

## **A. AUTHORITY**

These regulations are established under the authority vested by the Board of Trustees 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 institution. Those powers may be delegated to various University officials for the governance of students and the administration 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, fined, and impounded.

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was not issued when a vehicle is illegally or improperly parked does not mean or imply that the regulations or laws are no longer in effect.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 pay for the privilege, and properly display on their vehicle either a current UAH vehicle parking permit or a temporary parking permit issued by the UAH Police Department's 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, temporary, adjunct faculty or instructors, and contract employees must pay parking fees in person at the Parking Management Office 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 deducted from the employee's salary as applicable.**

2. Parking Permits are valid for a one-year period from September 1, 2016, through August 31, 2017.
3. Employees and students are only allowed to obtain permits for direct family members.
4. Employees and students are responsible for paying any parking citation issued to their vehicle.
5. Employees and students are responsible for ensuring that all individuals who drive their vehicles are aware of and follow the rules and regulations.
6. Parking is only authorized in legally marked spaces inside campus parking lots unless permission is granted in advance by the UAH Police Department to park elsewhere.
7. Alabama state law requires drivers of motor vehicles to yield to pedestrians in cross walks.
8. The speed limit on campus streets is 25 MPH and is enforced by radar.
9. The speed limit in campus parking lots and parking structures is 10 MPH.
10. 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. Making major mechanical repairs to and dead storage of vehicles on University property is prohibited. Disabled vehicles are subject to being towed and impounded at the owner's expense.
11. The overnight parking of buses, motor homes, travel trailers, and like vehicles are prohibited on campus grounds unless approved by the Chief of Police. An exemption for an authorized event may be requested through UAH Parking Management Office. UAH Police will assign a designated parking location if the request is approved.
12. The lack of convenient parking is **NEVER** an excuse for violating any parking regulation.
13. Violators of parking regulations will be subjected to enforcement action.
14. Visitors parking vehicles on University property must obtain and have a UAH issued visitor's pass properly displayed on their vehicle. Visitor permits are available 24/7 in the UAH Police Department on the lower level of the Intermodal Parking Facility.

#### **D. PAYMENT OF PARKING FEES AND PERMIT ISSUANCE**

4. Employees and students who park a vehicle on campus may pay their parking fees online at <http://my.uah.edu>. Fees may also be paid and permits issued in person at the UAH Police

Department/Parking Management Office, IMF 123, Monday through Friday from 8:30 a.m. to 5:00 p.m.

2. Students may pay by Visa, Discover, American Express, MasterCard, or by having the parking fees charged to their student accounts. Students may either pick up their permit in person at the Police Department or have their permit mailed to them at the address the student specifies. Students who elect to have their permit mailed to them and do not receive it within 10 business days, should contact the Parking Management Office.
3. Employees may pay by Visa, Discover, American Express, MasterCard or payroll deduction.
4. If a student pays the parking fee, receives a permit, and decides not to bring a vehicle to the campus, he/she is eligible for a full parking fee refund within 30 days of the beginning of the semester. Students who seek a refund must bring their parking permit to the UAH Police Department/Parking Management Office and complete a refund affidavit. No refunds will be granted after 30 days from the beginning of the semester.
5. Employees and students may register additional vehicles if necessary for an additional fee of \$60.00 per vehicle.
6. Registration costs are as follows, and fees are subject to change with proper notification:
  - a. STUDENTS
    - i. \$120 (\$60 for each additional vehicle)
    - ii. Summer semester only - \$ 40 (\$20 for each additional vehicle) (May 31 to August 31)
    - iii. Parking fees are not pro-rated by semester. No partial refunds will be granted.
  - b. EMPLOYEES  
\$120 (\$60 for each additional vehicle)
7. Replacement Permits - If a vehicle is sold or is damaged or destroyed in an accident, a replacement vehicle may be registered. The vehicle owner must attempt to remove the old permit or a significant portion of it and bring it to the Parking Management Office. A replacement permit may be obtained for a \$5.00 fee. Permits are not transferable between vehicles.
8. 9. Permit Placement on Vehicle
  - a. Permits must be clearly visible from the outside of the vehicle and appropriately affixed using the provided adhesive. Approved placement is on the outside, lower right hand corner of the rear window. As an alternative for vehicles with removable or folding tops, the permit may also be placed on the right, rear bumper.
  - b. The use of tape or any other substitute to affix a parking permit to the inside of the rear window is prohibited and will subject the vehicle owner to enforcement action. **Permits may not be transferred between vehicles.**
  - c. Employees and students with multiple vehicles must purchase a (\$60) permit for each additional vehicle or obtain a temporary permit for shorter durations when needed for no more than 14 days per semester.

- d. Temporary permits are available anytime at the Police Department and are issued without charge if the employee or student has at least one vehicle registered. Temporary permits may be issued for a period of up to one week, and not to exceed two weeks in a semester. These must be displayed from the rearview mirror and readable from outside the vehicle.
9. . Motorcycles, scooters, and motorized bicycles (Mopeds)
- a. All parking regulations apply to motorcycles, scooters, and motorized bicycles.
  - b. The permit must be appropriately affixed on the motorcycle or scooter in a location determined at the discretion of the vehicle owner, provided it is prominently displayed and clearly visible.
10. . Bicycle registration is not required. However bike owners are encouraged to register with UAH Housing Office Charger Village, room 118.
- a. Bicycles must be placed in bicycle racks when available and should be locked in the rack.
  - b. Bicycles may not be parked or stored inside academic or residence hall buildings, or parked in a motor vehicle parking space.
  - c. Bike riders must follow the same rules of the road as motor vehicle operators while on the campus.
  - d. Bike riders must always yield to pedestrians and never pose a hazard to either pedestrians or motor vehicle operators.

## **E. 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 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 drive way, on sidewalks, in a dumpster area, in front of a driveway, within an intersection, within 15 feet of a fire hydrant, on a 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. The UAH Police Department may suspend parking enforcement, preempt the use of, and/or close any parking area preceding special events.
5. Parking in more than one space is not allowed.

6. Parking is prohibited in the reserved spaces marked with electronic signs located in front of Student Services Building. These electronic signs will display the name of the person to whom they are reserved. When "RESERVED PARKING" is displayed, unauthorized visitors, employees and students are prohibited from parking in these spaces.

## F. SPECIAL AREAS DEFINED

1. **Service vehicle parking** is designated for vehicles displaying a State license plate or a vehicle that has been registered with UAH Parking Management Office as a service vehicle and displays a Service Vehicle parking permit. Service vehicle parking is enforced Monday-Sunday from 6:00 a.m. to 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 made available for anyone who needs to run quick errands, grab a snack, load, unload, pickup, and make deliveries.

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

4. **Loading Zones** are reserved exclusively for professional delivery vehicles and service vehicles. Students and employees may obtain special permission on a case by case basis by calling the UAH Police Department, in advance. Permission to use these spaces can be obtained by calling the UAH Police Department at (256) 824-6596 prior to usage. A fifteen-minute time limit is required for personal vehicles during peak periods of usage.
5. **Handicapped Parking** spaces are provided near each building and require a government-issued handicapped placard, hang tag, or license plate.

## G. SPECIAL PERMITS

1. Continuing Studies decals and permits are issued through the Division of Professional and Continuing Studies and are not valid for UAH Faculty, Staff or Students.
2. Special events permits may be issued to guests of the University as needed for certain pre-approved programs or events.

3. Vendor permits may be issued at no charge to authorized vendors, patrons, contractors, and consultants serving UAH. These permits must be obtained at the UAH Police Department/Parking Management Office.
4. Temporary handicapped parking permit applications can be obtained at the Parking Management Office.

## **H. VIOLATIONS**

1. Violations of any of the motor vehicle regulations generally result in the issuance of a University parking citation.
2. Vehicles parked illegally or improperly may be towed and impounded at the owner's expense.
3. 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.
4. Permit-related violations – include, but are not limited to, the following:
  - a. No permit on vehicle
  - b. Transferring of permit to another vehicle
  - c. Permit improperly displayed
  - d. Improper or unauthorized use of permit
5. Parking Violations - include but are not limited to the following:
  - a. Curbside parking - not in marked space
  - b. Parking in "No Parking" zone
  - c. Parking on lawn, sidewalk, or driveway
  - d. Double parking
  - e. Overtime parking
  - f. Employees and students parking in spaces designated only for visitors during hours of enforcement.
  - g. Parking against flow of traffic
  - h. Parking in a handicapped space without a valid permit
  - i. Unauthorized parking in a service vehicle space or on a service road or loading zone.
  - j. Employees, Visitors or Students parking in parking spaces electronically designated as "Reserved" located in front of the Student Services Building.
  - k. Unauthorized use of a Handicap placard in violation of Alabama Code, 32-6-233 and 32-6-233.1.
6. Moving Violations - include but are not limited to the following:
  - a. Exceeding posted speed limit
  - b. Failure to come to a complete stop at a stop sign or red signal light
  - c. Improper turning
  - d. Failure to yield right-of-way
  - e. Improper passing
  - f. Improper lane usage
  - g. Following too closely
  - h. Moving wrong way on one-way street
  - i. Driving on sidewalk or pedestrian walkway
  - j. Driving on lawn
  - k. Failure to yield to pedestrian

### I. Holmes Avenue HAWK Pedestrian Crossing

The HAWK system will begin with a series of flashing yellow lights that serve to warn vehicle operators who are approaching the crosswalk from either direction to prepare to come to a complete stop. After a short period of time, the lights will change to steady solid red. Vehicle operators must come to a complete stop and remain stopped during this period.

During the period when the red lights are flashing, vehicle operators who are stopped at the cross walk may proceed only after making certain that there are no pedestrians within or about to enter the crosswalk. If no pedestrians are present, a vehicle operator may proceed while the alternate flashing red lights are activated.

## I. PENALTIES

### 1. FINE AMOUNTS

- a. Permit Violations: \$50
  - b. Parking Violations: \$50
  - c. Handicapped Violations: \$100
  - d. Moving Violations: \$75
2. Failure to acknowledge the violator's copy of the citation after it has been placed on the vehicle shall not be grounds for voiding a ticket.
  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. No student may enroll in classes, request transcripts, or file papers to graduate at UAH during a subsequent term if he/she has any delinquent financial obligation for a previous term.
  5. **Employees:** All unpaid fines will be collected through payroll deduction.

## J. APPEALING A CITATION

1. Employees and students may appeal citations for violations of UAH Parking Regulations only if they have paid the appropriate parking fee before the citation was issued. Employees and students, who have not paid for their parking fee during the current academic year, before the citation was issued, are not eligible to appeal a citation. A citation is not eligible for appeal after 14 calendar days have expired and is considered non-contested.
2. An Appeal Request Form may be completed online at <http://my.uah.edu>, or in person at 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; Faculty/Staff fines will be collected through payroll deduction.
3. The decision of the Student Traffic Appeals Committee and the Faculty/Staff Traffic Appeals Board shall be final.

These Regulations supersede all those previously published. They become effective September 1, 2016, and are subject to change with proper notification.

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 Annual Security Report and Fire Safety Reports are available online at <http://safety.uah.edu>. This site provides information concerning crimes reported to university officials and other information required by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)). You may request a written copy of the report by contacting The University of Alabama in Huntsville Police Department at (256) 824-6594 or by mailing a request to:

The University of Alabama in Huntsville  
Police Department  
301 Sparkman Drive, IMF  
Huntsville, AL 35899