Rules and Regulations
2016-2017
*Effective August 1, 2016 to July 31, 2017
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TRANSPORTATION AND PARKING SERVICES (TPS)
PARKING REGULATIONS; EFFECTIVE 2016/2017 ACADEMIC YEAR
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I. Introduction

A. Purpose

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:

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

These regulations apply to all persons parking 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, the housing units located on Washington Street (Broncho Apartments), 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 (hereinafter referred to as 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.

B. Mission

Provide the UCO community a safe environment and ready access to campus facilities by efficiently using all available transportation and parking resources.

C. Services

TPS establishes parking rules and regulations, distributes parking permits, and manages the parking facilities on campus. TPS also manages the alternative transportation programs consisting of the free Broncholink bus service, carpool program, and Bum-A-Bike.
II. General Information

A. 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

B. Parking Stipulations

i. General Stipulations

- 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 valid parking space rests with the vehicle operator.
  o 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.
- 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.

ii. Individual Responsibility to Request Information

It is the responsibility of any vehicle operator to request information needed from TPS to
correct any special circumstances regarding their individual needs in a prompt manner and
before a citation is issued.

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.

iii. Permit Issuance Authority

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.

iv. Loss or Damage Responsibility

The University does not assume any responsibility for any loss or damage to your personal
vehicle while it is parked or driven on University property. This includes loss or damage
caused by falling ice or snow (whether the danger is posted or not), falling trees, limbs or
other wind-blown objects; malicious mischief, vandalism or theft; damage caused to your vehicle because you hit University property, including curbs, barriers, speed-bumps or other objects; damage caused by towing or booting a parked vehicle; damage caused by persons or vehicles unknown whether the possibility of such an event is warned against or not.

The University will be responsible for ‘at-fault’ accidents between its vehicles and personal vehicles. Should you be involved in an ‘at-fault' accident, contact Campus Police Services (974-2345) to fill-out an accident report.

C. Lot Closure and Towing Notices

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.

III. Visitor and Event Parking

A. General Visitor Information

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

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 lots east of the NUC (Lot 10), west of Old North (Lot 57), and north of the Chambers Library (Lot 31), or designated visitor parking (and a valid visitor permit is required).

UCO expects and requires visitors to abide by properly signed or marked parking restrictions. Visitors receiving a parking citation should follow the instructions on the back of the citation, or call TPS for further information.

Visitors may purchase temporary permits for access to permitted lots (faculty/staff, commuter, housing, and multipermit lots). Please see section IV. C. ii. Temporary Permit Pricing for more details.
B. Pay Station Parking

Parking in pay station areas is subject to the time limitation imposed by the pay station. All vehicles parked in these areas between 7:30am and 10:30pm Monday – Friday must pay to park.

i. Operation

1. Press any button to wake up the pay station
2. Enter vehicle license plate
3. Select purchase ticket or add more time
4. Select $1 per hour or $10 all day rate
   a. If choosing hourly rate, enter the number of hours (up to 10)
5. Insert bills or credit card

ii. Pay-By-Cell

Pay station spaces may also be paid using a pay-by-cell feature through the Passport Parking App or through a phone call. The free Passport Parking app is downloadable on iOS and Android devices. 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 the session an alert will pop up stating the time is nearly up asking if you would like to purchase more time. This option requires users to give their credit card information, which is secure and PCI compliant.

Vehicles parked in pay station spaces where the paid time has expired or no payment has been made shall be subject to a “no proof of valid payment” citation.

If the pay station is not working correctly or an error message appears on the screen please call 405-974-2780 to report the issue. If the pay station has a TPS cover over it then payment is not needed and parking in the pay station lot(s) is free at that time.

C. Pay by Hour Lot

The Pay by Hour Lot east of the Nigh University Center is the main Visitor Lot for campus. Visitors who come to campus without a pass on hand should park in this lot, or a metered lot, in order to avoid receiving a citation. This Lot is staffed by TPS personnel Monday – Thursday 7:30am-10:30pm and Friday 7:30am-5pm.

Pricing: $1 for 1-60 minutes, $2 per additional hour.
Cash or check only; individuals take responsibility for fees upon entrance to the lot. In the event that an individual does not have the appropriate funds on hand he/she will be asked to re-park and go to the ATM available in the Nigh University Center. Some events or departments may offer validated parking vouchers; this is not guaranteed and is at the discretion and availability of the department as well as the purpose of the visit.

UCO affiliated individuals who use the Pay by Hour Lot and do not have sufficient funds may fill out a promissory note to pay for their use, to be charged to his/her bursar account. All Pay Lot promissory notes will be charged an additional $2 processing fee.

Please note motorcycles are not permitted in the Pay by Hour Visitor Lot due to safety issues regarding the entrance gate arm. Motorcycles parked in this lot will be ticketed for illegal entrance/exit.

D. Guest Passes

i. Annual Permit Holders

Annual permit holders are allotted three (3) temporary passes per semester at no additional charge. These temporary passes may be utilized for the annual permit holders’ guests, and must be requested by the permit holder. By providing a temporary parking pass under their name permit holders claim responsibility for any citations received by their guest while on UCO’s campus. If all three (3) temporary passes are utilized the permit holder or guest must pay the regular visitor rates. Unused temporary passes do not roll over at the end of the semester.

Temporary passes must be obtained prior to parking on campus and properly displayed in the vehicle or the visitor should park in a visitor pay to park lot, retrieve the permit, and then move his/her vehicle. This would require the individual to pay for his/her time in the visitor lot.

Any vehicle displaying a valid UCO Visitor permit can park in any Commuter, Faculty/Staff, Housing, or Multipermit parking lots only. Visitor permits are not valid in pay station areas, the Visitor Pay Lot, nor any space designated for special use.

ii. Departments

Departments hosting guests on campus must obtain parking passes for their guests prior to the guests’ arrival on campus. Some departmental guests qualify for complimentary passes: volunteers, potential donors to the University, media, guests speaking at no cost to the University, or applicants with a scheduled interview. TPS reserves the right to determine if guests meet the qualifications for complimentary parking. Complimentary passes must be requested at least one full business day in advance. Departments may be limited to five complimentary passes as to not significantly retract from parking available on campus to permitted vehicles.
In general, guests paying to attend an event on campus or being paid for their services do not qualify for complimentary parking.

If a department does not wish to pass parking costs on to their guests the department can choose to purchase parking for their guests at a discounted rate if requested at least one full business day in advance. Contact TPS at parking@uco.edu or 405-974-2780 for departmental guest parking options and rates.

E. Event Parking

Events on campus that will bring guests/visitors to campus that do not have a UCO parking permit are required to secure parking arrangements at least two business days in advance. Guests of an event that has not secured parking in advance will be subject to regular visitor rates and regulations. Any event that requires or desires other parking services, such as reserved spaces, blocked lots or spaces, or TPS personnel assistance are also required to secure parking arrangements in advance.

F. Visitor Physical Disability Parking

Campus visitors with state registered physical disability placards are still subject to visitor parking rules, regulations, and pricing. There are designated handicap spaces in pay-to-park visitor lots 10 and 31. Visitors may park in regular permitted lot handicap spaces by purchasing a temporary permit, which must be displayed along with the state issued handicap placard. Please see section IV. C. ii. Temporary Permit Pricing for more information.

G. Construction/Staging Area Policy

i. Contractor Parking

Parking is not free in any location on campus regardless of if the area is paved, grass, or dirt/gravel on UCO’s campus. Vehicles parking on UCO property are subject to all UCO parking rules and regulations. When requested, TPS representatives will attend pre-bid and pre-construction meetings to relay parking permit costs and policies associated with each construction project. A&E is to notify and coordinate attendance at these meetings with TPS. Contractor employees/subcontractors are required to park in lots, spaces, or areas designated by TPS. A hangtag (or windshield sticker) issued by TPS is required to park in all locations and must be displayed at all times while parked on campus. Should a contractor not feel parking permits are an effective option, a contractor can request from TPS, a part of, or all of a parking lot in which their employees, vendors, subcontractors, etc. can park without receiving a parking ticket. A rate of $15 per month, per space will be assessed for renting a lot. It is the General Contractor’s responsibility to inform all employees, vendors, subcontractors, etc. of any parking restrictions, regulations, and arrangements for parking on UCO property.
ii. **Staging Areas**

A staging or lay-down area located in an existing parking lot can be secured for a monthly, per-space fee of $15 per month. The purpose of a staging area is to provide adequate area for material lay down, waste containers and construction equipment access to perform required work. Staging areas are to be determined during the project design cycle to allow TPS adequate time to address parking impacts, it is recommended that staging areas are approved one month prior to the start of the project. Once a staging area is approved by TPS, any changes to the initial staging configuration must be approved in advance before taking place by TPS. Staging areas designated for materials must be fenced off. TPS is not liable for stolen materials. Unless otherwise approved by TPS, staging areas are not intended for private vehicle parking. It is the responsibility of the contractor to maintain and restore any damage to parking areas to include cleaning, removing debris and restriping parking stalls deteriorated by the project.

Failure to communicate this policy does not relieve a contractor, subcontractor, vendor, etc. from responsibility for parking citations received on campus. Any citations received for failure to follow parking rules and regulations must be paid.

**H. Wellness Center Passes**

Wellness Center parking passes are available for individuals 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.

**IV. Parking Permits**

**A. Purchasing**

**i. Online Ordering**

1. You will need the following information to order your parking permit:
   - UCO username/password
   - 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 “Parking Account”
3. Permits are ready for pickup starting August 1. 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.**

   **ii. Pick Up**

Permit holders 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.

Individuals unable to get to the TPS office during our office hours (8:00 a.m. – 5:00 p.m. M-F) may call 405-974-2780 to arrange permit pick up at the university police station, which is open 24 hours.

   **iii. Transfer of Ownership Prohibited**

Permits are issued to an individual and are unable to be transferred to another individual once purchased. 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.

Carpool permits are an exception to this due to the nature of the carpool program and the contract. See section IV.B.vii and section V.

**B. Types of Permits**

   **i. Commuter**

Students not living on campus must display a Commuter permit that allows parking in any area designated for Commuter or Multipermit parking. Commuter permits are valid in designated Faculty/Staff parking lots from 4pm – 7am. Commuter permits are never valid in 24-hour Faculty/Staff or Housing lots.

   **ii. North Parking**

Commuter students also qualify to purchase a North Parking permit. North Parking permits are only valid in lots 1, 2, and 3 for the Fall and Spring semesters. The summer semester does not apply. A limited number of decals are available, and will be issued on a first-come first-served basis. By complying with all North Parking terms, students with these decals will receive a rebate of $62.50 per semester. Rebates are contingent upon compliance with a contract signed at the time of pick up.
iii. Housing

Students contracted to live in on-campus Housing – Murdaugh Hall, the Transformative Learning Quadrangle, University Commons, 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 designated Faculty/Staff lots from 4pm – 7am. Housing permits are never valid in 24-hour Faculty/Staff parking lots.

iv. Faculty/Staff

Vehicles displaying a Faculty/Staff permit are allowed to park in areas designated for Faculty/Staff or Multipermit parking, as well as Commuter parking from 4pm – 7am. 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.

v. Motorcycle

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.

vi. Retired/Emeritus

Permits will be issued to persons who have a valid UCO retired/emeritus ID card. Retired/Emeritus permits are valid in any Commuter, Faculty/Staff, Housing, or Multipermit parking lot.

vii. Special Use

Individuals who are not affiliated with the University and thus do not fall under one of the aforementioned types of permits may purchase a Special Use parking permit. Special Use permits are valid in any Commuter, Faculty/Staff, Housing, or Multipermit parking lot.

viii. Carpool

Groups of two (2) to four (4) currently affiliated commuter or faculty/staff classified UCO members who sign a carpool agreement will be issued one Carpool permit. Carpool permits
are hanging tags, and must be displayed from the rearview mirror. Individuals are restricted from purchasing any other annual decal while an active member of a carpool group. Carpool permits are valid in any commuter and multipermit lots, as well as the Visitor Pay Lot.

ix. Presidential Partner

Recognized members of the prestigious Presidential Partners program qualify to receive one, nontransferable annual parking permit upon request. Presidential Partner parking passes are valid in commuter, housing, faculty/staff, and multipermit lots. These permits are not valid in designated spaces reserved for specific individuals (i.e. Service Vehicle Only, 24 Hour Reserved, Clinic spaces, etc.). Presidential Partners may park in the NUC Visitor Lot free of charge; other pay station lots must be paid at the regular rate.

C. Temporary Permits

i. Forgotten Permit

If a permit holder forgets to put their annual permit on the vehicle prior to arriving to campus they will need to come to the TPS office and get a temporary hang tag. Annual permit holders are allowed three (3) days of a temporary pass per semester at no additional cost. Passes beyond the three allotted days will be charged at regular temporary pass rates. See below.

ii. Temporary Permit Pricing

Temporary parking permits may be purchased at a rate of $3 per day, $10 per week, or $35 per month in person at the TPS office, NUC 309A. The permit must be clearly displayed from the rearview mirror and the vehicle must be parked in a marked parking space. Temporary passes are valid based on the uniquely specified date range, classification, and parking restrictions indicated on the pass.

D. Permit Replacement

i. 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. If stolen at a location off campus the parking permit owner 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. 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.

ii. Totaled Vehicles

If a vehicle is totaled due to an accident or the windshield is broken and the permit is not retrievable the permit owner should come to the TPS office with paperwork from his/her insurance company stating the vehicle is totaled. TPS will sell a new parking permit for one-third (1/3) of the current going rate.

iii. Damaged Permits

Permits that have been damaged and are unable to be properly used (i.e. will no longer adhere to the window or are ripped) can be exchanged at no additional cost. The owner of the permit must bring the damaged permit to the TPS office, provide proof of identification, and a new permit will be issued.

E. Physical Disability/Medical Parking

i. Temporary Medical Permits

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, and Housing lots. Medical Permit holders may also park in the Visitor Pay Lot 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.

ii. Expectant Mother Permits

Expectant mothers needing special parking accommodations may obtain a temporary medical permit during the third trimester of their pregnancy with documentation from the attending physician stating the due date. High risk pregnancies or special needs will be accommodated with documentation from the attending physician stating it medically necessary. Medical permits for expectant mothers will be granted from the date stated on the physician’s note until 1 week after the due date.
iii. State Issued Placards

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. Authorized users must display both the Physical Disability placard, and a valid UCO permit.

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.) as well as the Visitor Pay Lot and metered parking at no charge.

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.

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

F. Pricing Schedule

Annual parking permits are valid August 1-July 31 each year.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>July-Fall Break</td>
<td>$125.00</td>
</tr>
<tr>
<td>Fall Break-December</td>
<td>$105.00</td>
</tr>
<tr>
<td>December-Spring</td>
<td>$85.00</td>
</tr>
<tr>
<td>Spring Break-end of spring semester</td>
<td>$65.00</td>
</tr>
<tr>
<td>May</td>
<td>$45.00</td>
</tr>
<tr>
<td>June</td>
<td>$40.00</td>
</tr>
<tr>
<td>July</td>
<td>$35.00</td>
</tr>
<tr>
<td>Retired/Emeritus (no expiration) No Charge</td>
<td></td>
</tr>
<tr>
<td>Emeritus ID</td>
<td>$32.00</td>
</tr>
<tr>
<td>Motorcycle (Fall/Spring/Summer)</td>
<td>$32.00</td>
</tr>
<tr>
<td>Motorcycle (Summer Only)</td>
<td>$16.00</td>
</tr>
</tbody>
</table>

G. Refunds

i. First Two Weeks

Permits returned within the first two weeks of the fall & spring semesters will be given a 100% refund. To be eligible for the spring refund the permit must have been purchased during the spring semester.

ii. Fall Graduation

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.
iii. Military Deployment

Annual permit holders who are deployed for United States military service are eligible for a refund on their permit upon request and proof of deployment. If deployed during the fall semester a full refund will be granted. If deployed during the spring or summer semesters, and the permit was purchased prior to that academic term, a partial refund for the incomplete and following terms will be granted.

Permits are required to be turned in to the TPS office before a refund will be granted.

V. Enforcement

A. General Enforcement Information

In order to park on campus vehicles are required to have a valid UCO TPS approved parking permit properly displayed, or park in a visitor pay-to-park location.

Hand-written notes left on the exterior of a vehicle 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.

Valid citations that have been issued will not be voided; the recipient of the citation must follow the appeal process outlined on the back of the citation. More information about the appeal process can be found in this document, Section V.E.i-ii.

B. Violations and Fees

i. Violations

Warning – See Comments ................................................................. $0.00
No Proof of Valid Payment............................................................... $20.00
Unauthorized to Park in Space......................................................... $30.00
Blocking Access .......................................................................... $30.00
Improper Display ........................................................................ $30.00
Exceeded Posted Time Limit ......................................................... $30.00
Motorcycle in Car Space ................................................................. $30.00
Car in Motorcycle Space ............................................................... $30.00
More than One Space ................................................................. $30.00
No Valid Permit Displayed ............................................................ $30.00
Wrong Permit ............................................................................... $30.00
Not a Valid Parking Space ............................................................ $30.00 + tow fee
Illegal Exit/Entry ........................................................................ $50.00
Fire lane .................................................................................... $50.00 + tow fee
Unauthorized Permit ................................................................. $100.00
Altered/Forged Permit ............................................................... $100.00
Parked in/Blocking Disability ....................................................... $100.00 + tow fee
ii. **Late Fees**

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.

iii. **Administrative Processing Fee**

An Administrative Processing Fee of $10 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.

C. **Citation Responsibility**

i. **General Responsibility**

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.

TPS has a partnership with the Department of Motor Vehicles (DMV) and will link any non-registered vehicles with outstanding citations to individuals based on DMV information.

ii. **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:

- The person holding a university parking permit for the vehicle
- 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
- A son, daughter, spouse, or ward of the registered owner, is such person is employed with or enrolled in the university at the time of the violation
D. Impoundment and Immobilization of Vehicles

i. Reasons for Immobilization and/or Impoundment

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 on the vehicle or the individual associated with the vehicle
- Three (3) or more unpaid parking violations on the vehicle or the individual associated with the vehicle
- 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

ii. Immobilization

From 7 a.m.-4 p.m. TPS will immobilize vehicles that meet the requirements of impoundment 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 4:00 pm TPS will begin the process of removing all unclaimed, immobilized vehicles from campus lots. All unclaimed vehicles will be towed from campus at the owner’s expense.

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

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

Owners of a vehicle that has been immobilized must come by the Transportation and Parking Services office in the Nigh University Center, room 309A. Upon proof of identification and ownership the individual will be provided an explanation of why the vehicle was immobilized and what actions are needed to mobilize the vehicle and prevent impoundment.

iii. Impoundment

Owners of a vehicle that has been impounded must come by the Transportation and Parking Services office in the Nigh University Center, room 309A. The owner will be provided an explanation of why the vehicle was impounded and what actions are needed to retrieve the 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.

**E. Citation Appeals**

i. **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](http://www.uco.edu/parking). The appellant must submit a concise, factual statement justifying the appeal in the space provided. By submitting the appeal the individual indicates that 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. If the two do not agree, a third staff member will make the tie-breaking decision. First level appeal decisions will receive a ruling within 15 business days, including a reason for the decision. The first level is an online written appeal; there is no in-person appeal option at this level.

ii. **Second Level**

Appealed citations that are reduced or upheld at the first level may be appealed to the second level within five (5) calendar days from the date of the first level appeal ruling. In order to submit a second level appeal the citation must be paid for in full and a $5 processing fee will be added. Second level appeals are heard by a board of faculty, staff, and students not affiliated with the TPS office.

The board may reduce, waive, or uphold citation; citations already reduced at the first level may only be upheld or waived by the board. Appellants at the second-level have the option to attend the appeal board in person and present their case. Otherwise the appeal board will rule based on the first ruling, the citation, pictures taken at the time of the citation, and the documentation included in the first appeal. If the 2nd level appeal is waived, the $5 processing fee will be refunded.

**F. Payments**

Parking permits and citations may be paid by mail, or online by going to [www.uco.edu/parking](http://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.
UCO affiliated individuals with a UCO ID number may pay their parking fees at the Bursar office.

Unpaid fees, including permit charges, citations, as well as any other fees issued by TPS, will be subject to late fees and collections in accordance with UCO policy.

VI. Alternative Transportation

A. Carpool Program

i. General Information

Groups of two (2) to four (4) commuter or faculty/staff classified UCO members who will be able to commute to and from UCO together the majority of the time can choose to enter into a carpool group together and split the cost of an annual permit. This program helps individuals save time, save money on gas, and the price of a permit.

One annual hang tag permit will be issued per carpool groups. Carpool permits are valid in any commuter lot, multipermit lot, and the Visitor Pay Lot (lot 10) at no additional charge.

ii. Application

All members of a carpool group must together fill out and submit a carpool application, which are available at the TPS office. All members must be present upon submitting the application. A primary permit holder must be agreed upon and designated on the application; this individual will hold the default account for any issues or concerns – including citations issued to non-registered vehicles displaying the carpool permit – that may arise.

iii. Finding Carpoolers

It is the responsibility of the individual(s) desiring a carpool group to find persons to carpool with. TPS encourages individuals to utilize the GetAroundOk.com website to find others interested in carpooling with a similar route.

iv. One-Day Passes

Each carpool member may receive up to six (6) complimentary one-day passes per semester for days that they are unable to ride with the carpool. These must be requested in advance and be properly displayed on the vehicle before arriving to campus. Once these passes are used up, or if forgotten, individuals must either park in a pay-to-park location for the time needed or purchase a temporary pass.
v. Citations

If a vehicle displaying a carpool permit receives a citation, the citation will be added to the designated owner/driver of the vehicle’s account. If the vehicle is not registered the citation will be added to the primary permit holder’s account.

vi. Disbanded Groups

If a carpool group disbands for any reason it is the responsibility of the group, defaulting to the primary permit holder, to notify the TPS office. All members will be required to verify the disbandment of the group by completing a Carpool Amendment Agreement form, and one annual permit in the appropriate classification (Faculty/Staff or Commuter) will be exchanged at no additional cost. It is the responsibility of the carpool group to determine who gets this permit, and to work out any financial obligations to other group members. No refunds will be given for disbanded groups.

vii. Changing Members

Carpool groups are welcome to add additional members, or change members, at the approval of all approved group members and the submission of a Carpool Amendment Agreement form and a new Carpool Application. This will allow new individuals to be added to the permit with their registered vehicles, but no financial changes will be made from TPS; it will be the responsibility of the carpool group to work out any financial obligations within the group due to new or changed members.

B. Bum-A-Bike

i. General Information

The Bum-A-Bike program allows students, faculty, and staff to check out bikes free of charge for up to two weeks at a time. It is a great way to navigate campus and the surrounding communities, get some exercise, and improve your health. Currently TPS has a fleet of about 50 bicycles.

ii. Late Fees

Bikes must be returned by midnight on the due date specified upon check out. A late fee of $10 per business day will be applied until the bike is returned. After 60 business days, and thus $600 of late fees, bikes will be considered purchased.

iii. Misuse

Individuals found violating any UCO rules or regulations, laws, or misusing the bicycles as determined by TPS may be prohibited from utilizing the Bum-A-Bike program.
iv. Lost or Stolen Bikes

It is the responsibility of the individual who checks out the bike to ensure the safe keeping of the bike. If a Bum-A-Bike is lost or stolen the individual who checked out the bike will be charged $600 to pay for the bike.

C. Bike Registration

TPS Strongly encourages individuals on UCO’s campus with personal bicycles to register their bikes. This allows TPS staff and police to better assist in the case of a lost or stolen bicycle. To reserve a personal bicycle stop by the TPS office, Nigh University Center 309A. The office is open Monday – Friday, 8am – 5pm.

D. BronchoLink

TPS has partnered with the City of Edmond to provide free bus services throughout the city. The Broncholink (route 4) services nearby apartment complexes and circles UCO every 30 minutes from 7:00 a.m. to 6 p.m. Monday thru Friday. Please go to www.citylinkedmond.com for specific routes and schedules.

E. Park and Pace

Park and Pace is an initiative encouraging students, faculty, and staff to choose to park in farther lots and walk to class rather than circle in the high-demand lots closer to the buildings. Park and Pace graphics showcase the distances and approximately how many calories you will burn by walking from the farther lots. Lots that have these Park and Pace graphics displayed consistently have open spaces, regardless of the day or time.