

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY PARKING AND TRAFFIC HANDBOOK

FOREWARD

These regulations are written in accordance with and pursuant to authority contained in sections 1001.75, 1006.66, 316.003, 316.008, 316.1945, 316.195, 316.1959, 316.640, FS.

I. DEFINITIONS

A. ****Off-Campus Border Zone(s)*** – The area between the limits of the campus and a boundary formed by the following roadways:

1. *East* – South on the west side of Martin Luther King (MLK) Boulevard (Blvd.) from the intersection of FAMU Way and MLK; MLK Blvd. South to Pershing Street (St.); east on the south side of Pershing to Bronough St.; south on the west side of Bronough to Palmer Avenue (Ave.); east on the south side of Palmer to Adams St.; south on the west side of Adams to Barbourville Drive (Dr.); west on Barbourville to MLK Blvd.; south on the west side of MLK to Palmetto St., then east on the south side of Palmetto to Adams St.; south on the west side of Adams to Orange Ave.
2. *North* – From the east side of the intersection of Perry St. and Eugenia St.; east on the south side of Eugenia St. to Wahnish Way; north on the east side of Wahnish Way to FAMU Way; east on the south side of FAMU Way to MLK.
3. *South* – From the intersection of Adams Street and Orange Avenue; west on the north side of Orange to Wahnish Way (and a parcel of land south of Orange Ave. situated between Adams Street and Wahnish Way).
4. *West* – From the intersection of Orange Avenue and Wahnish Way; north on the east side of Wahnish Way to Okaloosa St. (and a parcel of land west of Wahnish Way situated between Gore Ave. and Campbell St.); west on the north side of Okaloosa St. to Perry St.; and north on the east side of Perry St. to the intersection of Perry St. and Eugenia St.

(*For more details, please refer to illustration on rear side of Parking and Traffic Handbook).

B. ***Authorization*** – Permission extended by the University to each approved employee and student holding a valid driver's license to operate properly registered motor vehicles, motor scooters, bicycles and other mechanical conveyances on the campus of Florida A & M University in accordance with the terms of these regulations.

C. ***Bicycle*** – Includes every vehicle propelled solely by human power and every motorized bicycle as defined in Section 316.003(2), F.S.

- D. **Blocking** – The deliberate parking of any vehicle to obstruct or prevent the exit of the vehicle occupying the space. This act is considered as “obstructing (blocking) traffic” and will subject the violator to a University or a uniformed traffic citation, towing of the vehicle, or, both.
- E. **Campus** – Includes all the property of Florida A & M University located in Tallahassee and at the Orlando Law School.
- F. **Decal** – A distinctive adhesive sticker issued by University Parking and Transportation Services affixed with its own adhesive backing, to the lower left corner area of the front windshield; or a hangtag, which is to be displayed from the rearview mirror, allowing parking in designated areas, when approved and available. The terms decal and hangtag, for purposes herein, are used interchangeably.
- G. **Disabled Parking** – Specifically designated parking for persons who have qualified for disabled parking, pursuant to applicable Florida Law.
- H. **Employee** – For the purpose of these regulations, the term employee includes faculty, adjuncts, administrative and professional, USPS, full-time, part-time and OPS (non-student) and tenants. Those students who work for the University thirty (30) hours or more a week during a complete semester or a complete term also qualify for an employee decal.
- I. **False Registration** – Applying for or receiving a parking permit or decal by showing or giving false information or by any other fraudulent means.
- J. **Holidays** – Official State of Florida holidays only. Academic breaks and weekends are not considered as holidays.
- K. **Immobilize** – To lawfully attach a mechanical device to the front axle of a vehicle so as to render it inoperable.
- L. **Impound** – To tow a vehicle away from the place in which it is parked or to seize and hold it in legal custody.
- M. **Loading/Unloading Zones** – Parking spaces/areas specifically designated for authorized vehicles making deliveries and pick-ups.
- N. **Motor Vehicle** – Includes all vehicles other than bicycles and mopeds.
- O. **Motorcycles/Motor Scooters** – Includes all motor vehicles with two, three, or four wheels.
- P. **Moped** – Includes all vehicles described in Section 316.003(77), F.S.
- Q. **Parking** – Any vehicle stopped on the side of the road, on the road, or off the road. The parked condition is not altered by occupancy, motor running, or by flashing hazard lights.

- R. **Permit** – A “hangtag” displayed from the rearview mirror, allowing parking temporarily in designated areas for a limited period of time. All decals not properly displayed or affixed will cause the vehicle to be cited.
- S. **Registrant** – The person who registers a vehicle with University Parking and Transportation Services.
- T. **Registration** – Obtaining authorization to operate and park a vehicle on campus by receiving an appropriate decal or permit for specified area(s).
- U. **Reserved Space** – An individual parking space, as approved by the President or President’s designee, appropriately marked for a particular license tag number, individual or position.
- V. **Restricted Area** – An area wherein a motor vehicle may not be parked unless it bears the appropriate decal for that area. Hours of restriction are between 7:00 a.m. – 6:00 p.m., Monday-Friday, unless otherwise indicated. However, vehicles parked on campus must bear the required University decal at all times.
- W. **Service Drives** – Areas of campus which provide access for delivery vehicles, service and emergency vehicles.
- X. **Student Classification** – A student’s classification is established by the Florida A & M University Registrar.
- Y. **Student** – For the purpose of these regulations, the term, student, includes all persons enrolled with the University or in any of its sponsored special programs, day or night, full-time or part-time, regardless of the number of hours or days attending classes. For purposes of this regulation, full time University employees enrolled in classes are regarded as employees.
- Z. **UPD** – University Police Department (Florida A & M University Police Department)
- AA. **UPTS** – University Parking and Transportation (Department)
- BB. **Vendor/Contractor** – Any person/firm, other than an employee, that has entered into an agreement with the University to provide a service regardless of the length of the agreement. Each Vendor/Contractor shall purchase and display the appropriate hangtag.
- CC. **Visitor** – Any person who is *NOT* a member of the University community (i.e., non-employee, non-student, non-vendor). A visitor is one who comes to the University on official business for a limited period of time. Visitors are issued upon payment dated visitor permits for periods not to exceed two (2) weeks if approved by University Parking and Transportation Services. These permits authorize parking in designated areas only.
- DD. **Volunteer** – Any University approved person who is not receiving compensation (i.e. salary, stipend) for his/her services. All volunteers must be approved through University Personnel Relations.

EE. **Forms** – Various forms are used by UPTS to assist the public and UPTS staff to properly execute their duties. The forms are as follows:

- (1) Vehicle Registration Form – *FAM.UPS-1*,
- (2) Lost/Stolen/Damaged Decal Affidavit Form – *FAM.UPS-2*,
- (3) Decal Replacement Form – *FAM.UPS-3*,
- (4) Parking and Traffic Appeal Form – *FAM.UPS-4*,
- (5) Immobilization Notice Form – *FAM.UPS-5*,
- (6) Towed/Immobilized Vehicle Authorization Release Form – *FAM.UPS-6*,
- (7) Appeals Ruling Report Form – *FAM.UPS-7*,
- (8) Gated Lot(s) Lottery Application Form – *FAM.UPS-8*,
- (9) Transmittal of Authorization Form – *FAM.UPS-9*,
- (10) Special Events Request Form – *FAM.UPS-10*,
- (11) Employee Payroll Deduction Form – *FAM.UPS-11*

II. ENFORCEMENT

- A. UPTS is authorized to enforce these regulations directly and immediately on the university campus and in all Border Zones as defined herein. UPTS is supplemented in its enforcement by the University Police Department (UPD). UPD is also authorized to make arrests and issue moving traffic citations off campus in cases where the offenses occur on campus.
- B. UPTS Parking Patrollers and UPD officers are authorized to issue parking citations for parking and registration violations in accordance with these regulations 24 hours a day.

III. REGISTRATION REGULATIONS

- A. Florida A & M University employees/students must purchase the appropriate University decal/permit in order to park legally on campus. University Personnel Relations and the University Registrar shall serve as the sole source(s) of status verification.
- B. Florida A & M University employees/students who purchase/obtain non-Florida A & M decals/permits shall not be in compliance when parking on University campus.
- C. Florida A & M University employee/students who fail to purchase/display the appropriate University decal/permit shall forfeit all appeal rights for citations incurred and shall be subject to immediate immobilization and/or tow.
- D. The lack of available parking space in core campus shall not exempt violators from penalties associated with citations, tows or impoundments.
- E. Vehicles used on campus by employees and enrolled students, regardless of the number of hours or days, night or day, full-time or part-time, must be registered and must display the appropriate university decal or permit.

- F. Vehicles must be registered during formal registration using the Vehicle Registration (*FAM.UPS-1*) at the beginning of each Fall semester or each academic term or semester, Monday through Friday, at the Office of University Parking and Transportation Services, Florida A & M University. As a convenience to the University community, UPTS may, after serving proper notification, establish temporary remote registration sites at various locations across campus.
- G. Any person requesting to register any vehicle on campus must present a valid driver's license, current vehicle registration, proof of insurance coverage or endorsement of same, and an appropriately classified student/employee FAMU Rattler I.D. card, or a letter from his/her department head which will form the basis for the type of decal to be issued. In instances requiring classification clarity, Personnel Relations/University Registrar will be consulted for final determination. Each registrant is responsible for providing UPTS with a current address and for keeping current all information regarding vehicle ownership.
- H. There is **NO** grace period for registration of vehicles and the purchase of University decals. New and returning employees may obtain a temporary permit for fifteen (15) working days beginning from the starting date of their employment. Proof of employment status is required. Nothing, however, precludes the University from temporarily extending or delaying registration requirements that are deemed to be in the best interest of its students and employees.
- I. Individually reserved spaces are assigned on an annual basis (after payment of the required decal fee) to authorized employees. Employees holding positions named to be allocated reserved spaces by the University-wide Traffic Advisory Committee and, subsequently approved by the President, are authorized for reserved space assignments. Reserved space fees are non-refundable, non-transferable, and cannot be sold or given to another individual by the owner in the event the owner separates from the position or the University.
- J. OPS employees who are contractually employed eleven (11) days or more in any consecutive four-week period are required to purchase a decal. All OPS employees, who are contracted to work for any period, ten (10) days or less, are required to purchase a temporary permit. Nothing herein, however, shall preclude each such employee from immediately purchasing the appropriate decal.
- K. Commercial representatives using **MARKED** commercial vehicles i.e., delivery trucks, telephone and power service vehicles, limousine service automobiles, taxis and buses making brief stops at one or more points on campus are not required to pay a parking fee or display a decal or permit.
- L. Vendors, sales or service representatives, and contractors must display a Florida A & M University vendor/contractor decal (monthly, semester or annual) on their commercial or privately owned unmarked vehicles to park in any designated, unreserved parking space. Special parking arrangements must be approved by UPTS in writing. Commercial decal holders may also utilize designated loaded areas for a period not to exceed thirty (30) minutes. Hangtags are transferable to any vehicle owned or temporary or temporarily driven by the registrant.

- M. The following additional provisions also apply to vendor decal and hangtag regulations:
1. Hangtags must be displayed from the rearview mirror bracket and be plainly visible to the enforcement personnel while vehicle is parked. Note: Tinted windows, the use of sunscreens or a car covers does not preclude the necessity of the hangtag being plainly visible. Improper display will result in an *Improper Display Violation*.
 2. Hangtags are not to be transferred from registrant to another vehicle operator who would otherwise be required to register his/her vehicle. ***Any citation incurred will be assessed to the hangtag registrant.***
 3. Adhesive decals must be permanently affixed to the lower left front windshield only. Improper display will result in an *Improper Display Violation*.
 4. Adhesive decals for all two-wheeled vehicles will be displayed on the rear fender, unless otherwise approved by UPTS in writing.
 5. University decals and permits shall NOT be reproduced, altered nor transferred.
 6. The person who owns or registers a vehicle is responsible for assuring that the vehicle, regardless of who operates it, is parked in conformance with these regulations.
 7. All citations issued to a decal or license plate will be the sole responsibility of the registrant, regardless of which vehicle the decal is on at the time of the infraction, unless a completed Lost/Stolen/Damaged Decal Affidavit (***FAM.UPS-2***) has been filed at UPTS or UPD.
 8. Any vehicle parked on campus shall be parked at the risk of the operator.
- N. All University employees, students, and visitors who own, register and have more than one vehicle on campus at the same time are required to have a valid decal displayed on each vehicle.
- O. Persons employed as faculty, A&P, or USPS, OPS and graduate assistants may pay for their decals through payroll deduction. However, OPS employees, graduate assistants, visiting, and adjunct professors, are eligible to use payroll deductions only for the period of their employment contract. Excluding payroll deduction, employees may pay for their decals via cash, personal check, money order or cashiers check.
- P. Hangtags or adhesive decals declared lost or stolen will become immediately invalid. An affidavit (***FAM.UPS-2***), effective as of October 1, 1996, (available at UPTS) must be completed for lost or stolen decals or when changing ownership of a vehicle in the event that the decal or hangtag was sold with the car. If recovered, the decal or hangtag will be reclaimed by the UPTS or UPD and

destroyed. Any vehicle bearing a lost/stolen/damaged decal is subject to be towed immediately, even if the car bearing the decal is owned by the person who reported it lost/stolen.

- Q. A fee, as specified in Section XXII, herein, will be charged for the replacement of lost, stolen, damaged or destroyed decals. If a police report and affidavit (*FAM.UPS-2*) is provided, the replacement decal is free.
- R. The authorized beneficiary of any deceased employee or student who previously paid in full for a current annual decal will be reimbursed on a prorated basis for such decal. The University will suspend charges for citations or other fines or decal costs for persons who may be deceased, suffer great bodily injury, or who are affected by any of the circumstances and conditions stipulated below:
1. A prorated reimbursement will be authorized for any student or employee whose illness is of such severity or duration, as confirmed in writing by a qualified physician, to preclude the student's/employee's continued enrollment/employment.
 2. The authorized beneficiary of a student/employee who dies during the affected registration period will be authorized for a prorated reimbursement.
 3. The authorized beneficiary (of a deceased student/employee) requesting reimbursement must present reasonable proof (death certificate, funeral program, obituary notice, etc.) of the death and of the claimant's authority to make said claim.
 4. The student is involuntary called to active duty in the military.
 5. A reimbursement prorated or otherwise, is authorized for any situation in which the University is in error. The amount of a payment in excess of the adjustment will be fully refunded.
 6. Any and all refunds made will be made by deducting from the total initial cost of the decal, including appropriate taxes, the value of the period for which the decal was used. Each annual decal prorated for reimbursement will be made using a 1/12th (monthly) formula. Any portion of any month for which the decal is used prior to the requested refund will be regarded as a full month.
 7. Semester decal holders are not eligible for prorated reimbursement.
 8. An employee who retires or whose employment is involuntarily/voluntarily terminated or any student who withdraws or is suspended from the University for any reason whatsoever, excluding those allowed as stipulated herein, shall not be eligible for a reimbursement.
- S. Replacement decals for change of status, (commuter to resident; resident to commuter; student to employee; or hangtag to adhesive) will be issued with payment of the appropriate fee, upon presentation of the old decal and proof of

status change. The appropriate, Decal Replacement form (*FAM.UPS-3*), must be completed.

- T. Coins will not be accepted for registration or citation payments unless properly rolled in bank wrappers and identified with payee's student ID number or driver's license number.
- U. It is the registrant's responsibility to know when his/her issued decal expires.

IV. TRAFFIC REGULATIONS

- A. Traffic rules, regulations and directive signs governing the use of motor vehicles are in effect twenty-four (24) hours a day, seven (7) days per week, all year long. Inclement weather does not bar their enforcement.
- B. Motorists shall yield the right-of-way to pedestrians within a crosswalk.
- C. Maximum speed limit on campus is twenty-five (25) M.P.H., unless otherwise posted. Maximum speed limit in parking lots is ten (10) M.P.H.
- D. It is unlawful to drive in the opposite direction of the normal flow of traffic.
- E. It is unlawful to remove, alter, or change any traffic control device, sign, barricade, or traffic cone. It is also unlawful to drive around barricades or traffic cones in the roadway or parking lots that are closed by UPTS for any reason.
- F. All Florida traffic laws, as referenced in the "Foreword" section herein (page 1), are enforceable on campus.

V. PARKING REGULATIONS

- A. The absence of "No Parking" signs does NOT mean that parking is allowed. Parking is permitted only within marked spaces.
- B. Parking on or over a marked line is prohibited. Vehicles parked parallel to a curb shall be within one foot of the curb and inside parking markers.
- C. Vehicles shall not be parked facing traffic in those lots with angular parking and directional arrows indicating one-way traffic. For lots with straight-in parking (90 degree), a vehicle may not be parked with the rear of the vehicle towards the closed end of the parking space.
- D. Where parallel parking is permitted, vehicles must be parked with the flow of traffic.
- E. Vehicles shall not be parked in such a manner so as to obstruct vehicular/pedestrian traffic, wheelchair ramps, or interfere with normal university operational activities or to create a hazard. Vehicles parked in any such manner will be subject to immediate tow.
- F. Blocking or double parking is prohibited at all times.

- G. Parking on grass, sidewalks, crosswalks, service drives, loading zones, designated truck spaces, or on streets, except where specifically marked for parking, is prohibited and vehicles in violation shall be subject to immediate tow.
- H. Major mechanical repairs (i.e., engine overhauls, engine removals, brake or transmission work) to vehicles shall not be performed on campus.
- I. Unauthorized parking in reserved spaces is prohibited. Vehicles are subject to immediate tow.
- J. Vehicles parked at the same meter, unloading zone, (or other designated, timed parking spaces) will not receive more than two tickets for overtime violations in the same calendar day. Vehicles in violation of same are subject to immediate immobilization/towing.
- K. Campus maps and parking lot signs indicate where employees and students shall park according to university decal or permit assignment between 7:00 a.m. and 6:00 p.m. All lots may be used by any appropriately registered vehicle from 6:00 p.m. until 7:00 a.m., unless otherwise directed or restricted.
- L. The UPTS reserves the right to establish some lots as joint-use lots so as to accommodate two or more categories of registered vehicles, i.e. commuter-employee. Such will be accomplished via proper signage and announcement of the designation.
- M. Employees and students, regardless of decal designation, are to park in remote lots (Bragg Memorial Stadium, Continuing Education, MLK South), whenever all other lots are occupied to capacity. Commuter decal holders may park at a paid meter for fifteen (15) minutes or as indicated by signage, in any lot during the hours of 7:00 a.m. to 6:00 p.m. The lack of available core campus parking does not justify illegal parking, regardless of decal designation.
- N. All loading and unloading docks have thirty-(30) minute time limits.
- O. Parking meters on campus will be enforced Monday through Friday from 7:00 p.m. to 7:00 a.m. on vehicles without a current decal or permit.

VI. VISITOR/TEMPORARY PARKING PERMITS

- A. Persons who are currently registered with UPTS and are temporarily not in possession of their registered vehicle must obtain a parking permit to park on campus.
- B. Upon request to, and approved by, the UPTS, and with sufficient cause, permits may be issued to park out of assigned area for extraordinary reasons, i.e., temporary incapacitation.
- C. To legally park on campus, visitors are to park at the parking garage or in paid metered spaces. Information can be obtained from the Parking Information Center or at University Parking and Transportation Services' Headquarters. Use

of visitor permits by employees or students is prohibited and is considered false registration. Employees, students nor departments are authorized to manufacture nor distribute visitor or any other parking decals or passes, except those issued by UPTS.

VII. DISABLED PARKING

- A. Any staff member or student with a physical disability (temporary or permanent) which impedes walking may apply, with state certification, for a special disabled hangtag or permit. The University is authorized to assess an annual fee, as specified in Section XXII (22) herein, for reserved employee parking.
- B. Persons (employees and students) holding state-approved, disabled permits must present the completed documents referenced to the University's Americans with Disabilities Act (ADA) Coordinator, located at Unit 5 Wailes Street, Florida A & M University, Tallahassee, FL 32307. Employees and students with such permits shall be required to only purchase the appropriate decal (employee, reserved or gated) commensurate with their University affiliation.
- C. Registrants requiring use of wheelchairs are entitled to special disabled parking spaces.
- D. All spaces designated for the disabled are reserved twenty-four (24) hours a day.
- E. Unauthorized vehicles parked in disabled spaces will be ticketed and are subject to tow.
- F. Holders of special disabled spaces are required to advise UPTS when assigned spaces are no longer required.
- G. UPTS/ADA is authorized to require additional supporting documents whenever it has reason to believe that the disabled registrant has engaged in improper conduct or fraudulent activity to secure permit for campus parking.

VIII. PARKING METERS

- A. All vehicle operators using a parking space regulated by a mechanical meter must deposit the proper legal money to occupy the space in accordance with instructions on the meter.
- B. Meters may be specified for designated use. (i.e., students only, visitors only).

IX. REGULATIONS GOVERNING SCOOTERS, MOTORCYCLES, BICYCLES, AND MOPEDS

- A. Drivers of scooters, motorcycles, bicycles and mopeds, etc., are responsible for observing the same traffic regulations as those governing automobiles.
- B. Driving, riding, or parking scooters, mopeds, or motorcycles on grass, sidewalks or in the confines of a building is prohibited.

- C. It is unlawful for more than one person to ride at the same time, unless the vehicle is designed for and equipped with seating to accommodate each additional person.
- D. All two-wheeled motor vehicles must be registered.
- E. Motorcycles display the same decals as other motor vehicles. Decals are issued based on the registrant's classification (commuter, resident, general, reserved or gated employee).
- F. Registered automobile owners who operate motorcycles on campus are required to register and purchase an annual decal for the motorcycle to legally park on campus.
- G. Bicyclists must yield to pedestrian traffic and must be operated from the right-hand side of traffic flow. Bicyclists are subject to being cited for *MOVING VIOLATIONS* when operating on sidewalks or other pedestrian pathways by UPD.
- H. A person propelling a bicycle by human power upon and along a sidewalk, or across a roadway, upon and along a crosswalk, has all the rights and duties applicable to pedestrians under the same circumstances.
- I. A person propelling a bicycle upon and along a sidewalk, or across a roadway, upon and along a crosswalk, shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian.

X. OVERSIZED VEHICLES

- A. Any truck, trailer, bus, motor home or any other vehicle which occupies more than one standard car space, or extends beyond the space, shall be parked only in the extreme northeast area of the stadium.
- B. Maximum occupancy or use time allowed is five (5) working days for vehicles described in "A", above.

XI. USE OF STATE VEHICLES

- A. Persons operating state owned/leased/rented vehicles are to comply with University traffic and parking regulations.
- B. Violations resulting during operation of such vehicles will result in a citation being issued and the employee operating the vehicle at the time of the citation's issuance will be held responsible for payment of same. Collection procedures applicable for non-state vehicle operators shall apply in such instances.
- C. UPTS is not authorized to endorse nor permit the illegal parking of vehicles owned/operated by University employees/students during the performance of University business. Such persons are subject to citations/towing/impoundment, for violations related to such offenses.

XII. OVERNIGHT PARKING/GARAGE USE

- A. No vehicle may be used as an overnight domicile except under exigent circumstances (midnight arrival, mechanical failure, flat tires) without the written approval of the UPTS or UPD.
- B. The parking garage on Wahnish Way will be closed during posted nighttime hours. Each vehicle must be removed before the garage is closed. Any remaining vehicle will be deemed abandoned after 48 hours if unmoved, and shall be towed. All associated costs will be paid before the vehicle is released.
- C. Vehicles must be parked “nose in” in the spaces in the parking garage. Backing into any space is prohibited and will cause the violating vehicle to be assessed the fee listed under Fine Code 12, as identified in Section XXIII (23), herein.
- D. If an issued parking pass for entry into the garage is lost or stolen, the appropriate daily rate charge will be assessed. The structure of fee, with or without a decal, is identified in Section XXII (22), herein.
- E. Payment of the parking fee is due upon exiting the parking garage. If failure to pay occurs, the fee will be placed on the University accounts receivable system and will become a debt to the University, which shall prevent registration, graduation, and or access to a diploma. If failure to pay occurs more than 3 times, parking privileges in the garage will be suspended.
- F. After the garage is officially closed, each remaining vehicle will be cited for overtime parking. The associated fine is identified in Section XXIV (24) herein.
- G. During the time the garage is closed, a vehicle may be retrieved by notifying the University Police or the on-call UPTS employee. The retrieval fee is identified in Section XXII (22), herein.

XIII. TOWING/IMMOBILIZATION OF VEHICLES

- A. Vehicles are subject to being immobilized by a mechanical clamp or towed away at the operator’s expense (including operators of state or university vehicles) under any of the following conditions:
 - 1. Parking in reserved or disabled spaces.
 - 2. Parking out of assigned area (e.g., employee parking in student lot or vice versa), three or more violations for not having a valid decal/permit may subject the violator to immediate clamping or towing.
 - 3. Disabled or abandoned vehicles left unattended for three (3) days or more and/or when the operator has not responded to a request by UPTS or UPD to move the vehicle.
 - 4. Disabled or abandoned vehicles are not excused from these regulations and must be attended to promptly with immediate notifications made to

UPTS between 8:00 a.m. and 5:00 p.m. and to the UPD after 5:00 p.m. and on weekends and holidays.

5. Whenever the vehicle is unregistered or is registered and has incurred three (3) or more citations, or citations totaling one hundred dollars (\$100.00) or more that have not been paid nor appealed after thirty (30) days of issuance.
 6. Obstructing vehicular or pedestrian traffic, disabled spaces or wheelchair ramps, interfering with University operational activities, or creating a hazard to persons or property.
 7. Bearing a current decal which was issued to a different operator, a decal which has been altered, stolen, or obtained by fraudulent means.
 8. Failure to respond to three (3) or more parking citations and an orange clamp/tow notice.
- B. Vehicles that have been immobilized by a mechanical clamp for non-payment of citations may be towed at the owner's/operator's expense. The owner/operator will be required to pay for the outstanding citations and the clamp fee by cash or cashier's check. Any applicable towing charges are to be paid in cash (or by any other means acceptable to the tow truck operator) to the towing company prior to claiming the vehicle.
- C. The fact that a previously clamped vehicle has been removed from the area without authorization by the UPTS or UPD shall be prima facie evidence that the registered owner/operator has tampered with the clamped vehicle.
- D. Any damage sustained to a vehicle during towing or immobilization activity by a contracted towing firm shall be the contracted towing firm's responsibility or the registrant/vehicle operator. Such damage shall *not* be the responsibility of the University.
- E. Other Immobilization/Towing Regulations:
1. A motor vehicle parked on campus may, at any time, by or under the direction of the UPTS or UPD, be immobilized in such a manner as to prevent its operation, if three (3) or more parking citations are outstanding against the vehicle or if pending parking citations total \$100.00, or more, against the registrant/operator responsible for the vehicle.
 2. UPTS and UPD will advise the registrant or the individual responsible for any immobilized vehicle of the nature and circumstances of the prior outstanding or unresolved parking citations for which, or on account of, said vehicle was immobilized.
 3. The individual responsible for the vehicle shall have the right to a probable cause hearing before the Parking Director (or designee), who shall act as the UPTS Appeals Mediator (Level I); provided the hearing is

requested five (5) working days from the date of receipt of the Notice of Immobilization (*FAM.UPS-5*).

4. The purpose of the hearing is to determine if there is probable cause for continued detention of the vehicle. No hearing will be held unless a request is made in writing by the individual responsible for the immobilized vehicle and directed to UPS. The hearing shall be held within 72 hours from receipt of said written request, and the decision shall be issued in writing within twenty-four (24) hours from the close of the hearing.
5. In lieu of the probable cause hearing, or pending such hearing, where probable cause is found at such hearing, the individual responsible for the vehicle or his or her agent may obtain release of the vehicle by depositing security in the amount of the immobilization charges and all delinquent fines and penalties. Such deposit/payment shall be made at UPS.
6. If the Appeals Mediator finds probable cause that immobilization of a vehicle was warranted, such shall be documented via the Appeals Ruling Report (*FAM.UPS-7*), and upon the written request of the individual responsible for the vehicle, a date shall be set for a full evidentiary hearing before the University Traffic Authority, via use of (*FAM.UPS-4*).
7. If no probable cause is found for having impounded the vehicle, it will be released without requiring the individual responsible for the vehicle to pay the immobilization fee(s). If the vehicle was previously released upon payment of security, such payment shall be refunded.
8. Failure to request a probable cause hearing in writing within five (5) working days from the date of the notice of impoundment is received constitutes a waiver of said hearing and the vehicle shall be released only upon payment of the impoundment charges and delinquent fines or penalties.
9. The immobilization device or mechanism shall remain in place for forty-eight (48) hours unless the individual responsible for the vehicle has complied with all provisions of VIII. E, herein. If such compliance has not occurred within forty-eight (48) hours, the vehicle shall be towed and impounded. This subsection does not preclude towing in the first instance of the vehicle which, because of the number of outstanding parking citations against it, is subject to towing and impoundment pursuant to the other provisions of this regulation.

F. Towing/Immobilization Appeals

1. A panel comprised of five members shall commence to hear appeals concerning towing and immobilization. This panel functions under the authorization of and as a component of the University Traffic Authority.
2. Panel members shall be as follows:

- a. Chairperson, University Traffic Advisory Committee
 - b. Director, University Police Department
 - c. Director, University P.O.M
 - d. Director, Environmental Health and Safety
 - e. Director, University Facilities Planning and Construction
3. Nothing herein shall preclude the persons in 2 above from appointing designees.
 4. Three members present shall constitute a quorum.
 5. In the absence of a quorum, the appealing party may agree to proceed with the proceedings provided that at least two panel members are present.
 6. When in session, this panel is authorized to function as the University Traffic Authority, pursuant to Section 1006.66 FS. and all decisions rendered by said panel shall be final.
 7. Decisions are to be rendered within 48 hours of the appeals hearing. All decisions rendered shall be in writing.
 8. The appellant agrees to provide the panel with current address and telephone numbers. All panel findings will be mailed within 48 hours to appellant's current address of record.
- G. Pursuant to Section 1006.66, FS., and authority contained in Section 316.008, F.S. the University has adopted (in part*) by reference, ***City of Tallahassee Resolution Number 93-R-0019, (Rotation System Towing)***, which stipulates the use and response of towing contractors; and, ***Resolution Number 95-0-0018***, which specifies fine(s) for illegal parking in handicapped parking spaces. The University has also adopted by reference, ***Leon County Ordinance Number 99-23 of Chapter 11 of the Codes of Law of Florida, relating to Towing Services***; Providing for maximum fees for rotation towing services; providing for towing on vehicles from certain private property; trespass towing; providing for penalties; providing for conflicts; providing for severability; and providing for an effective date. *To accommodate the university's needs and to benefit students and others, the university is authorized to retain up to three (3) firms to tow and impound vehicles pursuant to this rule. Retention of such firms will be accomplished via the invitation to negotiate process by selecting firms, which are in compliance with said resolution and ordinance.

XIV. VIOLATION PAYMENT PROCEDURE

- A. All persons who are ticketed for non-moving violations make payment to the UPTS in person, mail payment in the envelope provided, or place payment in envelope and deposit in the drop box at the UPTS. DO NOT mail or deposit cash.
- B. Persons operating state or University vehicles are subject to making payment for citations issued to a vehicle that was in their custody or control at the time the citation was issued.

XV. UNIVERSITY TRAFFIC AUTHORITY (PARKING VIOLATIONS APPEALS BOARD)

The *University Traffic Authority* (UTA) was established pursuant to Section 1006.66, Florida Statutes, to review disputes regarding citations and to render decisions regarding the appropriate penalty to be imposed, including the restriction, removal, or restoration of driving or parking privileges on campus. The UTA will consist of 2 or more divisions of equal authority. Each shall be composed of 7 members appointed from a pool of alternate members who shall be eligible to serve when called upon by the Appeals Coordinator, when a regular member is unavailable. All appointments shall be made by the Vice President for Student Affairs. Positions on each division of the Board shall be occupied minimally by 1 faculty member; 1 Administrative & Professional member; 1 University Support Personnel System member; and 4 student members. The Chairperson shall be elected annually from among the members of the Board and shall have full voting rights. This Board shall function on a year-round basis. A quorum shall consist of at least 4 members of a division of the Board. When a quorum is not available, the Appeals Clerk shall call upon an alternate member to serve who occupies the same position classification as an unavailable regular member. If there is no such alternate member available, any alternate member may be called upon to serve. The appellant may waive the right for quorum and have the case heard with the board members who are present. The decision of the board hearing the case shall be valid. In the case of a vehicle immobilization probable cause hearing, the Board shall act through the chairperson or his or her designee.

XVI. APPEAL PROCESS

- A. Within five (5) working days of the date a citation has been issued, an appeal must be made in writing on the approved Appeals (*FAM.UPS-4*) to the UPTS.
- B. Right to an appeal is forfeited five (5) working days from the date of the ticket.
- C. The written appeal will be reviewed and adjudicated based on the current Traffic and Parking Regulations. The basis to divert from these regulations will depend upon a valid explanation of the offense, the time and place, or the defensible surrounding circumstances at the time of the citation. The first level of appeal will be with the UPTS Appeals Mediator (Parking Director or designee). The Parking Director will review the appeal submitted and make a determination of innocence or guilt within fifteen (15) working days. The appellant will be notified in writing of the Director's decision. Any person dissatisfied with the decision may have their appeal heard by the University Traffic Authority (UTA) by completing the Final Appeal's section of the (*FAM.UPS-4*), within ten (10) working days of the decision of the first appeal. The University Traffic Authority, (UTA), appointed by the President to adjudicate University traffic infractions, may excuse the ticket or uphold the penalty, but not contradict the prevailing regulations. The UTA's findings will be recorded on (*FAM.UPS-7*). The appellant will be notified in writing of the decision of the Board. The President or his/her designee is the final appeal authority.
- D. Only appeals from those persons responsible for having incurred the appealed ticket or the registrant shall be accepted by the UTA.

- E. Appeals involving towing and/or immobilization of vehicles shall be appealed consistent with the provisions as stipulated in XXIII, F, herein.

XVII. OTHER PENALTIES

- A. Permission to operate a vehicle on campus may be revoked for a period up to twelve (12) months and the operator will be so notified by the UPTS or UPS whenever:
 - (1) Any person who falsifies or misrepresents information on any UPTS or UPD documents.
 - (2) Any person who lends his/her vehicle to another when latter is not entitled to driving privileges.
 - (3) Any person obliged to register a vehicle does not respond to issued citations.
 - (4) Any person who has demonstrated actions that show a willful disregard for public safety, property, or other criminal or disruptive behavior with another member of the university community.
- B. Any violation not cleared at the end of twenty-one (21) days shall be referred to the University Controller for collection.

XVIII. SETTLING BILL WITH TOWING/IMMOBILIZATION SERVICE

- A. A signed release slip must be obtained from UPTS before any towed vehicle may be reclaimed. The Authorization to Release (*FAM.UPS-6*) will be issued to the registrant/owner/operator after vehicle registration fees and outstanding citation fees are paid at UPTS.
- B. The owner or operator of the towed vehicle must have proper identification, and must pay the towing charges in cash, (or by any other means accepted by the tow firm), to the towing company before reclaiming the vehicle from the towing company. UPTS is not authorized to intercede or void towing costs on behalf of any registrant/owner/operator.
- C. Immobilization release fee payments may be made at the Parking Services Main Office, or the Comptroller's Office, M-F, 8:00 a.m. – 4:00 p.m., between 4:00 p. m. - 8:00 a. m. on weekdays/holidays, payments are to be made at FAMU-DPS by check or money order only.

XIX. SPECIAL EVENTS / MAINTENANCE

- A. UPTS has authority to close streets, lots, and parking spaces to facilitate University special events and to perform necessary road improvements. Contact is

to be made to UPTS within seventy-two (72) hours prior to any planned event in order to receive proper parking permits and assignments.

- B. UPTS is authorized to recover costs incurred in providing special events' coverage. No other department has authority to close any lots without first seeking written permission from the UPTS.
- C. University departments sponsoring or co-sponsoring events, which required parking accommodations, are to notify UPTS of the upcoming event, (workshop, seminar, etc.), Departments are to use Special Events Request (**FAM-UPS-10**). Such notification is to be made in writing to UPTS not less than seventy-two (72) hours prior to the scheduled event. UPTS is not authorized to issue temporary visitor permits. Visitors and official guests are to park in metered spaces or other locations designated by UPTS. UPTS is authorized to charge departments/individuals to recover costs incurred to facilitate the event.
- D. The University Parking Garage, effective Fall 2001, is for University students' use, free of charge, pursuant to adoption/implementation of the Student Parking, Transportation and Access Fee. Nothing, however, precludes the University from designating the garage for non-student use, pursuant to the Fee, during special events, etc.

XX. LOTTERY PROCESS FOR GATED PARKING LOT AREAS

- A. Gated Lots
 - 1. Orr Drive
 - 2. School of Business and Industry – East
 - 3. School of Business and Industry – West
 - 4. Science Research Lab
 - 5. Dyson Pharmacy
- B. Eligibility and Related Information
 - 1. All full-time salaried employees, excluding those who, by employment designation, are entitled to reserved parking, are eligible to participate in the gated lot lottery process.
 - 2. Access to gated parking via lottery participation does *not* guarantee reserved parking availability.
 - 3. All spaces in each gated area will be the same as that for scramble parking lots except that only those employees with authorized gate cards will have access.
 - 4. Gate sales will not exceed 120% of available spaces for each such lot.

5. Access will be permitted to any gated lot. Successful participants will not be assured available parking in lots immediately contiguous to their assigned buildings of employment.
6. Decals will be sold by lottery process. To be eligible for the lottery, an employee's parking fines must at least be paid ten (10) working days prior to the actual lottery date.
7. Should Lottery participation fail to reach maximum capacity, UPTS is authorized to offer all remaining spaces on a first-come, first-served basis.
8. Notification of the first-come, first-served basis process will be posted conspicuously about campus, informing employees of the dates, times and location of registration.

C. Procedures to Participate in Lottery

1. A University-wide memorandum will be disseminated annually by April 1, to all employees. In this memorandum:
 - a. Employees will be informed of the lottery enrollment period.
 - b. Information will be provided regarding eligibility to participate in gated parking lottery process.
 - c. Information regarding the deadline for payment of outstanding fines will be addressed in each such memorandum.
 - d. Information regarding forfeiture procedures will be addressed.

D. Lottery Period

1. Lottery registration dates will be the third week of April of each year. Drawings will be held on the Friday of the week following the lottery registration closing date. The notification/verification list will be posted in conspicuous locations for all gate access authorized users.
2. The appropriate Lottery Registration, (*FAM.UPS-8*) may be picked up from and submitted to the office of University Parking and Transportation Services, Florida A & M University, 2400 Wahnish Way, Tallahassee, Florida 32307.
3. Each lottery participant will maintain a copy of his/her submitted form, along with his/her pre-audited ticket.
 - a. Each three-part form will be sequentially numbered.
 - b. The original (first copy) is completed and deposited into lottery lock box.
 - c. The second original copy is submitted to lottery lock box.

- d. The final copy is maintained by UPTS.
- e. Each application form will be date/time stamped upon receipt.

E. Lottery Notification

- 1. A University-wide committee, appointed by the President or President's designee, will assist UPTS staff in ensuring the integrity of process.
- 2. The University community will be apprised of the date, time and location of drawing.
- 3. Drawing results will be posted conspicuously about campus.
- 4. All "successful awardees" must pay during the ensuing Fall Semester or complete payroll deduction form prior to being issued gate card.

F. Lot Cancellation/Designation

- 1. UPTS reserves the right to cancel or terminate any lot it deems necessary from being a gated lot.
- 2. UPTS may, at its discretion, designate any lot as a gated access lot.
- 3. Any fraudulent use of cards may subject the assigned holder to forfeiting card/lot access.

XXI. MISCELLANEOUS

A. General Information

- 1. All University retired employees, upon request, shall be issued a "RT" permit without charge. However, retirees employed by the University, full-time or part-time, must purchase the appropriate decal.
- 2. Any municipal, state, federal, or private sector employee whose office or primary work station is on the Florida A & M University campus shall pay the appropriate decal fee and shall adhere to provisions of this regulations as any University employee, unless otherwise specified by the President or President's designee.
- 3. Visitors upon payment are issued dated visitor permits for a period not to exceed two (2) weeks, if approved by UPTS. These permits authorize parking in designated areas only. Visitors are authorized to park in metered spaces without a decal or permit.
- 4. Job applicants upon payment are issued temporary parking permits by UPTS, authorizing parking in approved lots only.

5. Construction workers employed by contractors for campus construction are issued parking permits upon payment for parking on or as near to the construction site. Nothing shall preclude the appropriate vendor assessment fee being passed on to the General Contractor and or his/her contracted agents.
6. Employees and students of Florida State University and Tallahassee Community College, who use Florida A & M University facilities, are treated in the same manner as FAMU employees and students. Such non-FAMU employees and students must have the appropriate current decal displayed from their respective institutions.
7. Employees and students who are employed or enrolled at Florida State University (FSU) and/or Tallahassee Community College (TCC) are impacted by these Regulations as follows:
 - a. Florida A & M University does not maintain parking decal/permit reciprocity with either institution.
 - b. Employees (faculty) from FSU/TCC engaged in teaching activities at Florida A & M must obtain from their respective FSU/TCC department head confirmation of their employment status. A copy of such confirmation must be provided to UPTS for each affected semester. Failure to provide documentation to UPTS shall forfeit all appeal rights for citations incurred and shall subject vehicle to immediate immobilization/tow.
 - c. FSU/TCC students/employees, with valid decals, issued by their respective institutions, may park in lots designated for general student/employee parking from 6:30 pm until 6:30 am during weekdays.
 - d. FSU/TCC students/employees who display no decal/permit issued by their respected institution shall not be extended student/employee parking privileges at Florida A & M.
 - e. FSU/TCC employees/students, when parking at Florida A & M, are required to use the parking garage or metered spaces between the hours of 6:30 a.m. to 6:30 p.m., Monday through Friday.
 - f. FSU/TCC students, with dual enrollment at Florida A & M, are entitled to a Florida A & M decal/permit upon payment of the appropriate Student Transportation Access Fee (Fee).
8. Reserved parking permits authorize parking in all employee parking areas. During restricted hours, reserved or other employee decals are not permitted to park in student designated areas. All reserved parking decals, when in violation, are subject to all normal parking citations.
9. The following provisions apply to student registrants enrolled at the University Development Research School (DRS):

- a. Decals/permits shall be issued, upon proper payment, on an annual basis. Decal/permit fees shall be the annual equivalent sum of fees assessed regular students who pay the Student Parking, Transportation and Access Fee.
 - b. DRS students who are dual-enrolled or at (DRS and at Florida A & M) shall be assessed the Student Parking, Transportation and Access Fee for each semester enrolled.
10. The replacement cost for each gate access card is stipulated in Section XXII (22).
 11. Any person who has appealed a traffic citation and fails to appear at the appointed time or fails to duly notify UPTS within forty-eight (48) hours prior to the hearing, forfeits his/her appeal.
 12. Gated lot cardholders are not permitted to purchase decals on a semester basis. All such sales shall be made prior to the beginning (Fall Semester) of each year.
 13. On-campus contractors (i.e., food service, bookstore management) who request reserved parking spaces contiguous to their work sites shall pay the appropriate fee for each such reserved space. UPTS is authorized to limit the number of such space assignments per contractor.

XXII. PARKING DECALS AND FEES

- A. Effective August 1, 2007, all fees for the period(s) specified herein shall be imposed.
- B. Effective August 1, 2008, all fees for the period(s) specified herein shall be imposed.
- C. Effective August 1, 2009, all fees for the period(s) specified herein shall be imposed.
- D. Decal and Fees.

PARKING DECAL PRICES for 2007-2008 and 2008-2009

DECAL TYPE	ANNUAL	SPRING ANNUAL	SUMMER
ARP	\$450.00	\$300.00	\$150.00
ARP-HC	\$450.00	\$300.00	\$150.00
GAT	\$333.75	N/A	N/A
EMP	\$166.25	\$124.68	\$93.51
VEN	\$266.25	\$199.69	\$149.77

REPLACEMENT DECAL - \$15.00
 TEMPORARY DECAL \$3.00 DAILY (not to exceed 28 days w/out authorization)
 VENDOR - \$4.50 DAILY (not to exceed 28 days w/out authorization)

PRICES QUOTED DO NOT INCLUDE APPLICABLE SALES TAX

PARKING DECAL PRICES for 2009-2010 and 2010-2011

DECAL TYPE	ANNUAL	SPRING ANNUAL	SUMMER
ARP	\$500.00	\$335.00	\$165.00
ARP-HC	\$500.00	\$335.00	\$165.00
GAT	\$367.12	N/A	N/A
EMP	\$187.12	\$140.12	\$105.09
VEN	\$292.88	\$219.66	\$164.75

1. Miscellaneous Decals/Fees

2007-2008; 2008-2009; and 2009-2010

- a. Monthly Vendor/Contractor \$25.00
- b. Daily Vendor/Contractor \$4.50
- c. Monthly Permit 20% of decal type based on affiliation
- d. Daily Permit/Non-vendor \$3.00
- e. Replacement gate cards \$25.00
- f. Replacement decal \$15.00
- g. Removal of Immobilization clamp \$55.00
- h. Towing \$75.00 plus cost of citation
- i. Replacement Bus Pass \$ 25.00
- j. Visitor Permit \$ 3.00

- 2. The fees assessed for each type of parking decal described herein are subject to sales tax as mandated by at the State Legislature.
- 3. The University has the authority to adjust parking garage and parking lot fees for special events.
- 4. The University has the authority to install mechanical/electronic parking meters in the garage for patrons' use and to designate all or sections of the garage for reserved or other designated purposes.
- 5. The University also has the authority to adjust tow fees in accordance with local industry standards.

XXIII. STUDENT PARKING, TRANSPORTATION AND ACCESS FEE

- A. Pursuant to Section 1001.75, FS., Florida A & M University proposes adoption and implementation of a Parking, Transportation and Access Fee to be effective Fall 2001. The Fee will be collected as a component part of the registration and

tuition fees and shall be retained by the University and paid into the University Parking and Transportation Fund.

- B. The University is authorized to establish the Fee on any of its branch campuses or centers.
- C. Costs to be charged to each student have been set, as shown herein, for the school year commencing with 2007-2008 and ending 2010-2011.
- D. All student transportation access fees must be recommended by a committee, one-half of whom are students appointed by the Student Government Association President and the remainder of the committee shall be appointed by the University President or designee. The chairperson, appointed jointly by the Student Government Association President and the University President, shall only vote in the case of a tie. The recommendations shall take effect only after approval by the University President, after consultation with the Student Government Association President, with final approval by the University Board of Trustees.
- E. All fee increases, if any, may occur only once each fiscal year and must be implemented beginning with the fall term following the approved fee increase.
- F. Decals issued pursuant to the Fee shall be for the period encompassing Fall, Spring, and Summer.
- G. Each student will pay a Parking, Transportation and Access Fee (Fee) each semester for which the student is enrolled.
- H. The Fee shall be paid by each student regardless of the student's source of funding for enrollment.
- I. Employees of Florida A & M University currently enrolled will be eligible for a transportation access fee waiver or refund if the employee presents proof of having purchased the current appropriate employee decal. Any University employee failing to present such proof for the affected period will be assessed the Fee.
- J. Each student, regardless of having a vehicle on campus, shall pay the Fee. The Fee shall apply to students enrolled in the evening and weekend college if their courses are conducted on campus. The Fee shall not be applicable to students enrolled in continuing education programs that are held in satellite locations.
- K. Freshman residents (in University housing) shall not be permitted to possess and register a vehicle on campus. Freshmen residents violating this provision either intentionally or fraudulently shall be referred to the University Student Disciplinary Officer.
- L. To obtain a decal, each student shall present proof of enrollment, vehicle registration and a photo ID to the Office of University Parking and Transportation Services.

- M. For each semester enrolled, each student shall pay the Fee as stipulated in “O” below.
- N. The Fee authorizes each student to park in the parking garage; park on campus as authorized; and, access all transportation services for no additional fee. Metered parking however, requires payment.

**O. PARKING, TRANSPORTATION AND ACCESS FEE
SCHEDULED RATES**

	2007-2008	2008-2009	2009-2010	2010-2011
FALL	\$50.00	\$55.00	\$60.00	\$65.00
SPRING	\$50.00	\$55.90	\$60.00	\$65.00
SUMMER	\$25.00	\$28.75	\$28.75	\$33.00

XXIV. VIOLATIONS, PENALTIES, AND FINES

- A. Effective August 1, 2007, all violations, penalties and fines for the period(s) specified herein shall be imposed.
- B. Moving violations will be referred to the UPD for enforcement.
- C. Operators of all vehicles are subject to be fined in accordance with the schedule of violation charges as listed in “D”, below.
- D. Violations, Penalties and Fines.

2007-2008 - 2008-2009

1. No Decal	\$ 30.00
2. Decal Improperly Displayed	\$ 20.00
3. Altered/Defaced Decal	\$ 35.00
4. Unauthorized Parking	\$ 35.00
5. False/Improper	\$100.00
6. Overtime Parking	\$ 15.00
7. Parking Out of Assigned Area	\$ 35.00
8. Parking in Restricted Area	\$ 35.00
9. Parking in Reserved Area	\$ 50.00
10. Parking Over Lines	\$ 25.00
11. Parking on Grass	\$ 35.00
12. Parking Facing Traffic	\$ 20.00
13. Parking on Sidewalk	\$ 35.00
14. Parking Obstructing Traffic	\$ 25.00
15. Parking in Service Area	\$ 25.00
16. Parking in No Parking Zone	\$ 20.00
17. Parking While Suspended	\$ 50.00
18. Parking in Handicapped w/o decal	\$250.00
19. Parking in Fire Lane	\$100.00
20. Unauthorized Driving Areas	\$ 15.00

21. Unauthorized Use of Vehicle in Restricted Area	\$ 15.00
22. Late Charge After 5 Working Days	\$ 10.00