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.~~

##### ~~b. Administrative Parking~~

~~Administrative lots/spaces are reserved for those with Administrative Permits. Those with an Administrative permit may park anywhere except in numbered reserved spaces.~~

##### ~~c. Loading Zone~~

~~The period of use for loading or unloading purposes will be restricted to 30 minutes. Prior permission from Parking Services to park in a Loading Zone is required. Parking regulations in Loading Zones will be enforced at all times.~~

~~d. Visitor Parking~~

~~Visitors with a temporary visitor permit are allowed to use commuter parking spaces, or designated visitor parking spaces only. Visitor permits can be obtained at the Visitor's Center, Bldg. 81; Parking Services, Bldg. 20W; or the University Police Department, Bldg. 94.~~

~~e. Other Parking~~

~~Other spaces on campus are restricted for designated functions such as Special permit, State Vehicles, Police and Service Vehicles and are marked accordingly.~~

~~3. Resident Student Parking~~

~~Resident student parking lots/spaces are marked by posted signage with colors that correspond to the permit color. Those lots are restricted 24 hours a day, 7 days a week. Notification of when the restrictions on Resident Student lots/spaces are lifted will be posted on the University website. For more information regarding resident parking on campus click the resident tab at [www.uwf.edu/parking](http://www.uwf.edu/parking).~~

~~4. Commuter Student Parking~~

~~Commuter students must park in spaces designated as commuter student parking by posted signage between the hours of 7:00 a.m. and 4:30 p.m. Between the hours of 4:30 p.m. and 7:00 a.m., commuter students may park in any space on campus except restricted spaces, which include visitor, fire lanes, police, reserved, resident, disabled, service and state spaces. After 5:30 p.m. all vehicles, including those of Commuter students, with valid parking permits may park in any numbered reserved space. However, overnight parking is not permitted by anyone other than those with valid and current Resident permits and their guests with appropriate temporary permits.~~

~~5. Faculty and Staff Parking~~

~~Faculty and staff lots/spaces are restricted to faculty and staff permit holders from 7:00 a.m. to 4:30 p.m. After those hours, any vehicle with a valid permit may park in faculty and staff lots/spaces except those spaces where posted signage or painted marking indicate that the space is restricted or reserved. Number reserved spaces become available for use to faculty and staff between the hours of 5:30 p.m. to 7:00 a.m. Faculty and staff may park in commuter lots for overflow parking.~~

## ~~6. Motorcycle Parking~~

~~Motorcycles must park in designated motorcycle spaces only. This is a 24 hour restriction.~~

## ~~G. Immobilization and Towing~~

### ~~1. Immobilization~~

~~Persons with three or more unpaid parking citations are subject to vehicle immobilization and an administrative fee. Vehicles parked in a number reserved space without the appropriate permit are subject to immediate immobilization and/or towing.~~

### ~~2. Immobilization Fees~~

~~First Immobilization: \$50.00 Second Immobilization: \$100.00 Third Immobilization: \$150.00 and loss of parking privileges.~~

### ~~3. Towing of Immobilized Vehicles~~

~~Arrangements must be made within 24 hours of immobilization to pay accrued fines and administrative fees or the vehicle is subject to towing.~~

### ~~4. Responsibility for Costs~~

~~The fees and costs of immobilization and/or towing will be charged to the following persons:~~

- ~~a. The permit holder for the vehicle is responsible for the towing fee administrative fee regardless of whether the permit holder is the owner of the vehicle or not. If the owner is not a permit holder and the vehicle is not registered with the University, then~~
- ~~b. The owner registered with the state will be responsible for towing and administrative fees.~~

## ~~H. The Parking Violations Appeal Board~~

~~The Parking Violations Appeals Board (PVAB) is established under the authority of the President of the University of West Florida to adjudicate appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict and restore driving privileges on campus, and impose and remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding the Uniform Traffic Citations issued under the authority of Chapters 316 or 318, Florida Statutes, which govern the violations of traffic laws.~~



## ~~1. Membership~~

~~The PVAB is comprised of six members nominated as follows:~~

- ~~a. One faculty member from the Faculty Senate;~~
- ~~b. One staff member from the Staff Senate;~~
- ~~c. Two students: one resident and one commuter, chosen by the Student Government Association;~~
- ~~d. A representative from Human Resources; and~~
- ~~e. The Parking Services Manager, who shall serve as a non-voting, ex-official member.~~

## ~~2. Operating Procedures~~

- ~~a. The chairperson will be elected annually by the members and have full voting rights.~~
- ~~b. The PVAB will meet as required to discharge their responsibilities.~~
- ~~c. 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.~~

## ~~I. Parking Services Appeals Procedure~~

~~Parking citations may be appealed through two levels.~~

### ~~1. Level One~~

~~All appeals must be filed online via the parking portal. Verbal appeals will not be accepted. Appeals must be filed within 7 days of the issuance of the citation. To file an appeal log into my.uwf.edu and search "parking." Appeals must be filed within seven calendar days of issuance of the citation. After seven calendar days the right to appeal is forfeited. At this level appeals go to the Parking Services Manager's office. The Parking Services Manager, or his designee, makes all decisions regarding level one appeals. Level One decisions will be emailed to the individual appealing the citation. Appeals taking the following forms will not be considered valid and will be denied at the first level:~~

- ~~a. Being late for an appointment or class~~

- ~~b. Unaware permit was expired~~
- ~~c. Disagreement with the Parking Rules and Regulations~~
- ~~d. Someone else used the vehicle and parked the vehicle~~
- ~~e. Unable to find a parking space~~
- ~~f. Inability to pay the fine~~
- ~~g. Unaware of the Parking Rules and Regulations~~
- ~~h. Parked illegally in the same area previously without being cited~~
- ~~i. Perception that designated area is unsafe~~

## ~~2. Level Two~~

~~The second level of appeal is through the Parking Violations Appeal Board (PVAB). Appeals denied at the first level will be advanced to the second level only by official request. Requests for advancement to the second level must be made within 7 days of the first level decision. Requests for advancement to the second level must be made via email. Instructions for appealing to Level Two will be provided in the Level One response email. The date, time and location of PVAB meetings at which the appeals are heard will be displayed on the Parking Portal. Individuals appealing a citation will be afforded an opportunity to appear before the PVAB to present their appeals in person. If the individual fails to appear, the appeal will continue in the individual's absence. Level Two decisions will be emailed to the individual appealing the citation. The PVAB's decision is final and binding.~~

## ~~J. Payment of Fines~~

~~Violators of parking regulations are subject to citations resulting in the assessment of fines. Individuals receiving a University of West Florida parking citation can pay the citation online by logging into myuwf and putting "parking in the search box." A hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.~~

## ~~K. Schedule of Fines~~

### ~~1. Vehicle Registration Fines~~

<del>Violation</del>	<del>Fines</del>
<del>Improper display of permit</del>	<del>\$15.00</del>
<del>Attaching a permit to a vehicle not listed on the registration form</del>	<del>\$15.00</del>
<del>Taping or temporarily affixing permit to vehicle unless otherwise directed by Parking Services</del>	<del>\$15.00</del>
<del>Display of expired permit</del>	<del>\$20.00</del>
<del>Altering or defacing a permit</del>	<del>\$25.00</del>
<del>Failure to register vehicle</del>	<del>\$50.00</del>
<del>Registration obtained through falsehood, misrepresentation, or incomplete information on the vehicle registration form</del>	<del>\$100.00</del>

## ~~2. Parking Violation Fines~~

<b>Violation</b>	<b>Fines</b>
Overtime parking	\$10.00
Parking over the line	\$15.00
Parking on curb, grass, or sidewalks	\$25.00
Parking overnight	\$25.00
Parking out of permit designation	\$25.00
Parking that obstructs traffic	\$25.00
Parking in a service area	\$25.00
Parking in a no parking zone	\$25.00
Parking in resident space	\$50.00
Parking in reserved space	\$100.00
Parking while suspended	\$50.00
Parking in handicap spaces illegally	\$100.00
Parking in fire lane	\$100.00
Blocking handicap ramp	\$100.00

### ~~L. Alternatives to Parking on Campus~~

~~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. The University of West Florida provides trolley routes to meet most transportation needs of students, faculty and staff. The transportation access fee for students is \$8.00 per credit hour. The transportation access fee charged to employees is \$6.50 per year. This fee is charged at the time of purchase of each employee parking permit.~~

## I. General Statement:

### A. General Information

The University of West Florida (the “University”) strives to provide a safe environment for employees, students, and visitors. Parking a vehicle on any of the University’s campuses is a privilege that may be granted or and revoked by the University. The University is authorized and reserves the right to regulate its vehicle parking facilities for the exclusive use of designated groups or individuals. All vehicles parked on campus are parked at the risk of the owner. The University does not assume liability for vehicles or items left in vehicles. By parking on campus, employees, students and others agree to abide by and follow all provisions contained herein. Fort Walton Beach campus permits are invalid on the Pensacola campus. For the purposes of this Regulation, “business hours” means 7:00 a.m. to 4:30 p.m., Monday through Friday, excluding days when the University is closed for business (such as holidays).

## B. Registration

1. All automobiles and motorcycles on campus during business hours must be registered with the Parking and Transportation Services department (“Parking Services”) the first day the vehicle is on campus.
2. Temporary parking permits are available for visitors, guests, vendors, business consultants, registered individuals driving borrowed vehicles, temporary or volunteer workers, and similarly-situated individuals.
3. Services for parking registration are available at the following locations:
  - a. Online by accessing the Parking Transaction Portal through [my.uwf.edu](http://my.uwf.edu);
  - b. Parking Services;
  - c. University Police Department, Building 94;
  - d. Visitor’s Center, Building 81 (visitors, guests, vendors, business consultants, borrowed vehicles, temporary and volunteer workers); and
  - e. Visitors and Guests may also register their vehicle and obtain a virtual permit through the Parking Portal. Visitors and Guests will need to create a Guest Account in order to obtain their virtual permit. The portal may be accessed through MyUWF or through the Parking Website: [www.uwf.edu/parking](http://www.uwf.edu/parking).

## C. Permits

1. The fees for annual permits are:

<u>Reserved/Admin</u>	<u>\$363</u>
<u>Faculty/Staff</u>	<u>\$145</u>
<u>Resident</u>	<u>\$145</u>
<u>Commuter</u>	<u>\$114</u>
<u>Motorcycle</u>	<u>\$ 73</u>

Permits are issued for an academic year or semester. Semester permits are one-half the annual permit price. Permit prices include applicable Florida sales tax.

2. All vehicles parked on campus during business hours must be registered with Parking Services and must have a virtual permit. A virtual permit is not a physical permit. Instead, the vehicle license plate is used to determine whether or not the vehicle is properly registered. Up to three vehicles may be registered under a single virtual

permit. However, only one of the registered vehicles may be parked on campus at any one time.

3. Permit holders must park in designated parking areas for the type of permit they hold. Instructions and detailed maps can be found on the Parking webpage: [www.uwf.edu/parking](http://www.uwf.edu/parking). Maps are also available in the Parking Services office.
4. Purchasing a permit does not guarantee a parking space. Purchasing a permit does not entitle the holder to a parking space at events outside of business hours.
5. Each permit contains an expiration date and is no longer valid after that date. Expiration dates are disclosed at the time of purchase, on the receipt for the virtual permit, and under the user profile on the Parking Portal.
6. Only one permit is allowed per vehicle. Expired permits must be removed from display.
7. Virtual permits may not be transferred to another individual; however, virtual permits may be transferred to a different car owned by the same permit holder. Permit holders are responsible for violations committed by any person using their registered permit.
8. Individuals with outstanding parking citations or fines are not eligible for issuance or renewal of a virtual permit.
9. Upon sale or disposal of a registered vehicle, the permit must be transferred to a new vehicle owned by the same registered individual or terminated.

#### D. Permit Designations and Restrictions

##### 1. Resident Students

During business hours, resident students may park only in areas marked as Resident or Open to All Permits. Resident students moving from one residence hall to another must contact Parking Services to update their registration. Resident lots are always restricted to vehicles with Resident permits, even outside of business hours.

##### 2. Commuter Students

During business hours, commuter students may park only in areas marked as Commuter or Open to All Permits. Commuters may not park in spaces marked for residents. Commuter spaces are not restricted to Commuter permits outside of business hours.

##### 3. Faculty and Staff

During business hours, faculty and staff may park in areas marked as Faculty and Staff or Open to All Permits. Faculty and Staff spaces are not restricted to Faculty and Staff permits outside of business hours.

#### 4. Visitor

Visitor permits are temporary and required during business hours. Vehicles with a Visitor permit may park only in areas marked Commuter, Visitor, or Open to All Permits.

Visitors may obtain a parking permit free of charge. Failure to obtain a permit may result in a citation being issued. Current employees and students are ineligible for a Visitor permit and are not entitled to park in visitor parking areas, including spaces designated for the UWF Alumni Association, and must obtain an appropriate permit.

#### 5. Disabled Persons

Disabled person parking permits are available through the State of Florida in accordance with Section 316.1964, Florida Statutes. Such permits must be displayed on vehicles when parked on campus. Holders of such parking permits are not required to purchase a parking permit and may park in non-reserved spaces if designated spaces for disabled person parking are not available.

#### 6. Temporary

Temporary permits may be issued in special circumstances including, but not limited to, the following:

##### a. Different Vehicle

Permit holders temporarily driving a different vehicle must obtain a temporary virtual permit *prior* to parking on campus. One temporary virtual permit, valid for up to two weeks per individual per semester, will be issued at no cost.

##### b. Satellite Campus Students

Students who enroll at the Fort Walton Beach campus or any other satellite campus must obtain a parking permit for the main campus when parking on the main campus. A one-day permit is available at no cost. An appropriate virtual permit must be purchased at any time courses are attended on the main campus.

##### c. Off-Campus Employees

University employees who are permanently assigned to work at off-campus locations may obtain a temporary virtual permit at no charge by contacting Parking Services.

d. Retired Employees

Retired University employees and the spouses of deceased retired employees may be issued one free non-expiring virtual permit upon request to the Director of Parking and Transportation Services. Such permits may be registered for up to three vehicles. Retired employee permits become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

e. Alumni

Current Sustaining Members of the Alumni Association may obtain an Alumni permit from Parking Services. Alumni permits may be registered for up to three vehicles. Alumni permits become invalid if the recipient registers for coursework or becomes employed by the University or any of its contracted agencies whose employees are required to purchase parking permits.

E. Parking Restrictions

It is the responsibility of all University employees and students and visitors to know the University's parking regulations. Employees and students must follow all parking restrictions.

1. Parking Requirements for all vehicles

- a. Parking on grass, sidewalks, crosswalks, streets, curbs or unimproved areas is prohibited.
- b. The University may tow any vehicle that is parked in such a way that it restricts the normal operation of business, blocks or impedes traffic, hinders the operations of an emergency vehicle, or is parked in a designated tow-away zone.
- c. Overnight parking of any vehicle other than a vehicle with a resident student permit or a guest of a resident student with a temporary permit is prohibited.
- d. Residing or sleeping overnight in vehicles parked on campus is prohibited.
- e. Unavailability of parking spaces is not considered a valid excuse for violation of parking regulations.

f. Parking overtime in time-limited spaces is prohibited.

g. License plates must be visible to the travel lane through a parking lot or, if parking on a road, to the travel lane of the roadway. It is prohibited to fail to display a license plate to the travel lane; to back into or pull through a parking space so that the license plate is not visible from the travel lane; and to remove a plate or obscuring a plate so that it cannot be read from the travel lane.

## 2. Regulated Parking

Regulated parking lots and spaces that are designated by posted signage or painted marking are restricted 24 hours a day, 7 days a week, unless otherwise specified. Regulated spaces are designated for certain vehicles including the following:

### a. Numbered Reserved Parking

Numbered reserved spaces are reserved for designated permit holders between the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday, excluding University closures. Outside of those hours, anyone may park in a numbered reserved space.

### b. Administrative Parking

Administrative lots and spaces are reserved for those with administrative permits. Individuals with an administrative permit may park anywhere except in numbered reserved spaces.

### c. Loading Zone

Advance permission from Parking Services is required to park in a loading zone. Loading zones may be utilized for a maximum of 30 minutes.

### d. Visitor Parking

Visitor parking spaces are reserved at all times for individuals with appropriate visitor permits.

### e. Other Parking

Other spaces on campus may be restricted for designated functions such as special permits, state vehicles, police, and service vehicles. Those spaces are marked accordingly.

## 3. Motorcycle Parking



Motorcycles must park in designated motorcycle spaces only at all times.

#### 4. Special Event Parking

During special events, parking in selected areas may be limited and subject to an additional special parking fee for the event.

#### F. Pregnant Employee Parking

1. Employees who have a limitation related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions may be eligible for a Pregnant Employee Parking Permit.
2. Employees are responsible for communicating such a limitation to the University by contacting their supervisor or Human Resources and requesting the accommodation. After making the request, the University will engage with the employee in an interactive process, which may include a request for supporting documentation from the employee only when it is reasonable to do so under the circumstances.

#### G. Immobilization and Towing

##### 1. Immobilization

Three or more unpaid parking citations may result in vehicle immobilization and a corresponding administrative fee. Vehicles parked in a reserved space without the appropriate credentials are subject to immediate immobilization. Arrangements must be made within 24 hours of immobilization to pay accrued parking fines and fees or the vehicle is subject to towing.

##### 2. Immobilization Fees

First Immobilization: \$50.00

Second Immobilization: \$100.00

Third Immobilization: \$150.00 and loss of parking privileges.

##### 3. Responsibility for Costs

The permit holder for the vehicle is responsible for assessed towing and administrative fees regardless of whether the permit holder is the owner of the vehicle. If the vehicle is not registered with the University, then the owner registered with the applicable state will be responsible for towing and administrative fees.

## H. The Parking Violations Appeal Board

The Parking Violations Appeals Board (PVAB) adjudicates appeals of parking citations issued on campus. The PVAB may sustain or dismiss charges, levy appropriate fines, restrict or restore campus driving privileges, and impose or remove administrative sanctions. The PVAB does not have the jurisdiction to review or hear appeals regarding Uniform Traffic Citations issued by the University Police Department or local law enforcement.

### 1. Membership

The PVAB is composed of six members as follows:

- a. One faculty member appointed by the Faculty Senate;
- b. One staff member appointed by the Staff Senate;
- c. One resident student designated by the Student Government Association;
- d. One commuter student designated by the Student Government Association;
- e. A representative appointed by Human Resources; and
- f. The Parking Services Manager, who shall serve as a non-voting, ex-officio member.

### 2. Operating Procedures

- a. The chairperson will be elected annually by the members of the PVAB and have full voting rights.
- b. The PVAB will meet as required to discharge their responsibilities. Meetings may be held remotely.
- c. A quorum will consist of at least three voting members. A simple majority of members voting will be required to render decisions and take action. If the vote results in a tie, the decision under appeal will stand.

## I. Parking Services Appeals

Parking citations issued by the University may be appealed through two levels.

### 1. Level One

All appeals must be filed online via the parking portal within seven days of the issuance of the citation. Verbal appeals will not be accepted. The parking portal can be accessed by logging in to my.uwf.edu and searching for “parking.” Appeals will be reviewed by the Director of Parking Services or their designee. The individual who filed the appeal will be notified by email of the result.

Appeals on the following grounds will automatically be denied:

- a. Being late for an appointment or class;
- b. Unaware permit was expired;
- c. Disagreement with the parking rules and regulations;
- d. Someone else used the vehicle and parked the vehicle;
- e. Unable to find a parking space;
- f. Inability to pay the fine;
- g. Unaware of the Parking Rules and Regulations;
- h. Parked previously in the same area without being cited;
- i. Perception that the designated area is unsafe;
- j. Failure to see posted signage; or
- k. Direction by someone else to park in the space.

## 2. Level Two

If the appellant is not satisfied with the outcome of the appeal to the Parking Service Manager, they may further appeal to the Parking Violations Appeal Board (PVAB) by written request within 7 days of the first level decision. Instructions for appealing to the PVAB will be provided in the Level One response email.

The date, time, and location of PVAB meetings at which the appeals are heard will be displayed on the parking portal. Individuals appealing a citation will be afforded an opportunity to present their appeals before the PVAB. If the meeting is held in person, the appellant may present in person or virtually. If the appellant fails to appear, the appeal will continue in the appellant’s absence. The decision of the PVAB will be emailed to the appellant and will be final.

## J. Payment of Fines

Violators of parking regulations are subject to citations resulting in the assessment of fines. Fines may be paid online by logging in to my.uwf.edu and searching for “parking.” A diploma hold will be placed on the student account until the fine is paid or until the ticket is voided on appeal.

## K. Schedule of Fines

### 1. Vehicle Registration Fines

<u>Violation</u>	<u>Fines</u>
<u>Display of expired permit</u>	<u>\$20.00</u>
<u>Failure to register vehicle with Parking Services</u>	<u>\$50.00</u>
<u>Registration obtained through falsehood, misrepresentation, or incomplete information</u>	<u>\$100.00</u>

### 2. Parking Violation Fines

<u>Violation</u>	<u>Fines</u>
<u>Overtime parking</u>	<u>\$10.00</u>
<u>Parking over the line</u>	<u>\$15.00</u>
<u>Parking on curb, grass, or sidewalks</u>	<u>\$25.00</u>
<u>Parking overnight</u>	<u>\$25.00</u>
<u>Parking out of permit designation</u>	<u>\$25.00</u>
<u>Parking that obstructs traffic</u>	<u>\$25.00</u>
<u>Parking in a service area</u>	<u>\$25.00</u>
<u>Parking in a no parking zone</u>	<u>\$25.00</u>
<u>Parking in a resident space</u>	<u>\$50.00</u>
<u>Parking in a reserved space</u>	<u>\$100.00</u>
<u>Parking while suspended</u>	<u>\$50.00</u>
<u>Parking in a disabled space without a disabled person parking permit</u>	<u>\$100.00</u>
<u>Parking in a fire lane</u>	<u>\$100.00</u>
<u>Blocking a ramp</u>	<u>\$100.00</u>
<u>Parking in a pregnant employee space</u>	<u>\$100.00</u>
<u>Failing to display a license plate to the travel lane</u>	<u>\$25.00</u>

**Effective Date:** [date]

**Authority:** Sections 1006.66, 1009.24, and 1009.26, Florida Statutes  
The Pregnant Workers Fairness Act and implementing regulations: 42 U.S.C.  
2000gg; 29 U.S.C. Part 1636.

**History:** Adopted as Rule 6C6-5.01 October 1978; amended October 1979, October 1980, August 1981, February 1986, May 1990, May 1995, May 2005, August 2005; converted to regulation July 2005; amended December 2005, May 2006, June 2011, June 2012, June 2014, December 2021, and [date]

**Last review:** [date]

**Effective Date:** [date]

**Authority:** Sections 1006.66, 1009.24, and 1009.26, Florida Statutes

**History:** Adopted as Rule 6C6 5.01 October 1978; amended October 1979, October 1980, August 1981, February 1986, May 1990, May 1995, May 2005, August 2005; converted to regulation July 2005; amended December 2005, May 2006, June 2011, June 2012, June 2014, December 2021, and [date]

**Last review:** [date]