

## UNIVERSITY OF SOUTH ALABAMA TRAFFIC & PARKING REGULATIONS

The Traffic and Parking Regulations of the University of South Alabama outlines the regulations and requirements for parking and operating a vehicle on university property. The University reserves the right to change any or all parts of the regulations as needed, with or without notice. All changes to the parking regulations will be posted on the Parking Services website; [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices).

Any person who owns, operates, and/or parks a motor vehicle on University of South Alabama (USA) property submits fully to all rules and regulations outlined in this document. Students and employees are responsible for any citations issued with their permit displayed regardless of who was operating the vehicle.

Faculty, staff, and students are responsible for knowing the regulations governing the operation of motor vehicles at USA as outlined in this publication. Anyone operating a vehicle in violation of the University parking policy will be held responsible for any such violation. Failure to comply may result in university disciplinary action, fines, vehicle immobilization or impounding of vehicle.

Parking Services is not responsible for incorrect information provided to drivers from other departments or individuals.

Traffic and Parking Regulations apply while on campus, to all students enrolled in day, evening, weekend, online web classes, Harrison School of Pharmacy, USA Pathway, Cross Registration, Dual Enrollment, and all students with classes on the Baldwin County Campus and Dauphin Island Sea Lab. Regulations also apply to all employees, including those with offices located in Technology and Research Park and University Commons.

All vehicles operated on the USA campus must be properly registered with Parking Services and display a current USA parking permit; twenty-four (24) hours a day, and seven (7) days a week. Secondary vehicles parked on campus must also be added to the driver's current parking permit.

**License Plate Recognition (LPR)** may be used to enforce traffic and parking regulations on campus in conjunction with parking permits. License plates and permits are used to identify drivers. Vehicle license plates must be registered with Parking Services AND added to a current parking permit.

### TABLE OF CONTENTS

General Information	2
Parking Regulations	2-3
Student Zoned Parking Regulations	4
Parking Permits and Vehicle Registration	5
Visitor Passes	5
Student Permits	5-6
<i>Residential Student Permits</i>	6
<i>Commuter Student Permits</i>	7
Faculty/Staff and Designated Guests Permits	7-8
Handicapped Accessible Parking Policy and Special Permit Requirements	8
Motorcycle/Moped/Scooter Registration	8
Missing/Lost/Stolen Permits	9
Parking Designations	9-11
Parking Violations and Fines	11-12
Wheel Lock and Towing Policy	12

Payment of Fines	13
Citation Appeal Policy	13-14
Pedestrians	14
Bicycles	14-15
Hancock Whitney Stadium Game Day/Event Parking	15

**GENERAL INFORMATION**

Parking Services is in the Beta/Gamma Commons building (USAPD), 290 Jaguar Blvd. The entrance for Parking Services is located on the south side of the building. Office hours are 7:30 A.M. - 4:30 P.M. Monday - Friday. Many parking transactions and inquiries, including permits, vehicle registration, citation payments and appeals, etc. may be found online at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices).

The University of South Alabama assumes no liability for damages to or loss of any vehicle or vehicle contents while parked on or in operation on university property.

USA Police Officers are authorized to issue citations for traffic and parking violations. All sworn officers have completed the Minimum Standards of Peace Officers for the State of Alabama (A.P.O.S.T. certification). University Police have full arrest powers granted by the State of Alabama (Title 16-55-10). Standard rules of the road for the city, county, and state will be observed on campus.

All vehicles operated on the USA campus must be properly registered with Parking Services and display a current USA parking permit; twenty-four (24) hours a day, and seven (7) days a week. License Plate Recognition (LPR) may be used in conjunction with permits to enhance parking enforcement, requiring all vehicle license plates to be registered with Parking Services AND added to a current parking permit. **License plate numbers must remain current at all times. Faculty, staff, and students are responsible for registering and adding any additional vehicles and license plate numbers to their parking account AND current permit.**

Visitors (individuals not affiliated with the University) must obtain an official visitor parking pass from Parking Services. The pass must be displayed from the rear-view mirror with the front of the pass facing outward. The pass number must be clearly visible. **Faculty, staff, and students are responsible for providing information to their guests regarding parking on campus and may be held responsible for citations issued to visiting family members or friends.**

The speed limit on campus roadways is 20/25 MPH (as posted) and 15 MPH in parking areas.

Pedestrians and persons riding bicycles on campus will comply with Title 32 of the Alabama Code.

**PARKING REGULATIONS**

**License Plate Recognition (LPR)** may be used to enforce traffic and parking regulations on campus in conjunction with parking permits. License plates and permits are used to identify drivers. Vehicle license plates must be registered with Parking Services AND added to the driver's current permit.

**License plate numbers must always remain current with Parking Services.** Faculty, staff, and students are responsible for registering and adding all new vehicles and license plate numbers to their parking account AND current permit. If a vehicle or license plate number changes, the information must be updated online immediately at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices).

A valid USA parking permit must be affixed to the **FRONT** windshield, lower driver's side corner, with the **PERMIT NUMBER FACING OUTWARD**, twenty-four (24) hours a day, seven (7) days a week. Failure to obtain a parking permit, improper display, or failure to display a parking permit is considered a parking violation and will result in a "no permit visible" and a "zone violation" citation. No individual shall display more than one USA parking permit on any one vehicle.

A parking permit, real or virtual, serves as permission to park and does not guarantee a parking space at any given time. It only gives the opportunity to park within a specified area(s). Registration is no guarantee of a parking space near the place where one works or attends class. The responsibility of finding a legal parking space rests with the vehicle operator. Parking is on a "first-come, first-served" basis only. A lack of space where one would like to park is not a valid excuse for violating any parking regulation.

**If a vehicle is sold, traded, or involved in an accident/totaled, it is the owner/driver's responsibility to update vehicle and license plate information online at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices). REMOVE parking permit from windshield prior to selling or trading vehicle and from any wrecked vehicle or damaged windshield. REMOVE parking permit prior to replacing a windshield. If you are unable to retain your permit, there is a \$40 lost/replacement fee.**

**Student parking spaces are designated with white lines.** Student zones (North, South, East, Central, Beta/Gamma and Residential) are enforced Monday-Friday, 7:00 am-3:45 pm, after which time student vehicles registered with Parking Services may park in any student space. Students may not park in a faculty/staff parking space.

**Faculty/staff parking spaces are designated with blue lines,** except handicap parking spaces which are clearly marked with signs and/or pavement symbols. Faculty/staff parking spaces are enforced between the hours of 7:00 a.m. – 5:00 p.m. Monday through Friday, EXCEPT in the Residential parking lots which are enforced 24 hours a day, 7 days a week.

Vehicles are to be parked in a designated parking space only (within lined parking spaces).

Yellow lined areas, hashed areas and curbs are considered no parking zones.

Hazard lights or an occupied vehicle does not exempt the operator from complying with the parking regulations or prevent enforcement.

Vehicles are not to travel on or be parked on sidewalks, Jag Tran paths, lawns, grassed/landscaped areas or curbs or any other area not designated for vehicular traffic or parking unless authorized by University Police, Parking Services or the university department having authority over that area such as Jagtran, Facilities or Grounds and Landscaping.

Vehicles are not to be parked within 15 feet of designated fire exits, fire department connections, or fire hydrants. Red curbs and/or red lined areas are fire lanes and must not be blocked at any time for any reason. Any street or roadway on campus where vehicles operate is considered a fire lane. Regulations affecting fire lanes are always in effect. Vehicles parked in fire lanes may be towed or wheel locked without notice day or night and charged an impounding/immobilizing fee in addition to the parking violation fine.

Student employees and graduate assistants, by virtue of their work for the university, are not exempt from parking rules and regulations during enforceable hours. Student employees and graduate assistants are not permitted to park in a faculty/staff parking space and are not eligible for a

faculty/staff parking permit or pass.

University employees, faculty, staff, or designated guests may not give students permission to park in an unauthorized parking space, nor may they appeal on the student's behalf. Citations issued in these cases are the student's responsibility.

Students are prohibited from the use of, or possession of, a faculty/staff parking permit, retiree permit, visitor parking pass, patient parking pass or any pass/permit other than his or her registered student parking permit. Unauthorized possession OR use of a faculty/staff parking permit, retiree permit, alumni sticker, or any form of non-affiliate parking pass by a student will result in disciplinary action, fines, and vehicle immobilization. Registering another student's vehicle is not permitted and doing so will result in university disciplinary action, fines, and vehicle immobilization.

Faculty/staff and designated guests are prohibited from purchasing a faculty/staff permit or registering a vehicle for ANY students, student family member, student assistant, graduate assistant, or any other person.

Unauthorized possession OR use of a faculty/staff permit by a student will result in university disciplinary action (student and employee), fines, and vehicle immobilization.

Use or possession of a reported lost, stolen, altered, or counterfeit parking permit or parking pass will result in university disciplinary action, fines, and vehicle immobilization. Switching license plates and registering another student or employee's vehicle is not permitted.

## STUDENT ZONED PARKING REGULATIONS

1. University parking lots are divided into six (6) zones: Resident, Beta/Gamma, North, South, East, and Central. **Zoned parking is in effect Monday – Friday, 7:00 a.m. – 3:45 p.m.** during fall and spring semesters. **AFTER 3:45 p.m.**, students may park a registered vehicle in a student parking space (white lines only) in any zone. Although zoned parking enforcement ends at 3:45p.m., **ALL other regulations are enforced 24/7.**
2. Zoned parking is not enforced during the summer semester. Students must park in a student parking space (white lines only) and a current permit must be displayed in the vehicle. *ALL regulations, except for zone parking, are enforced during May and Summer Semesters and parking tickets are issued for such violations.* Parking permits ordered in the fall and spring semesters are valid through the summer semester and expire on July 31st.
3. Zoned lots are reserved for permit holders with the corresponding zoned parking permit properly displayed in their vehicle. Removing a permit to park out of zone, failure to register a vehicle for a permit, or failure to display the correct permit or any permit, will result in a *zone violation* AND a *no current permit visible* citation.
4. Commuter student vehicles must remain parked in the zone designated by their chosen zoned parking permit, 7:00 a.m.-3:45 p.m., Monday-Friday.
5. Residential student vehicles must remain parked in the Residence Hall parking lots during the time of enforcement, 7:00 a.m.-3:45 p.m., Monday-Friday. Central House on Stadium residents must register their vehicle online with Parking Services AND order a USA Residential parking permit. This is in addition to any permit issued by Central House. Visitors to Central House must abide by Central House parking guidelines.
6. Beta/Gamma student vehicles must remain parked in the Beta/Gamma parking lot or along Jaguar

Blvd., north of the four-way stop; 7:00 a.m.-3:45 p.m., Monday-Friday.

7. Student parking spaces are designated with white lines. Students are not permitted to park in a faculty/staff parking space which are designated with blue lines.
8. Faculty/staff parking spaces are designated with blue lines, except handicap parking spaces which are clearly marked with signs and/or pavement symbols. Faculty/staff parking spaces are enforced between the hours of 7:00 a.m. – 5:00 p.m. Monday through Friday, except in the residential parking lots which are enforced 24 hours a day. Students are not permitted to park in a faculty/staff, blue lined parking space.
9. Faculty/Staff spaces in any residential area are restricted to only employees 24 hours a day. This means that students are prohibited from parking in a designated faculty/staff space overnight. Students or visitors may be towed at owner's expense in addition to being issued a citation.
10. Parking permits are required twenty-four (24) hours a day, seven (7) days a week. Parking permits must be affixed to the **FRONT** windshield, lower driver's side corner, with the **PERMIT NUMBER FACING OUTWARD**. The permit number must be clearly visible and not covered or obstructed in any way. Displaying it in any other location or in any other manner is considered a violation (*No Parking Permit Visible*).
11. Parking permits are non-transferable between individuals. Do not share a permit with anyone or register another student or employee's vehicle. The registered permit owner is responsible for any fines incurred when the permit is displayed in a vehicle, regardless if the permit holder is the owner of the vehicle.
12. Expired permits must be removed from motor vehicles and destroyed. Expired permits are not valid and if displayed in a vehicle, a citation will be written for no current parking permit visible.

## **PARKING PERMITS AND VEHICLE REGISTRATION**

Parking registration is an individual responsibility. Parking permits, virtual or real, are assigned to individuals and ownership of permits is non-transferable. Parking permits may not be used by anyone other than the registered permit owner. **DO NOT** share permits with anyone. The registered permit owner is responsible for any fines incurred. It is imperative to immediately report any lost or stolen permit to Parking Services and to immediately destroy all expired permits.

**Vehicles parked on campus must be registered AND linked to the vehicle driver's current parking permit. However, vehicles may only be linked to ONE permit.**

Vehicles may not be registered on more than one student or employee's account or permit. Students and employees may not register another student or employee's vehicle on their own parking account or link it to their own permit.

## **VISITOR PASSES**

Visitors who bring a vehicle to campus must display a valid visitor parking pass in their vehicle. A visitor pass may be requested at Parking Services. A valid driver's license must be presented to obtain a visitor pass. Parking Services is located in the Beta/Gamma Commons-Police Building, 290

Jaguar Blvd. The entrance for Parking Services is located on the South side of the building. Office hours are 7:30 A.M. - 4:30 P.M. Monday - Friday.

Faculty, staff, and students are responsible for providing information to their guests regarding parking on campus and may be held responsible for citations issued to visiting family members or friends and guests. Departments or external event sponsors may not request that university affiliates, including students and employees, be allowed to park outside their designated areas or without current permits. Only requests for non-affiliate guests will be reviewed and granted.

Students are prohibited from using a visitor parking pass. Employees who are designated as a permit custodian from a university division are prohibited from providing visitor passes to a student, faculty, or staff member for any reason. Failure to comply may result in vehicle immobilization, fines, and university disciplinary action.

## STUDENT PERMITS

Students who bring a vehicle to campus must register his/her vehicle online with Parking Services and select a zone in which to park, regardless of what semester they enroll. Residential students, including Central House on Stadium, are only authorized for a Residential Permit. Beta/Gamma residents will be issued a Beta/Gamma parking permit.

**Online registration is required.** Permits, virtual or real, and vehicle registration is valid for one academic year, August 1 through July 31. Students must order a parking permit online at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices). Permits are mailed to students for a fee of \$5.00. A debit or credit card is needed to order a parking permit. A complete, valid mailing address is required. A permanent residence mailing address or a valid U.S. Post Office box must be provided. All students who live on campus are required to have a personal mailbox to receive mail. Permits CANNOT be mailed to a Residence Hall or Greek House.

Permits are mailed from the printing company, not from Parking Services. Once the online permit transaction is completed, individuals will have the opportunity to print a temporary parking permit valid for twenty-one

(21) days to allow for delivery time. If the permit is not delivered within this time, the student must report the missing permit to Parking Services at 290 Jaguar Blvd., Mobile, AL 36688, within five weeks of the order date, otherwise, the student must pay a permit replacement fee.

Students must be currently enrolled in classes to order a parking permit or register a vehicle. Providing false or incorrect information, including an incorrect license plate number to Parking Services is a violation of the University Traffic and Parking Regulations as well as the University Student Code of Conduct and is subject to a \$100.00 fine and University sanctions.

Students may request a zone change by returning their current zoned permit to Parking Services. Student will then be able to order a different zoned permit online.

Students may register and link two vehicles to their current permit; however, vehicles may only be linked to ONE current permit and only ONE vehicle may be parked on campus at a time. Students may not register another student's vehicle or employee's vehicle. Employees may not register a student's vehicle for an employee permit.

Students are prohibited from the use of, or possession of, a faculty/staff parking permit, retiree permit, visitor parking pass, patient parking pass or any pass/permit other than his or her registered student parking permit. Unauthorized possession **OR** use of a faculty/staff parking permit, retiree permit, alumni sticker, or any form of non-affiliate parking pass by a student will result in disciplinary action, fines, and vehicle immobilization.

Students who are registered with the [Center for Educational Accessibility & Disability Resources \(CEADR\)](#) and require handicapped parking access or temporary special parking must register in person at Parking Services. Contact the Center for Educational Accessibility & Disability Resources (CEDAR) at 251-460-7212 or online at [www.southalabama.edu/sds](http://www.southalabama.edu/sds) for further information.

## RESIDENTIAL STUDENTS

All on-campus resident students, including Central House on Stadium, sorority, and fraternity residents, must obtain a Residential zone permit except for **Beta and Gamma** residents who must obtain a **Beta/Gamma** zone permit. **Residential student vehicles must remain parked in the Residence Hall parking lots during the time of zone enforcement; 7:00 a.m.-3:45 p.m., Monday through Friday. Beta and Gamma residents must leave their vehicles parked in the Gamma Lot or along Jaguar Blvd., north of the Gamma Connector, during zone enforcement time.**

1. **Residential zone** parking permits are for students who reside in Azalea, Camellia, Epsilon, Delta, Stokes Hall, Greek Houses, and Central House on Stadium. During the time of zone enforcement, the Residential parking permit is only valid in the Residence Hall lots (except Beta/Gamma), Greek, and Central House on Stadium parking lots. Faculty/staff, blue lined parking spaces are restricted to employees only 24 hours a day. The lot numbers are 204, 205, 206, 305, 306, 307, 308, 309, and 310.
2. **Greek Housing, Dining Hall & Auxiliary West Lots** are zoned for all parking permits. The lot numbers are 204, 205, 307, 308, 309, and 310.
3. **Beta/Gamma zone** parking permits are for Beta and Gamma residents only. During the time of zone enforcement, the Beta/Gamma parking permit is only valid in the Gamma parking lot and on Jaguar Blvd., north of the Gamma Connector. **Central and South zone commuter** parking permits are also valid in the Gamma parking lot. The lot numbers are 303 and 304.
4. All Residence Hall lots are closed to non-resident vehicles after visiting hours: Sunday- Thursday, 12:00 a.m.(midnight), and Friday-Saturday 2:00 a.m. Vehicles found in the residence hall lots after hours, including Gamma and Greek lots, are subject to towing unless the guest is registered and approved by the Community Director.
5. Faculty/Staff spaces in any residential area are restricted to only employees 24 hours a day. This means that students are prohibited from parking in a designated faculty/staff space overnight. Students or visitors may be towed at owner's expense in addition to being issued a citation.
6. Vehicles parked in a zoned lot different from the displayed permit or their registered license plate will result in a *zone violation* citation. Failure to obtain a current parking permit, removing a permit to park out of zone or failure to display the correct permit will result in a *zone violation* AND a *no permit visible* citation. Failure to register a vehicle parked on campus is a violation and will result in a citation.
7. If resident/commuter status at the University changes and a different permit is required, students are responsible for returning their permit to Parking Services and ordering the proper permit. Proof of status change is required.
8. **Obtaining a permit other than the allowed permit will result in disciplinary action, possible fines, and vehicle immobilization.**

## COMMUTER STUDENTS

Commuter students must choose a zone in which to park and remain parked in that zone during the hours of zone enforcement; **7:00 a.m. – 3:45 p.m., Monday through Friday**. Vehicles parked in a zoned lot different from the displayed permit will receive a *zone violation* citation. Failure to obtain a current parking permit, removing a permit to park out of zone or failure to display the correct permit will result in a *zone violation* AND a *no permit visible* citation. Failure to register a vehicle parked on campus is a violation and will result in a citation.

1. **North zone** parking permits are only valid in North Chemistry, North Humanities, and the Marx Library parking lots (white lined spaces) during the time of zone enforcement. **Students are required to park in their designated zones when visiting the Marx Library.** The Auxiliary NE lot, located at Cleverdon Drive and Aubrey Green Drive, is also available to North permit holders. The Auxiliary NE lot includes a Jagtran stop. The lot numbers are 804 and 901.
2. **South zone** parking permits are only valid in the Shelby Hall, Health, Kinesiology, and Sport (HKS), University Commons, and Gamma parking lots (white lined spaces), during the time of zone enforcement. The small lot at Student Services Drive and Old Shell Road is a South zoned lot, NOT open parking. The lot numbers are 303, 501, 502, 503A, and 602.
3. **East zone** parking permits are only valid in the Alpha Hall, Biomedical Library, Health Sciences (HAHN), Mathematical Sciences and Physics Building (MSPB) College of Medicine, Visual Arts parking lots (white lined spaces), as well as the Auxiliary Northeast Lot, located at the corner of Cleverdon Drive and Aubrey Green Drive. The Auxiliary NE lot includes a Jagtran stop. **Students and employees are not permitted to park in patient parking spaces or use a patient parking pass to park to attend classes or any other non-clinic business or activities.** The lot numbers are 701, 801, 802, and 901.
4. **Central zone** parking permits are only valid in South Chemistry, South Humanities, Science Laboratory, Communications, Gamma (not on Jaguar Blvd), Food Court parking lots (white lined spaces) during the time of zone enforcement. Students are required to park in their designated zones when visiting the Bookstore or Student Center. **The Student Health Center lot is for patient parking only, not for Central zoned permits. A student may park in the patient lot only if they have a valid patient permit issued by the SHC front desk for the time of the appointment.** Students, Faculty, and Staff are not permitted to park in patient only spaces. The lot numbers are 303, 606, 607, and 608.

**Additional parking is available in the gravel Auxiliary West and Northeast lots, Greek Housing, University Commons, and Technology & Research Park lots. The lot numbers are 204, 205, 206, 307, 308, 309, 310, 503A, 901, 903, 904. These parking lots are available with any valid USA parking permit.**

## FACULTY/STAFF AND DESIGNATED GUESTS PERMITS

Faculty, staff, and designated guests who bring a vehicle to campus must register his/her vehicle online with Parking Services and must purchase a faculty/staff parking permit (virtual or real) regardless of what month they begin employment. This includes employees with offices in Technology and Research Park and University Commons. Faculty/Staff parking permits are valid November 1 through October 31. The fee for a Faculty/Staff parking permit (virtual or real) can be found on the Parking Services website.



Multiple vehicles may be registered and linked to a current permit; however, vehicles may only be linked to ONE current permit and only ONE vehicle may be parked on campus at a time. It is imperative that all vehicles driven to campus by an employee be registered AND linked to the employee's current permit.

Online registration is required for faculty and staff. Permits are ordered online at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices). A debit or credit card is needed to order a parking permit online.

A complete and valid mailing address is required (if mailing to a campus address, please provide the street address). Permits are mailed from the printing company, not from Parking Services. Once the permit transaction is completed, individuals will have the opportunity to print a temporary parking permit valid for twenty-one (21) days to allow for delivery time. If the permit is not delivered within this time, the employee must report the missing permit to Parking Services at 290 Jaguar Blvd., Mobile, AL 36688, within five weeks of the order date, otherwise, the employee must pay full price for a replacement permit.

Designated guests, Aramark, RICOH, and Barnes & Noble employees must register in person at Parking Services, 290 Jaguar Blvd. A current employee identification card is required (status is subject to verification). Only credit cards, debit cards or money orders are accepted for payment. Parking Services does not accept cash.

Faculty/staff and designated guests are prohibited from purchasing a faculty/staff permit or registering a vehicle for ANY student, student family member, student assistant, graduate assistant, or any other person. Possession OR use of a faculty/staff permit by a student will result in university disciplinary action (student and employee), fines, and vehicle immobilization.

Faculty/staff and designated guests are prohibited from obtaining or using a temporary pass from their department or division. If a temporary pass is needed, faculty, staff and designated guests may obtain a short-term pass from Parking Services with a valid employee ID.

The display of an expired/invalid permit is a violation of university policy and may result in a fine. Remove expired permits from vehicles.

## **HANDICAPPED PARKING POLICY AND SPECIAL PARKING PERMIT REQUIREMENTS**

Handicapped accessible parking is available for students, faculty, staff, and visitors who have the appropriate credentials from a State Department of Motor Vehicles (DMV) where the automobile is registered. Handicapped parking is enforced 24/7 and vehicles parked without the appropriate credentials are subject to a \$200 fine, immobilization and/or towing.

1. Students who require handicap accessible parking spaces must first register their state handicap credentials online with Parking Services for verification. Once verified, a special parking accommodation permit will be issued by Parking Services. Students with handicap credentials that cannot be verified by Parking Services will be required to register with CEADR for approval. If approved, student will be issued a special parking accommodation permit by Parking Services. **A valid state issued handicap placard or license plate registered to the student must be displayed along with the Special Parking permit. Placard numbers and license plate numbers are subject to verification with the DMV.**
2. Students without handicap credentials who request special parking accommodations may register with CEADR for consideration. If approved, a special parking accommodation permit will be issued by Parking Services.

3. Faculty/Staff who have a valid handicap placard or license plate registered by the state, in his/her name, may park in a handicap parking space. Faculty/staff parking permits must be displayed along with the state issued handicap placard or handicap license plate. Handicap placards do not supersede a faculty/staff parking permit. Placard numbers and license plate numbers are subject to verification with the DMV.
4. Faculty/Staff members with a temporary disability who require the use of handicap parking spaces must obtain a temporary handicap placard from the Department of Motor Vehicles (DMV). A valid faculty/staff parking permit must be displayed along with the state issued temporary handicap placard. Handicap placards do not supersede a faculty/staff parking permit. Placard numbers and license plate numbers are subject to verification with the DMV.

## **MOTORCYCLE/MOPED/SCOOTER REGISTRATION**

Motorized vehicles, including scooters and mopeds, are required to have a state issued license plate. Motorcycles must be parked in a legal parking space. Motorcycle and scooter license plate numbers are used as a virtual permit and must be registered online. There is no physical permit or decal for motorcycles or scooters.

## **MISSING/LOST/STOLEN PARKING PERMITS**

Students and employees are responsible for maintaining possession of their current parking permit. Decal permits must be removed from windshields prior to replacement of damaged windshield. Parking permits or decals should be removed from any vehicle before it is sold, traded, damaged, or totaled. All missing, lost, or stolen permits (student and faculty/staff) must be reported to Parking Services at 290 Jaguar Blvd. immediately. The replacement fee for a missing or lost permit is forty dollars (\$40). If a reported missing, lost, or stolen permit is found displayed in a vehicle, the vehicle will be wheel locked and the driver is subject to university disciplinary action (student or employee) and will be held responsible for all fees and unpaid traffic fines involved. Individuals who falsely report a permit as missing, lost or stolen are also subject to university disciplinary action.

## **PARKING DESIGNATIONS**

The University does not guarantee a parking space near the place where one works, attends class, visits, transacts business or near their residence hall. Responsibility for finding an authorized parking space in the proper zone rests with the operator of each vehicle. **LACK OF SPACE, RAIN, OR INCLEMENT WEATHER IS NOT A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.**

1. **STUDENT SPACES:** Students must park in the white lined parking spaces inside their designated parking zones. Parking zone **restrictions are enforced from 7:00 a.m. to 3:45 p.m., Monday through Friday.** After 3:45 p.m., a student may park his/her vehicle **in any student parking space (white lines) in any zone.** Most parking lots are posted with signs indicating a parking zone. Please refer to the campus parking map found online at: [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices). **A valid USA parking permit must be affixed to the FRONT windshield, lower driver's side corner, with the PERMIT NUMBER FACING OUTWARD, when the vehicle is parked on campus.**
2. **FACULTY/STAFF SPACES:** Faculty/Staff members (all employees) and designated guests who qualify for a USA ID card, must purchase a faculty/staff parking permit and park in the blue lined parking spaces. **A valid USA parking permit must be affixed to the FRONT windshield, lower driver's side corner, with the PERMIT NUMBER FACING OUTWARD, when the vehicle is parked on campus.** Blue lined, faculty/staff parking spaces are enforced from 7:00 a.m. until 5:00 p.m. Monday through Friday *except for Residential areas and Recreational Center, which are*

*enforced 24 hours a day. Students are not permitted to park in faculty/staff parking spaces, including student employees, student assistants, and grad assistants.*

3. **HANDICAP SPACES:** State issued handicap placards and license plates are assigned to individuals and their ownership is non-transferable. Handicap placards may not be used by anyone other than the registered owner who is handicapped.

**Alabama Code Title 32-6-233.1 states in part:**

“It shall be unlawful for any person who does not have a distinctive special long-term access or long-term disability access license plate or placard, or temporary disability placard as provided in Section 32-6-231, to park a motor vehicle in a parking place designated for individuals with disabilities at any place of public accommodation, any business or legal entity...”

It further states, “A person issued a long-term special access or disability access placard, or a temporary disability placard must be the driver or a passenger in a vehicle parked in a special access or disability parking place. Any law enforcement officer enforcing this section may ask for verification that the person issued the placard is the driver or passenger in the parked vehicle.”

- a. Parking spaces designated for disabled persons are enforced **24 hours a day, seven days a week**. Vehicles parked illegally in these spaces may be wheel locked or towed and charged an impounding/immobilizing fee in addition to the handicap violation fine of \$200. Handicap placards and plates are valid on campus after they are verified with by Parking Services.
  - b. Handicap placards and license plates are subject to verification with the DMV. ***Handicap placards and license plates are non-transferable. Use of a handicap placard or plate by another individual is illegal.***
4. **ELECTRIC VEHICLE (EV) CHARGING STATION SPACES:** EV charging station spaces are reserved for electric vehicles to utilize the charging stations. There are two spaces for each charger. The spaces are painted with green lines and/or green bumpers. EV spaces are not for routine parking; vehicle must be charging to park in these reserved spaces. Citations will be written to non-electric vehicles and to those not charging. EV charging stations are located in lots 502, 503A, and 802
  5. **GRAVEL/AUXILIARY PARKING LOTS: These lots are subject to closure *WITH* or *WITHOUT* notice.**
    - a. **Auxiliary West Lots:** Any valid USA parking permit is allowed in the gravel parking lots west of Greek Row. This lot serves as additional parking for the residential area and the Dining Hall **EXCEPT during events** at the Hancock Whitney Stadium, at which time the lot is only available to event ticket holders. On event days, no other vehicles are permitted to park in this lot. This includes, but not limited to residential students and university employees. Vehicles are subject to towing at the owner’s expense. The lot numbers are 204, 205, and 307.
    - b. **Auxiliary Northeast Lot:** (off North Dr., Aubrey Green at Ernest Cleverdon): Any USA Parking permit is allowed in this lot. The lot number is 901.
    - c. **Athletic Field Lots:** Athletic field lots along Old Shell Road and Jaguar Boulevard, between Old Shell Road and Gamma Connector, and including the **Student Recreation Center** front and rear lots, are **closed daily from 11p.m. – 5:00 a.m. Vehicles parked after hours will be towed and/or cited.** The lot numbers are 301, and 302.

6. **MOTORCYCLE/SCOOTER SPACES:** Motorcycles and scooters must be registered with Parking Services. Once registered, the license plate becomes a virtual parking permit. Motorcycles and scooters should be parked in designated motorcycle spaces. Automobiles may not park in a designated motorcycle space.
7. **MARX LIBRARY TIMED SPACES:** Timed parking spaces are for persons to transact timely university business and are not to be used by persons attending classes, or anyone who will be parked longer than 30 minutes, including students, employees, and designated guests. The lot number is 804.
8. **MEISLER HALL LOT:** This parking lot is designated as a **visitor and tour only** parking lot. Visitor spaces are to be used by non-affiliates of the University who are visiting campus. **Students and employees are not permitted to park in visitor parking spaces or use a visitor parking pass to park on campus.** The lot number is 604.
9. **MITCHELL CENTER LOT:** This parking lot is designated as an **event parking lot**. However, **commuter students** may park in this lot with a current commuter parking permit except when events are scheduled in the Mitchell Center or if the lot is closed or restricted for any reason. **This lot is subject to closure with or without notice.** Closure of this lot is not an excuse for parking out of your assigned zone. Removing or bypassing cones or barricades may result in vehicle immobilization, towing, fines, and university disciplinary action. **Residential students, including Central House on Stadium residents are prohibited from parking in the Mitchell Center lot** until 3:45 p.m., pending other event related restrictions or closures. The lot number is 401.
10. **PATIENT PARKING SPACES:** Patient parking spaces are provided for patients of on-campus clinics located at the Health Sciences Building (HAHN), Student Health Center, and University Commons Medical Offices (UCOM). Only patients with scheduled appointments may park in designated patient spaces. All patients must display a current patient pass issued by the clinic upon arrival. **Students and employees are not permitted to park in patient parking spaces or use a patient parking pass to park to attend classes or any other non-clinic business or activities.** The lot numbers are 503A, 503B, and 801.
11. **STUDENT CENTER AND MACQUEEN ALUMNI CENTER EVENT PARKING:** Parking for the Student Center and the MacQueen Alumni Center events held Monday-Friday, 7:00 a.m.- 5:00 p.m., is in the Gamma parking lot unless other arrangements are approved by Parking Services on a case-by-case basis. Transportation Services (JagTran) is available if guests need additional assistance getting to and from this lot. Contact JagTran at 251-460-7735 for arrangements. The lot number is 303.
12. **UNIVERSITY COMMONS PARKING:** Current USA parking permits are required to park in the University Commons parking lot, including faculty, staff, and students. This lot will be closed daily to overnight/afterhours parking beginning at 11 p.m.-5 a.m. This includes any vehicle with a USA parking permit. Vehicles parked after hours will be towed. The lot numbers are 503A and 503B.
13. **UNIVERSITY AND DELIVERY VEHICLE PARKING AND LOADING ZONES:** Only official USA vehicles or commercial contractors, vendors, or delivery vehicles, which are clearly identified as such, are permitted to utilize these spaces. **Students and employees are prohibited from parking in university and delivery vehicle parking spaces and loading zones.** These spaces are not intended for routine or long-term parking. Vehicles parked in these spaces without prior university approval are subject to being cited, wheel locked (immobilized), or towed (impounded) at the owner's/operator's expense. The owner/operator of the vehicle is subject to

university disciplinary action (student or employee) and will be held responsible for all fees and unpaid traffic fines involved.

14. **VISITOR PARKING SPACES:** Visitor parking spaces are for non-affiliate guests of the university displaying a valid visitor parking pass. **Students** and **employees** are not permitted to park in visitor parking spaces or use a visitor parking pass to park on campus. Visitor parking passes may not be issued to employees or students, including student workers and graduate students.

## PARKING VIOLATIONS AND FINES

In addition to the traffic laws of the state of Alabama, the following University regulations are enforced by the University Police Department. Persons operating vehicles on campus are subject to the provisions of the Traffic Code of the State of Alabama. Violators may be issued a Uniform Traffic Citation and/or arrested and subject to the established court proceedings for such offenses. Parking regulations are enforced 24/7.

- a. **No Current Parking Permit Visible** (expired permit, no permit, permit obstructed, \$40.00 backwards permit, permit not displayed, or improperly displayed permit)
- b. **License Plate Not Registered for Current Year** (vehicle not registered with Parking Services \$40.00 for the current academic year - must be registered yearly and linked to a current parking permit)
- c. **License Plate Not Visible or Not Readable by LPR** (backed in space/plate not visible for LPR, \$40.00 no valid license plate displayed, plate cannot be obstructed from view of the license plate reader)
- d. **Parked in a Faculty/Staff Space or Lot** (students are prohibited from using a f/s permit or \$40.00 parking in f/s blue lined spaces)
- e. **Improperly Parked** (double parked, parked on or over the line, backed in or pulled \$40.00 thru a parking space, etc.)
- f. **No Parking Zone** (yellow lines, curbs, any area of campus which has not been designated \$40.00 a parking area)
- g. **Zone Violation/Parked Out of Zone** (parked in wrong zone, parked out of zone) \$40.00
- h. **Parked on Grass or Sidewalk** (lawn or grassed areas, landscaping, median, on or blocking sidewalk) \$40.00
- i. **University/Delivery Vehicles Only** (students and employees are prohibited from parking in a University and Delivery vehicle only space; designated for maintenance, police, FedEx, UPS, etc.) \$40.00
- j. **Loading Zone** (students and employees are prohibited from parking in a loading zone space) \$40.00
- k. **Patient Only Parking** (students and employees are prohibited from parking in a patient space) \$40.00
- l. **Visitor Only Parking** (students and employees are prohibited from parking in a visitor space) \$40.00
- m. **Parked in a Driveway or Roadway** (includes driving lane within a parking lot) \$40.00
- n. **Decoy Ticket** (previously issued citation left on or placed on the vehicle to mislead the \$40.00 ticketing officer)
- o. **Overtime Parking** (exceeding the allowed posted time) \$40.00
- p. **Wheel lock** (impounding/immobilization fee; *non-appealable citation*) \$40.00
- q. **Other Violation** (miscellaneous offense as specified by officer, i.e., misuse of permit, parked in a reserved space or restricted lot, backed into space, or pulled thru space, etc.) \$40.00
- r. **Driver Not to Proceed Where Traffic or Parking is Restricted** (beyond barricades, \$60.00 gates, cones, or otherwise closed parking areas)
- s. **Parked in a Fire Lane** (red curbs, fire hydrant, red lined area) \$60.00

t. <b>Providing False Information to Parking Services</b> (includes providing incorrect license plate number, registering another student or employee's plate as own)	\$100.00
u. <b>Use of a Stolen, Lost, Altered or Counterfeit Permit or Pass</b>	\$100.00
v. <b>Handicapped Parking Violation</b> (handicap spaces enforced 24/7, (includes handicapped accessible areas adjacent to handicap space, using another person's placard or plate)	\$200.00
w. <b>Unauthorized Removal or Tampering of a Wheel Lock Device</b> (offender is subject to fines, arrest, and criminal charges; if damaged, will be charged to replace device, in addition to this fine)	\$200.00
x. <b>7-Day Tow Notice Warning</b> (vehicle will be towed if not moved off campus within seven (7) days)	

## WHEEL LOCK AND TOWING POLICY

Vehicles not parked in accordance with University Traffic and Parking Regulations, including safety hazards are subject to being cited, wheel locked (immobilized), or towed (impounded) at the owner's/operator's expense. The owner/operator of the vehicle is subject to university disciplinary action (student or employee) and will be held responsible for all fees and unpaid traffic fines involved.

1. Vehicles parked in or obstructing use of a handicapped space, ramp, or curb cut without proper permit documentation may be wheel locked or towed, including van accessible blue lines next to a space.
2. Vehicles parked in any reserved space, visitor space, patient space, loading zone, or university/delivery vehicle only space may be wheel locked or towed. Delivery vehicles must be marked as such.
3. Vehicles parked beyond a restricted, coned, or barricaded area or closed parking lot may be wheel locked or towed.
4. Vehicles left unattended, impeding the normal flow of traffic, whether in the roadway, alleyway, or parking lot may be towed.
5. Vehicles blocking a fire lane may be towed.
6. Any vehicle which is hampering emergency personnel in the performance of their duty or any emergency (i.e., fire, weather disaster, etc.) may be towed.
7. Vehicles parked in any tow away zone may be wheel locked or towed.
8. Vehicles parked in unauthorized locations or without proper permit may be wheel locked or towed.
9. Vehicles parked on campus without a license plate and/or vehicle identification number visible may be wheel locked or towed until proof of ownership can be established.
10. Abandoned or disabled vehicles will be issued a seven (7) day tow-notice after which time, if the vehicle remains on campus, the vehicle will be towed at the owner's/operator's expense. A current parking permit displayed inside an abandoned or disabled vehicle does not exempt a vehicle from being towed.
11. Any vehicle incurring four or more citations may be wheel lock or towed.
12. Any wheel locked vehicle may be towed if the owner/lawful driver does not resolve the underlying violations within two business days.
13. Vehicles that are unregistered or have unpaid citations may be wheel locked or towed.
14. Any individual found using or in possession of a reported, missing, lost, or stolen parking permit, altered or counterfeit parking permit or pass, temporary or unauthorized parking pass will have his/her vehicle wheel locked or towed. In addition to the wheel lock fine, students will be referred to the Dean of Students Office and employees will be referred to their Department Head or Dean and/or the Department of Human Resources for disciplinary action.
15. Vehicles with a deactivated permit, invalid, revoked, or suspended parking permit displayed

may be wheellocked or towed.

16. Any individual found displaying a permit or pass other than his/her own will have his/her vehicle wheellocked or towed. The unauthorized permit or pass will be confiscated prior to the release of the vehicle.
17. Students with a faculty/staff permit, retiree permit, or alumni sticker displayed in his/her vehicle will have his/her vehicle wheel locked or towed and the permit will be confiscated.
18. Any individual who removes a wheel lock without authorization or damages a wheel lock while tampering with or attempting to remove the wheel lock is subject to fines, university disciplinary action, and possible arrest and restitution.
19. Vehicles parked in restricted lots after hours (athletic fields, Mitchell Center, Recreation Center, Residence Halls, etc.) without permission may be towed.
20. Vehicles otherwise hindering the normal operations of the university, after reasonable attempts and timely removal efforts have failed, may be towed.
21. Vehicles not displaying a current and valid state issued license plate, including dealer or dealer transit plates not being utilized in compliance with state law.

**In addition to the above stated sanctions, loss of campus driving and/or parking privileges may also be imposed.**

#### **PAYMENT OF FINES**

1. **STUDENTS:** Parking citations are paid online at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices).
2. Citation appeals must be made within twenty (20) calendar days of issuance. Diplomas will not be released by the Registrar until payment is made in full. **Students with a citation balance of \$200 or more will not be allowed to register for any subsequent semester of classes.**
3. **FACULTY/STAFF:** Parking citations are paid online at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices). Citations may be appealed within twenty (20) calendar days of issuance. Excessive citations and unpaid fines may be reported to an employee's Department Head/Dean and/or Human Resources for disciplinary action. Fines must be paid or appealed within twenty (20) days of issuance. Unpaid fines will be paid through **payroll deduction** if no action is taken during that time. Outstanding fines must be paid before purchasing a new faculty/staff parking permit.
4. **VISITORS:** Parking citations are paid online at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices). Citations may be appealed within twenty (20) calendar days of issuance.

#### **CITATION APPEAL POLICY**

1. Any person who receives a University parking citation and believes there are valid reasons to appeal the citation, may file a written appeal online within twenty (20) calendar days of issuance at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices). Verbal parking appeals are not accepted by telephone or in person at the Parking Services window. Failure to file an appeal within the 20 days allowed renders the tickets and associated fines as final.
2. Each citation must be appealed separately. Combining citations on one appeal is not acceptable and the appeal will not be considered.
3. If citations are paid during the appeals process, the appeal will be cancelled. The individual accepts responsibility for the citation when a payment is made.
4. Employees do not have the authority to request tickets be voided for any student or employee.

Students and employees must appeal their own citations online via their own parking account.

5. Employees should never file an appeal online through their own account for any other employee, student, or visitor. Appeals received from an employee on behalf of another person will not be accepted.
6. The Student Government Association (SGA) will decide on student appeals.
7. The USA Traffic Appeals Committee will decide on appeals submitted by faculty, staff, and designated guests.
8. Individuals are notified of appeal results via the email address provided with each appeal.
9. Official visitors to the University should present their ticket at Parking Services located at Beta/Gamma Commons, 290 Jaguar Blvd. A valid driver's license is required. Verbal parking appeals are only accepted by visitors (non-affiliates of USA). Visitors may also file a written appeal online within twenty (20) calendar days of issuance online at [www.southalabama.edu/parkingservices](http://www.southalabama.edu/parkingservices).
10. If a student believes the SGA has made an error in the appeals process, they may submit a second appeal within ten (10) calendar days of the result of the first appeal by contacting the SGA at (251) 460-7191.
11. If a faculty, staff, or designated guest believes the USA Traffic Appeals Committee has made an error in the appeals process, they may submit a second appeal within ten (10) calendar days of the result of the first appeal by sending an email to [parkingservices@southalabama.edu](mailto:parkingservices@southalabama.edu).
12. Second appeal decisions are final.
13. The following reasons to appeal a citation are not considered valid. These include, but are not limited to:
  - a. Lack of knowledge, did not know, or did not read the Traffic and Parking Regulations
  - b. Inability to find a proper parking space/no parking space available.
  - c. Inclement weather, rain, cold, hot, etc.
  - d. Did not see the sign or no sign posted.
  - e. Others were parked there.
  - f. Running late for class, work, appointments, etc.
  - g. No permit displayed/failure to obtain proper permit.
  - h. Failure to register vehicle with Parking Services.
  - i. Permit, plate, or vehicle used by another person.
  - j. One has not been cited for similar offense in the past.
  - k. Disagreement with the Traffic and Parking Regulations.
  - l. Forgot/failed to appeal within the prescribed time frame.
  - m. Someone (other than Parking Services office personnel) told me to park there – faculty and staff may not give a student or another employee permission to park against these regulations.

## **PEDESTRIANS**

Pedestrians must cross roadways within a marked crosswalk. Motorists must yield the right-of-way to pedestrians within a crosswalk. However, this does not relieve the pedestrian of their responsibility to observe traffic and ensure a vehicle's operator has observed the waiting pedestrian



and is yielding. If the crosswalk is controlled, pedestrians only have the right of way when the WALK sign is illuminated. Pedestrians must press the "Push to Walk" button and wait for the WALK sign to illuminate and ensure traffic has stopped before safely crossing the street.

### **Alabama Law on Pedestrians Right of Way: Sections 32-5A-211, 212**

- a. When traffic-control signals are not in place or not in operation the driver of a vehicle shall yield the right-of-way, slowing down or stopping, if need be, to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.
- b. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.
- c. Whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.
- d. Between adjacent intersections at which traffic-control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.

## **BICYCLES**

Bicycles are permitted on campus and cyclists are encouraged to register their bicycles with USAPD online at [www.southalabama.edu/police](http://www.southalabama.edu/police).

### **Alabama Law on Bicycles-Summarized: Sections 32-5A-260, 263, 265, 82, 282**

- a. Cyclists have the same rights and duties of motorists on the roadway (with a few limited exceptions).
- b. Cyclists are to ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.
- c. Cyclists are not to ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles. Wherever a usable path for bicycles has been provided adjacent to a roadway, cyclists are to use such path, not the roadway.
- d. A person riding a bicycle may give a hand signal for a right turn by extending his or her right arm and hand horizontally on the right side of the bicycle.
- e. Bicycles used at nighttime must have a front headlight which emits a white light visible from at least 500 feet to the front and a red reflector on the rear which is visible from 100 feet to 600 feet to the rear when directly in front of lawful lower beams of headlamps on a motor vehicle.
- f. Motorists overtaking and passing a bicycle shall give a safe distance of at least 3 feet on a roadway with a marked bicycle lane or all other roadways with a speed limit of 45 mph or less and the roadway does not have a double yellow line.
- g. Persons under 16 riding a bicycle on a public roadway must wear a bicycle helmet.

## **HANCOCK WHITNEY STADIUM GAME DAY/EVENT PARKING**

1. **Parking Services does not manage parking for the Hancock Whitney Stadium (HWS) event parking.** Please refer to USA Athletics website [www.usajaguars.com](http://www.usajaguars.com) for more information about stadium parking and to view a stadium game day or event parking map. Game Day Operations may also be reached by email to [gamedayinfo@southalabama.edu](mailto:gamedayinfo@southalabama.edu).

2. All parking lots on campus may be utilized for stadium, game day, or event parking, paid or unpaid, at the discretion and management of the sponsoring department. ALL vehicles must adhere to GAME DAY/EVENT parking guidelines.
3. Greek Housing lots and the Auxiliary West lot is reserved for game day parking and is closed to all vehicles, including residential students, prior to and during events held at the Hancock Whitney Stadium. Vehicles without the proper credentials are subject to towing at the owner or operator's expense if not moved from these lots at the announced or published date and time.