



UNIVERSITY OF CENTRAL OKLAHOMA Transportation and Parking Services (TPS)

A Division of Administrative Services; Department of Safety and Transportation Services

Parking Regulations; Effective July 1, 2015

The Board of Regents of the University of Central Oklahoma (hereinafter referred to as UCO) has determined that it is in the best interest of the University that rules and regulations be established and enforced to govern the keeping and use of motor vehicles by UCO employees, students, visitors, and other categories of users on campus. Accordingly, University Administration has developed and instituted these Parking Regulations to facilitate the safe and orderly conduct of business and to allocate the limited parking space available on campus.

Operating a motor vehicle on UCO property is a privilege, which is conditioned, in part, on compliance with these rules and regulations. The objectives of these Parking Regulations are:

- a) To facilitate the safe and orderly conduct of UCO business.
- b) To allocate parking space as conveniently as possible for all user groups within the limits of the spaces available and the priorities assigned.
- c) To ensure access for emergency equipment/vehicles.
- d) To minimize traffic disturbance during class hours.

These regulations apply to all persons operating a vehicle on campus. UCO defines the campus as the area bounded by University Drive on the north and west, Second Street on the south, and Bauman and Chartrand Streets on the east. This boundary includes parking lots 2 and 3, and the housing units located on Washington Street (Broncho Apartments). Also, properties at 320 Hurd Street, the corner of Jackson and Campbell Streets and any properties leased by UCO and signed/designated as such.

All students, faculty, and staff are required to follow the Transportation and Parking Services (TPS) Parking Regulations as a condition of admittance, continued attendance, and/or employment according to UCO policies. Parking at UCO indicates your acknowledgement and acceptance of these Parking Regulations.

SECTION I

GENERAL INFORMATION

- a) It is the responsibility of any vehicle operator to request information needed from Transportation and Parking Services (hereinafter referred to as TPS) to correct any special circumstances regarding their individual needs in a prompt manner and **before a citation is issued.**

b) TPS provides a copy of the Parking Regulations to each individual upon request and Parking Regulations are readily available at the service counter and online at the TPS website.

Pleading ignorance of the regulations will not excuse violators or citations.

c) Any person who persists in repeated violations of the Parking Regulations, damages property or commits any act detrimental to the safety of others or to the best interests of the UCO community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges. TPS will refer students to the Vice President of Student Affairs, and will refer faculty members and staff to the Vice President of Administration & Finance for an appeal process. A person so involved may apply for another permit only with the written recommendation of the Vice President of Student Affairs or Vice President of Administration & Finance.

d) **Only parking permits issued or authorized by UCO TPS are valid and will be honored.** Such substitutes as signs or permits issued by others, hand-written notes left inside or on the exterior of a vehicle, etc., are unacceptable, and will not be honored by enforcement personnel.

e) UCO allocates all parking spaces to a specific user group and parking permits are available for each category of user.

- Parking is on a first come, first served basis.

- The issuance of a parking permit is merely authorization to park if space is available.

- The responsibility for finding a legal parking space rests with the vehicle operator.

- Lack of space in a particular lot is not a valid excuse for violating Parking Regulations.

- The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.

SECTION II

CONTACT INFORMATION

TPS Office hours are:

Monday – Friday, 8:00 a.m. - 5:00 p.m.

Nigh University Center (hereinafter referred to as NUC), room 309A

Phone (405) 974-2780

parking@uco.edu

www.uco.edu/parking

Police Services/Operation SafeWalk:

24 hours a day/7 days a week

Phone (405) 974-2345

dps@uco.edu

GENERAL PARKING STIPULATIONS

a) UCO restricts all students and faculty/staff to parking in their designated parking lots from 7:00 a.m. to 4:00 p.m., Monday through Friday. After 4:00 p.m. and on weekends, all lots are MULTIPERMIT unless designated for special use such as disabled, child services, church use

only, or 24-hour reserved for housing and faculty/staff. Signs designate parking spaces at the entry to each lot or at each row of split use lots. Unauthorized vehicles parked in a reserved parking space are subject to a parking citation and impoundment at the owner's expense.

b) UCO allows parking only within a valid parking space in the parking areas within the bounds of UCO's campus. A valid parking space is defined as parallel white lines on each side of the vehicle and/or a white line, curb, parking block or other type of barrier in front of the vehicle. Parking on striped areas, no parking zones, or areas not marked for parking will result in a citation and/or impoundment at owner's expense.

c) Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting a legal parking space.

d) The owner-of-record, the individual registering a vehicle with UCO, or the individual assigned to the vehicle by TPS's internal process is responsible for all UCO parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.

e) UCO prohibits the parking of motor vehicles on campus in areas other than those established for parking. These areas are marked by signs or other devices controlling their use.

f) TPS may suspend enforcement of any or all UCO Parking Regulations throughout the campus or in selected areas at any time.

METERED PARKING

a) Parking in metered areas is subject to the time limitation imposed by the meter. Everyone must pay meters during the hours of enforcement. The hours of enforcement at the Lillard Administration Building (Lot 24) are 7:00 a.m. to 4:00 p.m. After 4:00 p.m., UCO requires a valid parking permit in lieu of paying the meter.

b) UCO enforces the meters at the Chambers Library (Lot 31) during the hours of Library operation. **Using a valid parking permit in lieu of paying the meters located at the Chambers Library is unacceptable, and will result in a citation.**

d) Meter reservations. Departments, groups, organizations, faculty/staff that wish to reserve a meter for a special guest(s) in lots 24 or 31 need to get reservation confirmation from TPS at least 24 hours in advance. Reservation cost is as follows:

- 7 a.m. – 12 p.m.: \$2.50 per meter space reserved (meter will be back open for general use by 12 p.m.)
- 12 p.m. – 6:59 a.m.: \$5:00 per meter space reserved

A meter(s) may have to be reserved all day, even if the meeting/event will not be held until the afternoon, this means that the \$5:00 rate would apply.

An on-campus payment authorization form is required to be filled out and dropped off/emailed to TPS before the meter(s) will be reserved

e) All meters have a four-hour limit. The current rate is .25 for 15 minutes. Meters will not exceed four hours, please do not put more than four hours of time in. Enforcement staff will not turn handles or feed meters. Excess coins dropped in the meters are non-refundable. **Metered parking is not intended for use by students or employees from 7 a.m. - 4 p.m. in Lot 24.**

f) Meters may also be paid using a pay-by-cell feature through the Passport Parking App or

through a phone call. The Passport Parking app is downloadable on iOS and Android devices, the download is free. Pay-by-cell starts at a minimum time of 30 minutes, increasing in 15 minute intervals up to four hours of paid time. With ten minutes left in your session, an alert will pop up, stating your time is nearly up, asking if you'd like to purchase more. This option requires users to give their credit card information, which is secure and PCI compliant.

g) Vehicles parked in metered spaces where the meter time has expired shall be subject to an "expired meter" citation for each subsequent hour that the vehicle occupies the space.

SECTION III

VISITOR AND GUEST PARKING

a) UCO defines a visitor as any person unaffiliated with UCO as an employee, student, vendor, office occupant, or tenant.

b) Visitor permits are available for one day at no charge at the TPS Office on the third floor of the NUC. Repeat visitors will be subject to purchase a parking pass at the current rates.

c) Certain spaces and areas on campus are set aside for use by visitors; these areas have been located for maximum visitor convenience and are identified by signs at entry points. UCO requires that visitors and conference members use the pay-to-park lot east of the NUC (Lot 10), metered areas at the Lillard Administration Building (Lot 24) or designated visitor parking (and a valid visitor permit is required).

d) Any vehicle displaying a valid UCO Visitor permit can park in any COMMUTER, FACULTY/STAFF, HOUSING, or MULTIPERMIT parking lots only.

e) UCO expects and requires visitors to abide by properly signed or marked parking restrictions.

f) Visitors receiving a parking citation should follow the instructions on the back of the citation, or call TPS for further information.

g) Visitor permits are available for purchase at the TPS Office at the rate of \$10.00 a week. The permit must be clearly displayed from the rearview mirror and the vehicle must be parked in a marked parking space. Visitor permits are not valid in any space designated for special use.

h) Visitor permits are NOT valid in metered areas (meters must be paid) or the NUC pay-to-park lot.

SECTION IV

TYPES OF PERMITS

a) **All** vehicles parking on campus, other than in metered or pay-to-park lots, must display an appropriate permit from TPS (located on the third floor of the NUC, Room 309a). All permits **must** be ordered on-line through the TPS website. This registration includes all vehicles displaying state issued physical disability placards and all motorcycles. **Students must register their vehicles by the first day of class. Faculty/staff must register their vehicles upon**

reporting to work. The only exceptions are visitors and vendors/contractors.

b) You must order your UCO parking permit online.

1. You will need the following information to order your parking permit:

- UCONNECT username/password (**students**)
- Computer domain username/password (**faculty/staff**)
- Current license plate numbers for all vehicles you will/may drive on campus (if you are ordering for the first time, please include your car make (Ford, Chevy, etc.) and the color of your vehicle)
- Your current address

2. Go to the UCO Parking Page www.uco.edu/parking; Look for an **ORANGE** box titled "UCO eBiz"

3. Permits are ready for pickup starting July 27th. If you've ordered your permit on/before/after that date, your permit is ready to pickup

4. Permits **MUST** be picked up at the TPS office, at the Nigh University Center, room 309A. **TPS does not mail parking permits.**

c) **Students must present their current UCO ID cards with UCO ID number or valid photo ID at the time of permit pick-up. All persons must provide their vehicle tag number to obtain a permit.**

d) **Faculty/staff must present a current UCO faculty/staff ID card to obtain a faculty/staff permit. All persons must provide their vehicle tag number to obtain a permit.**

e) Faculty, staff, and students must pay all existing citations before TPS will issue the appropriate permit.

f) **Entire permit must be clearly displayed in vehicles on campus.** Dark window tint or other obstructions may result in a citation. Parking permits are to be affixed in plain view on the inside of the vehicle, in the lower corner of the driver's side of the front windshield only. Permit may not be affixed to other surfaces; only affix the permit to the inside of the front windshield glass. The entire permit liner must be completely removed so the entire permit is affixed to the glass of the front windshield in the lower corner of the driver's side only. Individuals may move the transferable permit among their own vehicles as needed. **The student, faculty, or staff member registered to a UCO permit will be held responsible for citations issued to the permit.**

g) Oversize vehicles (i.e. – dualie pickup, etc.) may only park in Lot 1, regardless of the registered owner's parking permit type. Failure to park in Lot 1 will result in citations issued to the owner of the permit.

PERMIT TYPES

All parking lots on campus are reserved. TPS reserves the right to change lot usage to accommodate special circumstances.

a) **COMMUTER Parking Permit** – Persons not living on campus must display a **COMMUTER** permit that allows parking in any area designated for COMMUTER or MULTIPERMIT parking. Persons living in the Broncho Apartments must display a COMMUTER or SPECIAL USE permit at all times. COMMUTER permits are valid in designated FACULTY/STAFF parking lots from 4 p.m. – 7 a.m. **COMMUTER permits are never valid in 24-HOUR FACULTY/STAFF or HOUSING lots.**

b) **HOUSING Parking Permit** – Persons housed in the Quad, University Commons, Murdaugh Hall, University Suites, and West Hall must display a **HOUSING** permit that allows parking in lots designated for HOUSING and MULTIPERMIT parking. UCO has determined and implemented a minimum ratio of 1.5:2 (parking spaces to bed ratio). Housing parking is reserved 24 hours a day for HOUSING permits only. HOUSING permits are valid in COMMUTER, and some FACULTY/STAFF lots from 4 p.m. – 7 a.m. **HOUSING permits are never valid in 24-hour FACULTY/STAFF parking lots.**

c) **FACULTY/STAFF Parking Permit** – Persons displaying a **FACULTY/STAFF** permit are allowed to park in areas designated for FACULTY/STAFF or MULTIPERMIT parking and COMMUTER parking from 4 p.m. - 7 a.m. **Only those presenting a valid faculty/staff ID will be issued a faculty/staff parking permit.**

- Other individuals may not use faculty/staff parking permits. Unauthorized users will receive a \$100.00 fine.

- When a faculty/staff member is processing out of UCO for resignation, retirement, or termination action, they must return the parking permit to the TPS Office or Employment Services Office.

d) **MOTORCYCLE Parking Permit** – Motorcycles must display a valid MOTORCYCLE permit, placed on the front fork or on an approved permit holder. Permit must be placed where it can be easily seen. Motorcycles must park in designated motorcycle parking. Motorcycles must pay metered parking. Meters do not have to be paid at Lillard Admin Building (Lot 24) between 4 p.m. and 7 a.m. if a valid MOTORCYCLE permit is displayed.

e) **RETIRED/EMERITUS Parking Permit** – Permits will be issued to persons who have a valid UCO retired/emeritus ID card. R/E permits are valid in any COMMUTER, FACULTY/STAFF, HOUSING, or MULTIPERMIT parking lot.

f) **CONTRACTOR/VENDOR Parking Permit** – Permits are available to authorized UCO contractors and vendors only. C/V permits are valid for the date designated on the permit and are valid in SERVICE/MAINTENANCE spaces, COMMUTER, FACULTY/STAFF, HOUSING, or MULTIPERMIT parking lots.

g) **WELLNESS CENTER Parking Pass** – Wellness Center parking passes are valid for persons who have current memberships at the Wellness Center and are **NOT** employees, vendors, contractors or students of UCO. Violators will receive a \$100.00 fine. Wellness Center permits are valid only in Lots 46 and 47 surrounding the Wellness Center building, and are available for purchase at the Wellness Center.

LOST OR STOLEN PERMITS

Any UCO permit reported lost or stolen will be subject to a replacement fee of one-half (1/2) the current price rate regardless of the circumstances of the loss/theft. The owner of record is responsible for reporting a lost/stolen permit to TPS by the next business day

after the loss or theft. If not, the owner may be responsible for payment of any citations accumulated by that permit. The owner of a parking permit stolen on campus is encouraged to report the theft to the Campus Police at 974-2345. The owner of a parking permit stolen at a location off campus may wish to report the theft to the law enforcement agency having jurisdiction at that location. Once the permit is reported lost/stolen, it is considered an unauthorized permit and cannot be used again. Unauthorized use or possession of a lost/stolen permit will result in a \$100.00 fine, immediate surrender of the lost/stolen permit, may be subject to revocation of all parking privileges, and could be subject to criminal charges.

PERMIT LOST DUE TO VEHICLE ACCIDENT

TPS understands that accidents happen. If your vehicle is totaled due to an accident and your permit is not retrievable, come up to the TPS office with paperwork from your insurance company stating your vehicle is totaled. TPS will sell you a new parking permit for one-third (1/3) of the current going rate.

PAYMENTS

Parking permits and citations may be paid by mail, or online by going to www.uco.edu/parking. Credit card transactions using Mastercard, Discover, or American Express may be made on-line, plus applicable convenience fees charged with web credit card payments. Unpaid fees will be subject to a late fee in accordance with UCO policy. See CITATIONS AND FINES SCHEDULE below.

BICYCLES

UCO requests that all bicycles kept on campus be registered with the Cycology Bicycle Service Center, located in the basement of Murdaugh Hall (SE corner). Registration is free and free labor is given to those who register their bicycle. Cycology is open Monday, Tuesday, and Wednesday 8:00am-5:00pm.

PHYSICAL DISABILITY PARKING AND UCO MEDICAL PERMITS

a) Faculty/Staff and Students who are medically impaired may be issued a temporary **MEDICAL PERMIT** by TPS that allows for parking in faculty/staff, commuter, housing lots. Medical Permit holders may also park in Pay-to-Park, and metered lots at no charge. **A medical permit must be displayed with a purchased, valid UCO permit.** A physician's statement may be required stating the nature and length of the impairment. **Medical permits will be issued for no more than six weeks per academic year.** A state issued temporary physical disability placard will be required for impairments longer than six weeks. **Vehicles displaying a temporary medical permit, along with the appropriate UCO permit, are not allowed to park in physical disability spaces.** They may park in any other legal parking spaces on campus that are not assigned/reserved for other uses.

b) Applications for Oklahoma Physical Disability placards are available at the TPS Office.

c) Authorized users must display both the Physical Disability placard, and a valid UCO permit. d) All users of Oklahoma Physical Disability placards **MUST** register their placards with the TPS Office. Failure to register placards will result in a citation with a \$100.00 fine.

d) Vehicles displaying a state issued Physical Disability placard, along with a valid UCO permit,

may park in any legal parking space or any physical disability space, with the exception of spaces reserved for other uses, i.e., child services, service/maintenance, delivery vehicles, etc.

e) Any vehicles that display a valid state-issued Physical Disability placard and a valid UCO permit may park in the NUC Pay-to-Park Lot and metered parking at no charge.

f) Vehicles that do not display a valid Physical Disability placard in a designated physical disability space will be fined \$100.00 and may be impounded at owner's expense.

SECTION V

PRICING SCHEDULE

NOTE: student & faculty/staff parking permits are valid August 1-July 31 each year

July-Fall Break	\$125.00
Fall Break-December	\$105.00
December-Spring Break	\$85.00
Spring Break-end of spring semester	\$65.00
May	\$45.00
June.....	\$40.00
July.....	\$35.00
Retired/Emeritus	(no expiration)No Charge with Emeritus ID
Motorcycle (Fall/Spring/Summer)	\$32.00
Motorcycle (Summer Only)	\$16.00
Pay Lot Permit (valid only in NUC Pay Lot)	\$35.00 per month
Weekly	\$10.00
Monthly	\$35.00
Visitor (per day)	Free, 1+ days, \$1 per day
Vendor/Contractor (1 day)	Free
Vendor/Contractor	\$10.00 a week/ \$35.00 per month
First time replacement	1/2 of Current Price Rate
Each additional replacement fee	Regular Permit Price

REFUNDS

Permits returned within the first two weeks of the fall & spring semesters will be given a 100% refund. **(NOTE: only permits bought for the spring semester will be eligible for the spring 100% refund)**

Fall graduates may be eligible for a refund of one-half (1/2) of the annual permit cost at the discretion of TPS. The refund will be credited to the permit owner's university account providing all criteria for the refund is met within the specified time limits

SECTION VI

PARKING PERMIT VIOLATIONS

a) Any person who gives, barter, or otherwise transfers ownership of parking privileges of a parking permit shall be guilty of wrongful use and shall be fined a penalty of \$100.00, immediate surrender of their parking permit, and may be subject to cancellation of his/her parking permit and revocation of all parking privileges, subject to the appeals process.

b) Lost, stolen or damaged parking permits must be reported to TPS. Any person who reports a permit lost, stolen or damaged and later finds the permit must return it to the TPS Office. If the owner uses the found permit, he/she is guilty of wrongful use and subject to a fine of \$100.00.

Permits that will not adhere to the windshield may be exchanged at no cost to the owner.

c) Any person who finds or gains possession of a lost, stolen, forged or altered permit and uses the permit to park on campus will be subject to a fine of \$100.00, immediate surrender of lost/stolen permit, may be subject to revocation of all parking privileges, and could be subject to criminal charges.

d) **Unpaid fines will be assessed interest in accordance with UCO policy.**

CITATIONS AND FINES SCHEDULE

Citations must be paid in full within 30 days of issue. Citations not paid in full will incur a late payment fee of \$5.00 after 30, 60, and 90 days, from the date the citation was issued.

Fines for parking violations:

No Valid UCO Permit Displayed	\$30.00
Permit Not Displayed in Plain View	\$30.00
Permit Not Properly Affixed	\$30.00
Using Wrong UCO Permit for Lot	\$30.00
Expired Meter	\$20.00
Exceeded Posted Time Limit.....	\$30.00
Illegal Exit/Entry.....	\$50.00
Using a UCO Permit Reported Lost/Stolen	\$100.00
Using an Altered UCO Permit.....	\$100.00
Unauthorized Permit	\$100.00
Car in Motorcycle Space.....	\$30.00
Motorcycle in Car Space.....	\$30.00
Physical Disability Space/Ramp	\$100.00 + tow fee
Student/Faculty/Staff Parked in Visitor Area.....	\$30.00+ tow fee
Reserved Parking	\$30.00+ tow fee
Maintenance/Service Vehicle Space.....	\$30.00+ tow fee
No Parking Zone.....	\$30.00+ tow fee
Parked in Fire lane	\$50.00+ tow fee
Parked in Driveway	\$30.00+ tow fee
Parked in More than One Space	\$30.00+ tow fee
Parked on Grass/Dirt	\$30.00+ tow fee
Parked on Crosswalk/Sidewalk.....	\$30.00+ tow fee
Parked Blocking Dumpster	\$30.00+ tow fee

ADMINISTRATIVE PROCESSING FEE

An Administrative Processing Fee of \$25 is assessed to persons accounts who have not registered their vehicles with the University of Central Oklahoma Transportation and Parking Services, and have unpaid citations. This fee covers costs associated with identifying vehicle owners/responsible individuals and accurately assessing fines owed.

RULES OF EVIDENCE

Evidence that a motor vehicle was found parked or unattended in violation of these regulations is prima facie evidence that the vehicle was parked by:

1. The person holding a university parking permit for the vehicle
2. If no university parking permit has been issued for the vehicle and the vehicle is not registered with the university, the person whose name it is registered with the Oklahoma Department of Motor Vehicles or the corresponding agency of another state or nation and/or
3. A son, daughter, spouse, or ward of the registered owner, if such person is employed with or enrolled in the university at the time of the violation

SECTION VII

IMPOUNDMENT/IMMOBILIZATION OF VEHICLES

IMMOBILIZATION

From 7 a.m.-4 p.m. TPS will immobilize vehicles which meet the requirements of impoundment (see below), using a vehicle boot. The vehicle will be secured in most cases at the left-front tire and a notice will be placed on the driver's side window. An individual will have until 4pm to come up to the TPS office and settle their parking fines with the department and pay the boot removal fee of \$35. TPS will then release the immobilized vehicle. At 4 p.m., TPS will begin the process of removing all unclaimed, immobilized vehicles from campus lots. **All unclaimed vehicles will be towed from campus at the owners expense.**

NOTE: If the vehicle is unable to be booted for any reason, it will be immediately towed.

NOTE: If the boot is seen being tamped with, the vehicle will be immediately towed, and the individual may be responsible for replacing the damaged boot at the current going rate.

If your vehicle is impounded, your first stop is the Transportation and Parking Services office in the Nigh University Center, room 309A. You will be provided an explanation of why your vehicle was impounded/immobilized, and what actions you will need to take to retrieve your vehicle.

IF YOUR VEHICLE IS TOWED OFF CAMPUS

If your vehicle is impounded, your first stop is the Transportation and Parking Services office in the Nigh University Center, room 309A. You will be provided an explanation of why your vehicle was impounded/immobilized, and what actions you will need to take to retrieve your vehicle.

UCO Police Services will require that the owner of the impounded vehicle show proof of ownership and pay all citations, penalties, towing fees, and storage charges for the vehicle before it is released from the towing company.

UCO assesses impoundment expenses to the person obtaining the release of the vehicle. UCO Police Services may release the vehicle upon payment of all fines or a payment agreement plan with TPS. Owner must make payment in full to the towing company to obtain release of vehicle.

UCO Police Services and TPS can impound/immobilize parked vehicles for the following offenses:

- Parking in reserved spaces or physical disability spaces
- Repeated violation of Parking Regulations
- Three (3) or more unpaid parking violations
- Parking in driveways, on grass, access road/service drives, traffic lanes
- Creating a traffic hazard, obstructing sidewalks, crosswalks, or other vehicles
- Vehicles displaying expired license plate/tag or no tag and no VIN are visible
- Parking in red zones, red curbs, or yellow curbs
- Parked in fire lanes or near fire hydrants

LOT CLOSURES AND TOWING

TPS reserves the right to close specific lots to permit holders and designate parking lot use for special events (i.e. – sports events, camps, community events, etc.). All lots are subject to additional hours of restriction based on special campus events or UCO needs as determined by TPS.

TPS will give advance notice of parking area changes or closings whenever possible, with as many notices as reasonably possible to communicate lot closings (Vista, Twitter, UCONNECT, Housing newsletters, flyers).

TPS will tow vehicles in the event of emergency or catastrophe, in conjunction with the UCO Police Department, to protect the safety and security needs of the UCO community.

SECTION VIII

PARKING APPEALS

Appeals are handled by a two-level process

a) First Level:

Individuals must make appeals for violations within 10 calendar days from the date of the citation. The Parking Appeal form must be completed on-line at <http://www.uco.edu/parking>.

The appellant must present a concise, factual statement justifying the appeal in the space provided. The appellant submits this statement, indicating the appeal statement is true. The appeal will then be read and reviewed by two, full-time TPS staff members, who can waive the citation, reduce it by half, or uphold it. You will receive a ruling within 15 business days. You will be provided a reason for their decision. The first level is an online written appeal; there is no in-person appeal at this level.

b) Second Level:

If your citation is reduced or upheld and you disagree with the ruling, you have the option to appeal to the second-level. You have 5 calendar days from the date of the first ruling to file another appeal. **At this level, you must pay for the citation before you appeal, and a \$5 processing fee will be added to your university account.** Your appeal will be heard by a board of faculty, staff, & students not affiliated with the TPS office. They may reduce, waive, or

uphold your citation (If your citation was already reduced at the 1st level, the board can only uphold or waive your citation). At this level, you have the option to attend the appeal board in person and state your case, otherwise the appeal board will rule based on the first ruling, the citation, pictures taken at the time of the citation, and your written appeal. If the 2nd level appeal is waived, the \$5 fee will be refunded.

c) Hand-written notes left on the exterior of a vehicle, etc., are unacceptable, and will not be honored by enforcement personnel. Activating a vehicle's emergency flasher lights does not constitute a valid reason to park in designated fire lanes or no-parking zones.

SECTION IX

CARPOOL LOT

Lot 10 will operate as the CARPOOL Lot, allowing motor vehicles to park each day during its defined operating hours. The CARPOOL Lot allows a vehicle displaying a valid UCO COMMUTER or FACULTY/STAFF permit and containing two or more persons when entering, to park in the CARPOOL Lot. The Parking Regulations specific to this program are as follows:

- All existing Parking Regulations must be followed.
- The entry and exit point is at the Northeast corner of Lot 10.
- Pull up to the booth at the CARPOOL Lot entry point. Collect CARPOOL Lot citation from attendant.
- Give CARPOOL Lot citation to attendant when exiting.
- There is no drop-off entry or in-and-out use allowed.
- **Passengers must commute to campus with driver. No on-campus pick-ups allowed.**
- Carpooling passengers cannot own a HOUSING permit.
- TPS reserves the right to close the CARPOOL Lot without advance notice at any time.

These Parking Regulations supersede any and all previously published regulations in any form or material. These Parking Regulations are subject to change. Please visit the TPS website for the most current version.

Thank you!