



**Motor Vehicle Rules and Regulations
Fall 2018 – Summer 2019**

- [A. Authority](#)
- [B. Responsibility of Motor Vehicle Operators](#)
- [C. General Regulations](#)
- [D. Parking Fees and Permits](#)
- [E. Parking Zones](#)
- [F. Parking Restrictions](#)
- [G. Special Parking Areas](#)
- [H. Violations](#)
- [I. Penalties](#)
- [J. Appealing a Citation](#)
- [K. Special Event Parking](#)

These regulations supersede all those previously published and become effective Aug 1, 2018

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 State 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

Students, faculty, and staff operating a vehicle or parking on the UAH campus must observe all state motor vehicle laws and regulations and be aware of and observe the rules and regulations contained in this document. Vehicles found parked in violation of these regulations may be cited and impounded, and operators fined.

These rules and regulations are in effect 24 hours a day, 7 days a week unless otherwise indicated. Furthermore, being unfamiliar with the rules, not being able to find a parking space, or not having 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was not issued when a vehicle is illegally or improperly parked does not imply that the regulations or laws are no longer in effect.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.

1. **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 calendar year parking fee (\$130.00) will be applied to the student's account. Collections from employees will follow the procedures found in the *Staff Handbook* under the section titled: Indebtedness and Collection Complaints located on page 46 - 47.
2. Visitors parking vehicles on University property in legal spaces other than a marked VISITOR space, must obtain and display, from the vehicle's rear view mirror, a UAH issued visitor's permit/hangtag with the dates properly scratched off. Visitor parking hangtags can be obtained at the UAH Parking Management Office - Police Department at any time or from their

host department's office. Visitor hang tags may also be obtained from various sponsoring departments and schools at no cost. Special visitor placards are sometimes issued by sponsoring groups and organizations with prior approval from the UAH Parking Management 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 for special circumstances, (loading/unloading, passenger pickup, vehicle break down, etc.). 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. Contact the UAH Police at 256-824-6596 for information.
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 online early can opt to have their permit(s) mailed via the U.S. Postal Service to any U.S. address up to two weeks in advance of the fall semester start date. Otherwise, the permit will be held for pick up at the UAH Parking Management Office. Individuals may also pay the parking fee and register their vehicle(s) in person at the 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 for passenger cars and trucks are in the form of a hangtag. Permits for motorcycles/mopeds and bicycles are in the form of a small decal with an adhesive backing.

3. Parking Fee Schedule – Prices vary with the term of year purchased. See fee schedule below.

Students

\$130.00 for each permit purchased before or during the fall semester, 2018. Permit is valid from date of purchase through August 2, 2019; unless the student separates from the university prior to the expiration date.

\$90.00 for each permit purchased for new or returning students entering during the spring semester. Permit is valid from date of purchase through August 2, 2019; unless the student separates from the university prior to the expiration date.

\$45.00 for each permit purchased for new or returning students entering in the summer semester. Permit is valid from date of purchase through August 2, 2019; unless the student separates from the university prior to the expiration date.

Employees

\$130.00 for each permit purchased before or during the fall semester, 2018. Permit is valid from date of purchase through August 31, 2019; unless the individual separates from the university prior to the expiration date.

\$90.00 for each permit. for individuals beginning employment after January 1, 2019. Permit is valid from date of purchase through August 31, 2019; unless the individual separates from the university prior to the expiration date.

\$45.00 for each permit for individuals beginning employment after the spring semester ends. Permit is valid from date of purchase through August 31st, 2019; unless the individual separates from the university before the date of expiration.

Motorcycles and Mopeds (Students and Employees)

\$65.00 for each permit purchased before or during the fall semester. Permit is valid from date of purchase through the expiration date unless the individual separates from the university prior to the expiration date.

\$45.00 for each permit purchased after January 1st, 2019 for students and employees. Permit is valid from the date of purchase through the expiration date unless the individual separates from the university prior to the expiration date.

\$25.00 for each permit purchased for the summer semester only. Student permits expire on Aug 2nd, 2019. Employee permits expire on August 31st, 2019.

4. Parking fees for students may only 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 two weeks prior to the first day of class for the fall semester. Spring and Summer semester permits must be picked up in the Parking Management Office.
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 all fines 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 one. However, it may only be used by the individual to whom it was issued. Transfer of a UAH parking permit to another individual is prohibited and if discovered, the owner of the permit will be fined and could lose his/her parking privileges on the campus.
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 (Staff)
 - 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](#)
 - iii. ACOE students may park in the G-5 Lot Commuter zone, The G-9 Lot Commuter zone, and the Executive Plaza
- 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. Permitted to park in UFC Patron if utilizing the UFC.
 - iii. [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. Permitted to park in UFC Patron if currently utilizing the UFC.
 - iii. [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 designated spaces in the surface lot located behind the UFC.
 - ii. [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** spaces are designated for state-owned vehicles displaying a government 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. **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** persons and are enforced 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 government issued handicapped permit or license plate, 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 (Student Services Building)** 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, license plate, and a university issued Accessibility

Hangtag in lieu of a zone parking permit. **The Accessibility Hangtag is received after the government issued handicapped permit, tag, or placard is validated by the Parking Management Office. Standard parking fees still apply for the individual.**

7. Handicapped hangtags must be displayed from the rear view mirror accordingly and in plain view. When used in conjunction with a UAH Accessibility Hangtag, the driver must place the Accessibility Hangtag on the vehicle dash facing up and clearly visible to enforcement officers. If all handicap and visitor spaces in a lot are full. Affiliates with a valid permit and state issued handicapped placard, hangtag, or license plate can park in any regular space in commuter or faculty/staff zones.

*NOTICE: A university issued Accessibility Hangtag must be displayed to park in any legal space including handicapped spaces.

8. **Alternative Fuel Spaces and Charging Stations** are available to accommodate any vehicle that is classified as actually using alternative fuels (other than gasoline or diesel) and not simply a feature of the vehicle. Electric vehicles are the only vehicles permitted to be parked in a space featuring a charging port and it is required to be plugged in while parked in the space. All other vehicles are prohibited from using these spaces
9. **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 striped 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

2. Fine amounts:
 - a. No Permit Displayed: \$50
 - b. Failure to Pay Parking Fee: \$50 plus full payment of the (annual) parking fee (\$130)
 - c. Parking Out of Zone: \$50
 - d. Curbside Parking or Parking in an Un-Designated Space/Location: \$50

- e. Overtime parking: \$50
 - f. Unauthorized Parking in a Service Vehicle Space: \$50
 - g. Minor Moving Violations: \$75
 - h. Illegal/Fraudulent Use of a Handicapped Space: \$100
 - i. UAH Permit: \$100
 - j. Transferring a UAH Permit to an Unauthorized Individual - \$150
 - k. Display/Use of Altered Permit: \$100
 - l. Possession/Use of Lost or Stolen Permit: \$300
 - m. Use/Possession of a Counterfeit Parking Permit: \$300
3. 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.
 4. 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.
 5. **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.
 6. **Faculty/Staff:** All unpaid fines will be collected from the employee following the procedures found in the *Staff Handbook* under the section titled: Indebtedness and Collection Complaints located on page 46 - 47.

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.

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 group sponsors or departments planning to conduct meetings, workshops, conferences, or other special events, for which persons from off campus will be invited, **must** contact the UAH Police Department Parking Management Office at 256-824-6596, or email parking@uah.edu at least **45 days in advance of the event date**.

Every effort will be made to accommodate event parking requests. However, university affiliated parking customer rights and accommodations take priority. Therefore, it's imperative that planners obtain confirmation and approval from the Parking Management Office **BEFORE** advertising, inviting guests, or expending financial resources. Please be mindful that requests for event parking **within the interior** of the campus may be denied if notification is not received at least 45 days in advance! Furthermore, availability to reserve on campus parking for events within the interior parking lots cannot be guaranteed if there are, for example, any pre-existing event conflicts, the expected number of guests far exceeds available parking spaces, construction work, or other reasons.

Approval process for large events conducted on Monday - Friday from 7:30 am – 5:30 pm, while classes are in session:

When a request for event parking within the interior of the campus is received and the expected number of guests exceeds 30, the Chief of Police, in consultation with the University President, will review the request and any suggested parking plan developed by the Supervisor of Parking Management while determining the impact on student and employee parking. Planners should expect to be directed to use one of the satellite parking lots such as the Benchmark Lot located just west of the SWIRLL Facility or Executive Plaza. (SEE PARKING MAP). It is strongly suggested to obtain and pre-position signage that is easily visible to non-affiliated guests directing them to the appropriate satellite parking lot(s).

When satellite parking lots are required, event planners may want to arrange for a shuttle service to transport guests between the satellite parking lot and the event venue. Suggested options include:

The UAH Facilities and Operations Department which maintains a small fleet of 12-passenger vans for a fee of \$65.00 a day or .65 per mile. Drivers are not provided. Coordinators must insure properly licensed and approved van drivers are used. Various vehicle rental companies (Hertz, Dollar Rental, Enterprise, Budget, etc.,) may also be an option. Prices for van and small bus-limousine rentals are available on company websites. Most provide corporate rates.

Approval process for small events conducted on Monday – Friday from 7:30 am – 5:30 pm while classes are in session:

Events expecting 30 or fewer guests, will be reviewed especially when the requested parking lot to be used is one with a high average daily usage demand. The impact of the additional vehicles will be evaluated against relevant usage data. The Chief of Police will decide if the event planners may use the lot or offer an alternative solution. If the request is approved, strongly suggested to obtain and pre-position signage that is easily visible to non-affiliated guests directing them to the appropriate parking lot(s) if approved.

Events hosted by the Office of Admissions involving student recruiting, orientation, and other events that are determined to be in the best interest of the university, may be authorized to park their guests in requested interior lots. In some cases, it may be necessary to capture parking spaces in advance with the placement of cones and barricades.

Students and employees who are displaced from a lot in which they normally park should seek alternate parking elsewhere in a lot appropriately zoned for their permit. Parking out of zone could result in the issuance of a violation notice.

WARNING: Moving traffic cones or barricades is a violation that may subject an individual to a fine and/or having their vehicle towed and impounded at the owner's expense.

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.

During the week if classes are **NOT** in session group parking for most special events 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 possible conflicts with other approved events. On the weekends and holidays, parking is generally more available everywhere on campus. Coordination with the UAH Parking Management Office is still required.

SPECIAL NOTICE: Events of any size may not be planned during the period of time when final exams are being administered.

Social events in the IMF (Parking Garage) 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