



# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## **Motor Vehicle Rules and Regulations**

August 2017

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## **A. AUTHORITY**

These regulations are established under the authority vested by The Board of Trustees of The University of Alabama in accordance with state law. By virtue of the powers granted to The Board of Trustees by the Constitution, The Board of Trustees has the authority to adopt and promulgate reasonable rules and regulations for the management and governance of the institutions. Those powers may be delegated to various University officials for the governance of University affairs, Ref: Alabama-Code §16-47-2, 34 (1975).

## **B. RESPONSIBILITY OF MOTOR VEHICLE OPERATORS**

The responsibility for obtaining knowledge of all state motor vehicle laws and regulations in force rests with each motor vehicle operator. Students, faculty, and staff are expected to be familiar with and abide by the State of Alabama rules of the road. Furthermore, it is the responsibility of those who choose to drive and park on the campus of UAH to read and fully understand these regulations. Vehicles found in violation may be cited, impounded, and operators fined.

It is the responsibility of all individuals who operate or maintain vehicles on the UAH campus to be aware of the regulations expressed herein and to abide by them. The action of any individual operating a vehicle on campus is deemed to be conclusive evidence of his or her acceptance of these regulations and willingness to abide by them.

All rules and regulations are in effect 24 hours a day, 7 days a week unless otherwise indicated. Lack of knowledge of parking regulations will not be accepted as grounds for dismissing citations. Furthermore, being unfamiliar with the rules, having the inability to find a parking space, or lack of time to search for a space are not acceptable excuses for violating a parking regulation.

The fact that a citation was not issued when a vehicle is illegally or improperly parked does not mean or imply that the regulations or laws are no longer in effect.

## **C. GENERAL REGULATIONS**

1. All students and employees, (\*including part-time staff, adjunct faculty or instructors, temporary and contract employees including those hired through UAH or hired through a temporary employment agency), and others who operate and park a motor vehicle on the campus are required to obtain, and properly display on their vehicle either a current UAH vehicle parking permit or a temporary parking permit issued by the UAH Parking Management Office. This requirement also applies to persons or organizations that rent, lease, or use office space, labs, or other University facilities on University property and park a personally-owned or company-owned vehicle on campus.

\*Part-time staff, adjunct faculty or instructors, and temporary and contract employees must pay parking fees in person at the UAH Parking Management Office, located on the first level of the Intermodal Facility (IMF), Monday-Friday from 8:30 a.m. until 5:00 p.m.

**WARNING:** If at any time it is determined that a student or employee (full-time, part-time, temporary, contract, etc.) is parking a motor vehicle on the campus without paying the appropriate parking fee, the full academic year parking fee (\$120.00) will be applied to

**his/her individual student account or collected from the employee following the Indebtedness and Collection Policy.**

2. Visitors parking vehicles on University property must obtain and have a UAH issued visitor's permit/hangtag properly displayed on their vehicle's rear view mirror. Visitor parking permits can be obtained at the UAH Parking Management Office - Police Department at any time or from their host department's office.
3. Parking is authorized inside marked spaces delineated by white painted lines. Parking anywhere else is prohibited unless advance permission is granted by the UAH Police Department to park elsewhere for special circumstances, (loading/unloading, passenger pickup, vehicle break down, etc.). Contact UAH Police at 256-824-6596 for information and permission requests. Drivers are responsible for notifying the police department in advance to receive permission to park in areas not normally designated for parking. No other person may grant permission to park in violation of these regulations for any reason or at time.
4. The speed limit inside campus parking lots and parking structures is 10 MPH.
5. The speed limit on campus streets is 25 MPH and is enforced by radar.
6. Vehicles parked on University property must be maintained in mechanically operational condition, display a valid and current license plate, and display a current parking permit. Vehicles that are disabled or not drivable must be removed from the campus within 72 hours or may be towed at the owner's expense.
7. Making major mechanical repairs to a vehicle while on University property is prohibited. Disabled vehicles must be removed. Vehicles that are under repair on campus will be towed and impounded at the owner's expense.
8. The parking of buses, motor homes, trailers, and like vehicles is prohibited on campus grounds unless approved by the Chief of Police. An exemption for an authorized event may be requested through the UAH Parking Management Office. UAH Police will assign a designated parking location if the request is approved.
9. The perceived lack of convenient parking is **NEVER** an excuse for violating any parking regulation.

**D. PARKING FEES, VEHICLE REGISTRATION, AND PERMITS**

1. It is recommended to bypass long waiting lines, that employees and students pay their parking fee and register their motor vehicle(s) early by going online to <http://my.uah.edu>. Permits may then be picked up at the UAH Parking Management Office, located in the Intermodal Facility, Monday – Friday from 8:30 a.m. until 5:00 p.m. Those registering on line early can opt to have their permit(s) mailed via the U.S. Postal Service to any U.S. address up to one week in advance of the fall semester start date. Otherwise, the permit will be held for pick up at the Parking Management Office. Individuals may also pay the parking fee and register their vehicle(s) in person at the UAH Parking Management Office during normal business hours. Please be sure to have your vehicle make, model, color, and license plate number before arrival.

2. Permits issued in the fall are valid from September 1 through August 31. Permits for passenger cars and trucks are in the form of a hangtag. Permits for motorcycles/mopeds and bicycles will come in the form of a decal with an adhesive backing.
3. Parking Fee Schedule – Applies for the first permit and all additional permits.
  - a. Students
    - \$120.00 for each permit for the academic year beginning in the fall.
    - \$80.00 for each permit for students entering for the first time in the spring of an academic year.
    - \$40.00 for each permit for students entering for the first time in the summer of an academic year.
  - b. Employees
    - \$120.00 for each permit for the academic year beginning in the fall.
    - \$80.00 for each permit for faculty and staff beginning employment in the spring of an academic year.
    - \$40.00 for each permit for faculty and staff beginning employment in the summer of an academic year.
  - c. Motorcycles and Mopeds
    - \$60.00 for each permit for the academic year beginning in the fall.
    - \$40.00 for each permit for students entering for the first time or faculty and staff beginning employment in the spring of an academic year.
    - \$20.00 for each permit for each permit for students entering for the first time or faculty and staff beginning employment in the summer of an academic year.
4. Parking fees for students only may be refunded if the permit is returned to the UAH Parking Management Office, during hours of operation on or before the add/drop date of the semester/summer term purchased. No requests for refunds will be granted after this date.
5. Permits must be picked up at the UAH Parking Management Office or may be mailed if the order is placed at least one week prior to the first day of class for the fall semester.
6. Hangtags must be displayed facing outward from the rearview mirror and clearly visible from the outside of the vehicle through the windshield. Operators of vehicles with no rear view mirror must place the hangtag on the dash facing up where it can be clearly observed by a parking enforcement officer. Remove any hangtag from the rearview mirror before placing the vehicle in motion.
7. Motor vehicle operators are responsible for paying any fine associated with a parking citation issued to their permit.
8. A permit may be transferred from vehicle to vehicle in cases where the owner possess multiple vehicles, rents a vehicle temporarily, or borrows a car. However, it may only be used by the individual to whom it was issued.
9. Lost or stolen permits will be replaced at full cost unless one of two items is presented to the UAH Parking Management Office:

- a. A police report showing the vehicle was forcibly entered into illegally, or in the case of a motorcycle or moped the decal was stolen or;
- b. An official document from an insurance company stating the registered vehicle was a total loss along with the contents contained within the vehicle, including the hangtag or a decal if the vehicle is a motorcycle or moped.

## E. PARKING ZONES

Zone Parking is enforced Monday – Friday from 7:30 a.m. until 5:30 p.m. During this time, vehicle operators are only authorized to park, according to their permit classification, in those zones described below:

- a. Commuter/Non-Affiliated
  - i. Permitted to park in a “Commuter and Faculty/Staff” only zone and any “UAH Permit” zone.
  - ii. [Hyperlink to map of Commuter and Faculty/Staff zones](#)
- b. Resident
  - i. Permitted to park in their designated “Resident” only zone and any “UAH Permit” zone.
  - ii. [Hyperlink to map of Resident zones](#)
- c. Faculty/Staff
  - i. Permitted to park in any designated “Faculty/Staff” only zone, “Commuter and Faculty/Staff” only zone and any “UAH Permit” zone.
  - ii. [Hyperlink to map of Faculty/Staff zones](#)
- d. Army Corps of Engineers
  - i. Permitted to park in the “Corps of Engineers” zone at the Bevill Center Hotel and any “UAH Permit” zone. Lunchtime diners and guests of the Bevill Center Hotel must park in the Bevill Center Hotel lot or across Sparkman Dr. in the Executive Plaza lots in spaces not designated “Executive Plaza Tenant.”
  - ii. [Hyperlink to map of Corps of Engineers zone](#)
- e. Executive Plaza
  - i. Permitted to park in zones restricted to “Executive Plaza Tenant” only and any “UAH Permit” zone.
  - ii. [Hyperlink to map of Executive Plaza Tenant zones](#)
- f. NASA
  - i. Permitted to park in a “Commuter and Faculty/Staff” only zone and any “UAH Permit” zone.
  - ii. [Hyperlink to map of NASA zones](#)
- g. NWS
  - i. Permitted to park in a “Commuter and Faculty/Staff” only zone and any “UAH Permit” zone.
  - ii. [Hyperlink to map of NWS zones](#)

- h. The University Fitness Center (Non-Affiliated Members)
  - i. Permitted to park in the north side of the parking lot in front of the UFC along John Wright Dr. nearest Holmes Ave. and the surface lot located behind the UFC.
  - ii. Overflow parking is permitted on the bottom level and first ramp of the Intermodal Facility and any “UAH Permit” zone.
  - iii. [Hyperlink to map of UFC zones](#)
- i. Alumni
  - i. Permitted to in “Commuter and Faculty/Staff” only zones and any “UAH Permit” zone.
  - ii. [Hyperlink to map of Commuter and Faculty/Staff zones](#)
- j. Retiree
  - i. Permitted to park in any designated “Faculty/Staff” only zone, “Commuter and Faculty/Staff” only zone and any “UAH Permit” zone.
  - ii. [Hyperlink to map of Retiree zones](#)

## F. PARKING RESTRICTIONS

1. All areas not specifically designated for parking by signs, striping, bumper blocks, or other devices are No Parking Zones. Vehicles parked in a manner that is deemed to be unsafe or an impediment to traffic flow will be considered in violation and subject to towing at the owner’s expense.
2. Parking is prohibited curbside to a street, parking lot or driveway, on sidewalks, in a dumpster area, in front of a driveway, within an intersection, within 15 feet of a fire hydrant, on a pedestrian crosswalk, on grass or other surfaces not designated for parking, or in any roadway or traffic lane.
3. A campus area that has been closed off by barricades, traffic cones, caution tape or other traffic control devices, including signs, may not be entered by any vehicle unless specifically authorized by the UAH Police Department.
4. Parking in more than one space (double parking) is prohibited.
5. Only motorcycles and mopeds may park in spaces designated by signs indicating motorcycle parking.

The UAH Police Department may suspend parking enforcement, preempt the use of, and/or close, any parking area preceding special events.

## G. SPECIAL AREAS DEFINED

1. **Service Vehicle Parking** is designated for vehicles displaying a state vehicle license plate or a vehicle that has been registered with the UAH Parking Management Office as a service vehicle and displays a service vehicle parking permit. Service vehicle parking is enforced Monday – Friday from 6:00 a.m. until midnight.
2. **Twenty-Minute Timed Parking** spaces are enforced Monday – Friday, 8:00 a.m. to 5:00 p.m.\* No special permit is required for their use. These “short-term” spaces are available for anyone who needs to run quick errands, grab a snack, load, unload, pickup, and make convenient deliveries.

\*NOTICE: Twenty-minute parking spaces in/around Southeast Campus Housing, Frank Franz Hall, Central Campus Residence Hall, and Charger Village are enforced 7 days a week, 24 hours a day.

3. **Visitor Parking** spaces are established for the exclusive use of non-affiliated university visitors Monday – Friday, 8:00 a.m. to 5:00 p.m.\* UAH students and employees may not use them during these times with one exception: Anyone with a handicapped permit properly issued to them may park in any visitor space for an indefinite period of time provided all available handicap parking spaces within the lot are occupied.

\*NOTICE: Visitor parking spaces in/around Southeast Campus Housing, Frank Franz Hall, Central Campus Residence Hall, and Charger Village have a one-hour limit and are restricted 7 days per week, 24 hours a day.

4. **Loading Zones** are reserved exclusively for vendor and service vehicles. Temporary permission to use these spaces can be obtained by calling the UAH Police Department at (256) 824-6596 prior to usage. A twenty-minute time limit will be imposed for personal vehicles during peak periods of usage.
5. **Reserved Visitor Parking** These spaces are designated by electronic signs that will either display the name of the person for whom the space is reserved or any non-affiliated visitor or guest of the University. Employees and students are prohibited from parking in these spaces while the signs are illuminated.
6. **Handicapped Parking** spaces are provided near each building and require a government-issued handicapped placard, hangtag, or license plate or a temporary University disabled person's placard. Handicapped hangtags must be displayed from the rear view mirror accordingly and in plain view. When used in conjunction with a UAH parking hangtag, the driver must place the parking hangtag on the vehicle dash facing up and clearly visible to enforcement officers.
7. **Alternative Fuel Spaces and Charging Stations** are available to accommodate any vehicle that is classified as using alternative fuels (other than gasoline or diesel) or is electric and is required to be plugged into a charging port. All other vehicles are prohibited from using these spaces.
8. **Motorcycle/Moped Parking Exception** Motorcyclists and moped riders may park in their applicable zone using any legal space or space designated for motorcycles only. While in the Intermodal Facility, motorcycles/mopeds may use the white stripped areas located at the end of the parking lanes. Motorcycles and mopeds should be parked well inside the painted areas in such a way as not to obstruct other motor vehicle operators from safely making turns from one parking space row to another.

## H. VIOLATIONS

1. Violations of any of the motor vehicle regulations generally result in the issuance of a citation.
2. A citation is not eligible for appeal for any employee or student who has not paid his/her parking fees or after 14 calendar days have expired from the date of citation issuance.

3. Vehicles parked illegally or improperly may be towed and impounded at the owner's expense.
4. Serious moving violations that endanger life or property, such as attempting to flee from police, reckless driving, or driving under the influence may result in the arrest of the vehicle operator.

## I. PENALTIES

1. Fine amounts:
  - a. No permit displayed: \$50
  - b. Failure to pay parking fee: \$50 plus full payment of the parking fee (\$120)
  - c. Parking out of zone: \$50
  - d. Curbside parking or parking in a non-designated space: \$50
  - e. Overtime parking: \$50
  - f. Parking illegally in a Service Vehicle Space: \$50
  - g. Minor moving violations: \$75
  - h. Illegal Use of a handicapped space: \$100
  - i. Fraudulent use of permit: \$100
  - j. Display/use of altered permit: \$100
  - k. Possession/use of lost or stolen permit: \$300
  - l. Use/possession of a counterfeit parking permit: \$300
2. Failure to acknowledge the violator's copy of the citation after it has been placed on the vehicle will not be grounds for voiding a citation.
3. Violators are liable for each citation issued. Filing an appeal on one citation does not automatically shield the violator from any later citations received for the same type of offense.
4. **Students:** All unpaid fines and fees incurred by a student are required to be paid in full to The University of Alabama in Huntsville. A financial hold is applied if a student has any delinquent financial obligation during a subsequent term.
5. **Faculty/Staff:** All unpaid fines will be collected from the employee following the Indebtedness and Collection Policy.

## J. APPEALING A CITATION

1. Employees and students may appeal citations for violations of UAH Motor Vehicle Rules and Regulations as long as they have paid the appropriate parking fee before the citation was issued. Employees and students who have not paid for parking on campus during the current academic year before the citation was issued are not eligible to appeal a citation.
2. An Appeal Request Form may be completed online at <http://my.uah.edu>, or in person at the UAH Police Department/Parking Management Office, and must be received by that office within **fourteen calendar days** after the citation was issued. If the appeal is denied, the fine will be charged to the student's account; unpaid Faculty/Staff fines will be collected from the employee following the Indebtedness and Collection Policy.



3. The decision of the Student Traffic Appeals Committee and the Faculty/Staff Traffic Appeals Board is final.

These regulations supersede all those previously published, become effective September 1, 2017 and are subject to change at any time.

## **K. SPECIAL EVENT PARKING**

Parking inside the interior of the John Wright and Ben Graves loop is typically restricted to individuals with a UAH Permit. Student groups or departments planning to conduct meetings, workshops, conferences, or special events, to which persons from off campus will be invited, should contact the UAH Police Department Parking Management Office at 256-824-6596, at least **one month** in advance of an event. It's important that departments do this **BEFORE** sending out invitations or advertising an event because parking resources may not be available. Availability to reserve on campus parking for events is not guaranteed. Every effort will be made to accommodate requests. However, university affiliated parking customer rights and accommodations take priority.

On Monday - Friday from 7:30 am – 5:30 pm, while classes are in session, events with fewer than 30 guests may be provided parking in assigned lots. Events with 31 or more guests may be assigned to satellite parking lots. It is recommended event planners arrange for a shuttle service to transport guest to and from satellite parking lots to the event venue.

During the week if classes are **NOT** in session group parking can normally be accommodated in “Commuter and Faculty/Staff” lots located around campus. The UAH Parking Management Office will determine availability and assign lots based on expected attendance and other planned events.

On the weekends and holidays, parking is generally more available everywhere on campus. Coordination with the UAH Parking Management Office is still required.

Only the UAH Chief of Police may authorize the closure of a University parking lot or street for a special event that will cause the displacement of students and employees from parking in their approved zoned lots or re-routing of regular traffic flow.

Social events in the IMF are prohibited.

### Legal Notices:

*The University of Alabama in Huntsville is an equal opportunity/affirmative action institution and does not discriminate with respect to race, color, religion, sex, age, national origin, or handicap status in any educational program*

*The University of Alabama in Huntsville publishes an Annual Security Report and Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)). These reports are available online at <http://safety.uah.edu>. These reports provide information concerning crimes reported to university officials and other important information You may request a written copy of the report by contacting The University of Alabama in Huntsville Police Department at (256) 824-6596 or by mailing a request to: The University of Alabama in Huntsville Police Department 301 Sparkman Drive, IMF Huntsville, AL 35899*