

Florida Atlantic University

Regulation 7.003

University Traffic and Parking

(1) AUTHORIZATION.

(a) Any person possessing an operator's license valid in the State of Florida is permitted to operate a properly registered motor vehicle on the campuses of Florida Atlantic University and the Palm Beach Community College-South Campus, collectively referred to as the "campus" or the "University."

(b) The University Police Department and the Traffic and Parking Department and individuals designated by the Traffic and Parking Department, are authorized to enforce this Traffic and Parking regulation. Regulatory signs and traffic control devices have the force and effect of University regulations.

(c) All vehicles driven or parked upon University property are subject to the provisions of this regulation.

(d) This regulation is in effect twenty-four (24) hours of every day of the year.

(e) Any vehicle not parked at a meter must display a valid decal or parking permit.

(2) DEFINITIONS.

(a) Abandoned Vehicle. A vehicle or conveyance which has not been moved in at least thirty (30) days, or has been moved to various spaces on campus because it cannot be driven legally on roadways, has an invalid or expired license tag or is inoperable.

(b) Access Aisle. An access aisle is the area between two (2) disabled accessible parking spaces, or the area adjacent to a disabled accessible parking space that is indicated by diagonal lines. This area allows wheelchair users to enter and exit their vehicles.

(c) Assigned Space. An assigned space is an individual parking space, assigned by the President or designee, to a specific person or department and includes service vehicle spaces. These spaces are reserved twenty-four (24) hours a day, seven (7) days a week.

(d) Card Access Lot. A card access lot is a parking lot in which use is controlled by a key card issued upon payment of a card access fee.

(e) Controlled Access Lot. A controlled access lot is a parking lot that requires a special permit in addition to a valid decal, which is issued upon payment of a controlled access lot fee.

(f) Decal. A decal is a color coded hangtag or sticker affixed to each vehicle, issued by FAU Traffic and Parking Department authorizing parking of a vehicle on campus for a specified length of time.

(g) Disabled Accessible Parking Space. A disabled accessible parking space is a space for use only by an individual with a valid disabled parking permit,

placard or license plate registered in the individual's name.

(h) Faculty. Faculty includes all FAU professors, visiting professors, adjunct professors and instructors.

(i) Immobilized Vehicle. A vehicle that is rendered inoperable by a lawfully attached mechanical device such as a "boot" or clamp device.

(j) Motorcycle. Motorcycle, for the purpose of this regulation, includes motorcycles, motor-driven bicycles, mopeds, motor scooters and other similar motorized vehicles.

(k) Non-University Vehicle. A non-University vehicle is a vehicle not registered with the Traffic and Parking Department.

(l) Permit. A permit is authorization issued by the FAU Traffic and Parking Department for parking a vehicle on campus for a specified length of time. A permit may be issued by parking decal, temporary parking permit or by hangtag.

(m) Staff. Staff includes AMP, SP and Temporary non-student employees.

(n) Student. Student, for the purpose of this regulation, includes full-time, part-time, daytime, evening and weekend FAU students and students of any other institutions leasing land or facilities on any FAU campus.

(o) Lifelong Learning Society Student – for the purpose of this regulation is a non-degree seeking student who is a current member of and is enrolled in the Lifelong Learning Society.

(p) Traffic and Parking Department. Traffic and Parking Department includes other offices designated to conduct business on behalf of the Department.

(q) Transportation Access Fee. All students will be assessed a Transportation Access fee at the time of registration to be paid along with their tuition to support the University's transportation infrastructure and to increase student access to transportation services.

(r) Vehicle. Vehicle includes all automobiles, trucks, motorcycles, mopeds, motor scooters and other similar conveyances including those that are leased or rented.

(s) Visitor. Visitor, for the purposes of this regulation, is a person who is neither a student, faculty or staff member, who is driving a vehicle or parking on campus.

(3) REGISTRATION, FEES AND DECALS.

(a) Registration.

1. Faculty and staff must register all vehicles parked on campus and pay the appropriate registration fee.
2. Students must register all vehicles parked on campus and must pay the Transportation Access Fee as provided in paragraph (3)(b).
3. The owner's current state vehicle registration will be requested at the time of registration.
4. A parking decal will be issued upon payment of the appropriate fee and presentation of the current valid vehicle registration to the Traffic and Parking Department. The issuance of a decal does not

guarantee a parking space.

5. All vehicles parked on campus must be registered with Traffic and Parking and must display a valid decal that is properly affixed to the vehicle.
6. Each individual to whom a decal is issued is responsible for any infraction caused by or citation issued to any vehicle bearing that individual's decal.
7. The registered owner of a non-University vehicle shall be responsible for all on-campus parking violations involving that vehicle.

(b) Fees.

1. Student Transportation Access Fee.

- a. All students are required to pay a Transportation Access fee at the time of registration to be paid along with their tuition. THIS FEE IS NON-REFUNDABLE. A parking decal will be issued to each registered student. The amount of the fee is as follows:

<u>Semester</u>	<u>Fee Per Semester</u>
Fall	\$62.40
Spring	\$62.40
Summer	\$26.00

- b. All Lifelong Learning Society students are required to pay a Transportation Access Fee at the time of Lifelong Learning registration to be paid along with tuition. THIS FEE IS NON-REFUNDABLE. A parking decal will be issued to each registered student. The amount of the fee is as follows:

<u>Semester</u>	<u>Fee Per Semester</u>
Fall	\$15.00
Winter	\$15.00
Spring	\$13.00

2. Registration Fees for Employees and Others.

- a. Parking decals will be issued to staff/faculty and other persons upon payment of the applicable fee.

Classification	Decal Color	Decal Period	Fee (Includes Sales Tax)
Card Access/ Controlled Access Lot	Red	Annual	\$240

Assigned Spaces	Black	Annual	\$625
Faculty (Except Adjuncts)	Red	Annual	\$131
Staff (SP pay grade 21 and above and all AMP)	Red	Annual	\$131
Staff (SP pay grade 16-20)	Red	Annual	\$96
Staff (SP pay grade 15 and below)	Red	Annual	\$57
All Adjuncts (regardless of FTE)	Red	Annual	\$69
Vendors	White	Annual	\$145
Motorcycles	Orange	Annual	No Charge
Non-FAU Students Residing in FAU Housing	Green	Annual	\$126

- b. All employees, except student Temporary employees, are authorized to elect to pay for decals via payroll deduction. The maximum number of payroll deductions shall not exceed six (6).
 - c. Registration Fee Reductions – The following registration fee reductions are authorized to be used in combination with other reductions, but do not apply to temporary parking permits:
 - (i) Fee for employees whose total appointment is halftime or less are one-half of the regular registration fees. A statement, signed by the employee’s immediate supervisor, indicating the employee’s total appointment, is required to qualify an employee for a reduced fee under this provision. This reduction is not available to adjunct professors.
 - (ii) Fees for a second or subsequent faculty or staff vehicle are one-half of the regular registration fee.
 - (iii) Fees for employees whose employment contracts begin after January 1 and before July 30 are one-half of the regular registration fee.
3. Employee/Student Classification – Graduate Assistants and Teaching Assistants are classified as students for the purposes of this regulation. Full time Temporary employees are considered staff for purposes of this regulation, even if they are registered for classes. Part-time (less than 40 hours per week) Temporary employees who are registered for classes are considered students for purposes of this regulation.

4. Continuing Education/Open University Students – Open University & Continuing Education students must display a valid parking permit authorized by the Traffic and Parking Department at all times while parked on all FAU campuses. Open University & Continuing Education Students registering for courses seven (7) weeks or greater in duration are required to pay the Transportation Access Fee. Open University & Continuing Education students registering for courses that are less than (7) weeks in duration, are not required to pay the Transportation Access Fee, but are required to display a parking hangtag. Such students may obtain hangtags from the Open University & Continuing Education office. The office of Open University & Continuing Education will pay a fee of \$2 per hangtag to the Traffic and Parking Department prior to the issuance of the hangtags.
5. Palm Beach Community College – South Campus students who reside in FAU apartments or residence halls must register all vehicles at the FAU Traffic and Parking Department and pay the appropriate registration fee.
6. Outside Contractors – An outside contractor or an employee of an outside contractor working on an FAU campus, such as a cafeteria, bookstore, bank, copy services, mail center, health services or maintenance worker, is considered to be a staff employee for purposes of this regulation. However, if any such person is also a full-time registered student, the student category is applicable to such person.
7. Volunteers – When requested by a department within the University, an invited guest lecturer or any person who teaches without remuneration or any volunteer who provides services to the University will be issued appropriate parking decals or permits free of charge as long as appropriate documentation is provided to the Traffic and Parking Department.
8. Vendors, Service Persons – A vendor or any other service person who frequently parks on campus must pay the appropriate registration fee and display a valid temporary parking permit.
9. Others Parking on FAU Campuses – Others who park on FAU campuses may purchase a valid temporary parking permit for a fee of \$2.00 a day, \$5.00 a week or \$15.00 a month.

(4) DECALS AND PARKING PERMITS.

(a) Decals.

1. A parking decal is issued for use on any vehicle.
2. The decal must be affixed outside the vehicle, on the driver's side rear window. The entire decal must be displayed unaltered. The decal must be visible at all times while the registered vehicle is parked on campus. Decals may not be affixed by means other than the adhesive of the decal. A vehicle with a decal not affixed in accordance with this regulation will be cited and fined for improper display.
3. The decal must be removed from the vehicle upon sale or other disposition of the vehicle or when the decal holder leaves the University upon graduation, termination of employment, relocation from a residence hall to an off-campus residence, or any other change in status that affects parking privileges.
4. Lost, misplaced, defaced or stolen decals must be reported immediately to the Traffic and Parking Department and replaced. A decal reported lost which is later found, must be turned in to the Traffic and Parking Department. The fee for a replacement decal is \$15.00. However, a free replacement decal will be issued where proof of purchase of the original decal is submitted together with the following documentation:
 - (i) For a stolen decal – a signed stolen decal report filed with the Traffic and Parking Department;
 - (ii) For a stolen vehicle – presentation of a police report or insurance verification;
 - (iii) Totally destroyed vehicles – presentation of insurance claim that the vehicle has been deemed “totaled.”
5. Any individual who has any unpaid FAU Traffic and Parking citations will not be permitted to register his or her vehicle or receive a parking decal until all outstanding fines are paid. However, an individual whose only citation(s) is pending appeal and where the appeal(s) is timely, will be permitted to purchase a temporary parking permit during the appeal process.
6. Reproducing or defacing a decal or temporary hangtag is prohibited. An individual using a decal that has been reproduced, altered or defaced, in violation of this regulation, or which has been reported lost or stolen, will be referred to law enforcement authorities. If the individual is a student, he or she will also be referred to the Dean of Students for disciplinary action. If the individual is an employee, he or she will also be referred to the appropriate Vice President for disciplinary action. In addition, the individual will be subject to a fine of \$100.00 and the vehicle to which the decal was affixed will be immobilized or towed and stored at the owner's expense.

(b) Temporary Parking Permits.

1. Issuance. Temporary parking permits will be issued by the Traffic

and Parking Department. Temporary parking permits are available during regular business hours from the Traffic and Parking Department and from the University Police Department after regular business hours and on weekends. Temporary parking permits are valid only for the dates indicated on the front of the permit.

2. Non-decal Holders. Upon request, a non-decal holder will be issued one (1) temporary parking permit without a fee valid up to three (3) days each semester.
3. Decal Holders. Upon request, a decal holder will be issued up to three (3) temporary parking permits without a fee for a maximum of five (5) consecutive days each semester. Upon request, a decal holder whose vehicle is being repaired or was stolen will be issued a temporary parking permit without a fee for a maximum of 28 consecutive days.
4. Purchase of Temporary Permits. Temporary permits can be purchased from the Traffic and Parking Department at the rate of \$2.00 per day, \$5.00 per week or \$15.00 per month (28 days). No temporary permit will be issued for more than twenty-eight (28) consecutive days except as provided in subparagraph (4)(b)(5).
5. Construction Contractors. Construction contractors, working on University construction projects, which require a parking permit for more than twenty-eight (28) days, will only be issued a permit in excess of twenty-eight (28) days if the need has been verified by the University Architect or designee.
6. Visitors. All visitors to the campus must obtain temporary parking permits to park anywhere on campus other than at a meter or reserved spaces.
7. Improper Use. Improper use of a permit will result in revocation of the permit and parking privileges.

(5) RULES FOR PARKING AND OPERATION OF VEHICLES ON CAMPUS.

(a) Rules for Parking.

1. Parking.

- a. The registered owner or operator of a vehicle assumes all liability for parking on University property.
- b. All vehicles without valid decals or parking permits must park at parking meters and pay the appropriate fees.
- c. Parking at the University is regulated and controlled by designated decals and permits. Each vehicle owned or operated by a student or employee must have a valid decal or parking permit to park anywhere on campus other than at a meter.
- d. Vehicles must park in appropriately designated lots with valid decals as follows:

Decal Designation	Permitted to Park
Faculty/Staff	Faculty/Staff Lot or “All Decal Lot”
Commuter Student	“All Decal Lot”
Resident Student	Resident Students Lot or “All Decal Lot”
Board of Trustees	Any Lot or Metered Space

- e. Between the hours of 7:00 a.m. and 4:00 p.m. all vehicles, except those covered in subparagraph (5)(a)(2), must park in appropriate designated lots, unless posted otherwise. After 4:00 p.m. and before 7:00 a.m. on weekdays and anytime on weekends, vehicles with valid decals may park in any lot unless posted otherwise.
- f. Unless otherwise posted, parking meters are in effect 24 hours a day, seven days a week.
- g. The fee for use of metered parking is set on a sliding scale. Fees shall be based upon demand for use. The maximum hourly fee shall not exceed \$2.00.
- h. Parking violators will be issued a citation and subject to a fine as prescribed in these regulations as follows:
 - (i) Parking on grass, a sidewalk, a crosswalk, a loading zone, a fire lane, a street, unimproved land or any other “no parking” area is prohibited. Violators will be subject to a fine of \$25.00.
 - (ii) A parked vehicle failing to display a valid parking decal or permit will be subject to a fine of \$15.00.
 - (iii) A vehicle that is parked in a lot designated for a decal other than the type of the decal affixed to the vehicle will be fined \$25.00.
 - (iv) Overtime parking at a meter is subject to a fine of \$25.00 per incident except as provided in subparagraph (5)(a)(2).
 - (v) Overnight parking on campus for the purpose of sleeping in a vehicle or using it as living accommodations is prohibited.
 - (vi) Motorcycles must be parked in areas designated for motorcycle parking. Bicycles must park in bike racks only. Violators will be subject to a fine of \$25.00.
 - (vii) Repairing any vehicle on campus is prohibited, except in an emergency. The emergency must be reported to the University Police Department prior to the repair being made.
 - (viii) Parking of a trailer, boat, camper, large van, airplane or commercial truck (except construction vehicles with FAU permits) is prohibited.
 - (ix) Vehicles may not be abandoned on campus. The

registered owner of an abandoned vehicle will be notified by certified mail that his or her vehicle has been deemed abandoned by the Traffic and Parking Department. An abandoned vehicle not removed within ten(10) days of the date of the notification shall be towed and stored at the owner's expense.

(x) Any parked vehicle creating a hazard, a nuisance or an impediment to traffic flow.

(xi) shall be subject to a fine of \$25.00 and will be towed and stored at the owner's expense. (xi) All vehicles must be parked in one marked space only or will be subject to a fine of \$25.00. White, blue or red painted lines or concrete bumpers identify a parking space.

2. Disabled Accessible Parking.

- a. Any student or employee with a valid decal, who properly displays a valid state disabled parking permit, placard or license plate that is registered to the student or employee using the vehicle, may park in any disabled accessible parking space. Such individuals may park in any parking space in any lot except in assigned spaces, service vehicle spaces, or in card access or controlled access lots. Such individuals may also park free in metered spaces for up to four (4) hours.
- b. A student or employee with a temporary physical disability may obtain a temporary disabled parking permit from FAU by submitting certification from his or her treating physician. The certification must be issued on the physician's official letterhead stationery and must be dated no earlier than ten (10) calendar days before submission to the Traffic and Parking Department. The treating physician must certify that the temporary disabled parking permit is medically necessary and the length of time it is needed. FAU temporary disabled parking permits will be issued for up to thirty (30) days. A properly displayed valid temporary disabled parking permit or placard entitles an individual to park as indicated in sub-subparagraph (5)(a)(2)(a).
- c. Any vehicle parked in a disabled accessible parking space without a valid disabled parking permit, placard or license plate will be issued a \$250.00 fine.
- d. An individual fined under the provisions of sub-subparagraph (5)(a)(2)(c). to whom a disabled parking placard was issued prior to the date of the citation, can request that the fine be reduced from \$250.00 to \$15.00 for failure to display the placard. The request must be submitted to the Traffic and Parking Department within fifteen (15) calendar days of the date of the citation along with the valid placard and proof that

the placard was registered in the individual's name and was valid on the date the citation was issued.

- e. A student or employee to whom a disabled parking placard is issued who fails to display the placard when parked in a lot designated other than the designation of the decal affixed to his or her vehicle, will be fined \$15.00. Proof of ownership of the disabled placard must be provided to the Traffic and Parking Department within 14 calendar days of issuance of the citation.
- f. No vehicles may park in a disabled accessible access aisle, even those displaying a valid disabled parking permit, placard or license plate. Vehicles parked in a disabled accessible access aisle will be fined \$250.00 and will be towed and stored at the owner's expense.
- g. The owner or operator of any vehicle found displaying a disabled parking permit, placard or license plate not registered to the individual using the vehicle and parked in a disabled accessible parking space will be issued a \$250.00 fine and the vehicle will be towed and stored at the owner's expense.

3. Garage Parking.

- a. A current FAU parking decal is required to park in the garage. Visitors using the garage must park at metered spaces only.
- b. All vehicles must adhere to posted signage.
- c. Event visitors may park in the garage at the rates established for the event, which shall not exceed \$10.00.

(b) Rules for Operation of Vehicles on Campus.

- 1. All vehicle operators must comply with all State of Florida traffic laws and comply with ordinances of adjacent municipalities which are not inconsistent with this regulation.
- 2. The maximum speed limit on any street on all FAU campuses is twenty-five (25) miles per hour, unless otherwise posted.
- 3. The maximum speed limit in parking lots is ten (10) miles per hour, unless otherwise posted.
- 4. Pedestrians always have the right-of-way.
- 5. All traffic signs must be fully obeyed. A vehicle must be brought to a complete stop before proceeding past any stop sign.
- 6. Driving or operating any vehicle on campus is restricted to streets and drives designed for vehicular traffic.
- 7. Only bicycles shall be operated on pathways specifically marked for bicycle use.

(6) FINES, PENALTIES AND RELATED FEES.

(a) Fines.

1. Any person in violation of any State of Florida traffic law shall be subject to the applicable state fines.
2. An individual charged with an infraction must either pay the prescribed fee or appeal the citation within 14 calendar days of issuance of the citation. If payment of the fine is not received in the Traffic and Parking Department within fourteen (14) days, a \$25.00 late fee will be imposed.
3. Any student with an unpaid parking or other citation will not be permitted to register for classes nor receive a transcript of academic achievement, grades or a diploma until all fines and fees are paid in full.

(b) Fines and Fees.

1. Fines and Fees Schedule.

Violation	Fines
No decal or decal improperly displayed	\$25
Failure to display a valid decal	\$15
Parking out of assigned area	\$25
Parking in reserved space	\$50
Parking in service vehicle space	\$35
Overtime Meter	\$25
Hazardous Parking	\$25
Parking in disabled access aisle	\$250
Parking in disabled accessible space without valid parking placard	\$250
Failure to display valid disabled parking placard registered to vehicle user	\$25
Defaced decal/hangtag/stolen decal	\$100
Replacement Decal	\$15
Administrative Fees (refund)	\$25
Administrative collection fees	\$25
Inappropriate parking of motorcycle or bicycle	\$25
All other violations (except otherwise noted in this regulation	\$25
Late Fees	\$25
Overnight parking in the Garage	\$25
Tow Fee	\$50
Boot Fee	\$75
Parking over lines or doubled parked	\$25
Parking on grass/sidewalk/crosswalk	\$25
Parking in wrong direction	\$25
Parking in fire lane	\$50

2. Fines and Fees Information.

- a. If a vehicle accumulates three (3) unpaid parking violations, regardless of type, the vehicle will be

- immobilized or towed and stored at the owner's expense.
- b. All towing and storage authorized under this regulation will be done at the registered owner or operator's expense. Charges for towing or storage may vary according to type of vehicle, type of equipment needed and costs charged by towing or storage companies. Immobilized, towed or stored vehicles will be released when all unpaid fines and fees have been paid to the University.
- c. Payment of fines and fees shall be made by cash, check, money order or credit card.

(7) TRAFFIC COMMITTEES AND PARKING VIOLATIONS APPEAL BOARD.

(a) The Parking Violations Appeal Board, referred to as the "Board" for purposes of this regulation, is established by the President of the University to serve as an advisory group to the Traffic and Parking Department. The Board is composed of seven (7) members: two (2) faculty, three (3) staff members from the University community, two (2) students and two (2) alternates. The Director of the University Police Department or designee will act as advisor to the Board. The Board must establish a quorum to hear appeals. A quorum shall be defined as a minimum of five (5) members of the Parking Violations Appeal Board.

(b) The Parking Violations Review Committee, referred to as the "Committee" for purposes for this regulation, is composed of the Assistant Director of Traffic and Parking, the Operations Manager of Traffic and Parking and the Chief of Police or designee, who sit as an appellate body. The Committee will meet as often as necessary to discharge its duties. A majority of voting members present will be required to render decisions and take action.

(c) The Director of the Traffic and Parking Department and the Parking Violations Appeal Board are both designated as University Traffic Authorities to hear violations of parking regulations. In carrying out its duties, either University Traffic Authority may sustain or dismiss charges and, in its discretion, impose appropriate penalties and fees.

(8) APPEALING A CITATION.

(a) First appeals are completed online through an interactive form after the individual has logged into their Traffic and Parking account. This appeal must be submitted within 14 calendar days of issuance of the citation. Lack of knowledge of Traffic and Parking rules is not an acceptable basis on which to appeal a citation. The Director of the Traffic and Parking Department will review the documentation submitted and make a determination on the appeal within fifteen (15) days. The individual will be notified in writing of the Director's decision. If the citation is sustained, the fine must be paid within 14 days of the

date of the Director's decision, unless a final appeal is timely filed.

(b) A final appeal of the citation may be made by requesting a hearing before the Parking Violations Appeal Board. This final appeal of a citation is submitted through an interactive online form after the individual has logged into their Traffic and Parking account. This appeal must be submitted within fourteen (14) calendar days of the Director's decision. The documentation that was reviewed by the Director will be forwarded to the Board, however the Board will make a new determination of the case. The individual appealing the citation may indicate on the form an intention to be present at the Hearing. The individual will be notified of the date, time, and location of the hearing and may present evidence. The individual will be notified in writing of the decision of the Board. If the citation is sustained, the fine must be paid within 14 calendar days of the Board's decision. The decision of the Board is final; no further appeals are permitted.

Specific Authority: Florida Board of Governors Resolution dated January 7, 2003. History: Formerly 6C5-4.03, 6C5-7.004, Amended- 10-11-75, 5-24-76, 10-11-77, 8-23-79, 11-10-82, 8-17-83, 11-11-87, 7-19-89, 8-25-90, 9-8-93, 12-10-95, 8-24-98, 8-11-2001, 7-10-2003, 6-30-2007, 7-22-09.