

# Rules & Regulations

AUGUST 1 2018 – JULY 31 2019



UNIVERSITY OF CENTRAL OKLAHOMA  
Transportation  
& Parking Services

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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 Transportation and Parking Services (hereinafter referred to as TPS) Rules and 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 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; and,
- 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 TPS 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 TPS Regulations.

### B. Mission

Provide the UCO community a safe environment and access to campus facilities by efficiently and cost effectively managing all available transportation and parking resources in support of the university's mission.

### 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 Central Cycle.

## **II. General Information**

### **A. Contact Information/Hours**

Nigh University Center (hereinafter referred to as NUC), room 309A  
(405) 974-2780  
parking@uco.edu  
[www.uco.edu/parking](http://www.uco.edu/parking)

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

Enforcement hours: Monday – Thursday, 7:00 a.m. - 9:00 p.m.; Friday, 7:00 a.m. - 5:00 p.m.

University Operating Hours: Monday – Thursday 7:00 a.m. – 10:30 p.m.; Friday 7:00 a.m. – 5:00 p.m.

### **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.
  - A valid parking space is defined as parallel white lines on each side of the vehicle and a white line, curb, parking block, or other type of barrier in front of the vehicle.
- The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.
  - Lack of space in a particular lot or lot type is not a valid excuse for violating TPS Regulations.

#### **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 will provide a copy of the TPS Regulations to each individual upon request and are readily available online at the TPS website. Unawareness of the regulations will not excuse 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.

#### **D. Oversized Vehicles**

Oversized vehicles, such as dually pickups, that cannot safely and fully fit within a parking space may only park in Lot 1, regardless of the registered owner's parking permit type. Oversized vehicles parked in any other lot and taking up more than one space will be issued a citation for such. As long as properly parked in a space in lot 1, taking up only the spaces necessary for the size of the vehicle, the vehicle will not be issued a citation for more than one space.

### **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 with a valid temporary permit displayed.

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 during the universities operating hours must pay to park; please see section II. A. Contact Information/Hours.

Individuals parking in a pay station lot must know their vehicle's license plate number and enter this information, along with payment, at either a pay station or via the Passport mobile application. Credit/debit cards, cash, or coupon codes are accepted. Pay stations do not give change; exact cash must be inserted along with the time desired.

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 "Payment Not Required" cover on it, you do not need to pay. If it has an "Out of Order" cover on it, then you need to pay at another machine within the lot or via the Passport Parking mobile application.

### **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

6. If paying with credit card, enter your phone number. The system will text you when your session is about to expire, offering you the ability to extend your session if needed.

## **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. With ten minutes left in the session an alert will pop up stating the time is nearly up asking if the user would like to purchase more time. This option requires users to give their credit card information, which is secure and PCI compliant.

Visitor pay lots have unique zone numbers to be used within the Passport Parking app to indicate which lot the vehicle is parked in:

NUC Visitor Pay Lot (Lot 10) = Zone 508  
Library Visitor Pay Lot (Lot 31) = Zone 208  
West University Visitor Pay Lot (Lot 57) = Zone 207

Additional Zones in Parking Lots 5, 17, 26, 33, 36, 37, 42 and 46 are for Short-Term use by those with a valid permit for that lot. These zones are meant for short-term parking only for loading, unloading, or adjuncts. There is not a charge to use these

## **C. Guest Passes**

### **i. Annual Permit Holders**

Annual permit holders are allotted ten (10) complimentary temporary permits per academic year at no additional charge. These temporary permits may be utilized for the annual permit holders' guests, and must be requested by the permit holder. By providing a temporary parking permit under their name, permit holders claim responsibility for any citations received by their guest while on UCO's campus. Once all ten (10) complimentary temporary permits are utilized the permit holder or guest must pay the regular visitor rates. Unused temporary permits do not roll over at the end of the academic year.

Temporary permits 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.

Temporary permits are hang tag permits that are marked as the same designation as the annual permit (such as Commuter, Housing, Faculty/Staff, etc.) and are valid in the lots designated for that permit type. See section IV. B. Types of Permits.

### **ii. Departments**

Departments hosting guests on campus may secure parking for their guests prior to the guests' arrival to campus. Departmental guest parking must be requested online. See our guest parking page on [www.uco.edu/parking](http://www.uco.edu/parking) for more information.

#### **D. Event Parking**

Events on campus that will bring individuals to campus who do not have a UCO parking permit, or that are requested to be held in a parking lot, 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.

##### **i. Reserved Parking Lots**

Due to the extensive labor required to shut down most parking lots, requests to reserve a lot are recommended to be requested at least two weeks in advance. Parking lot reservations are subject to availability and TPS discretion. See our event parking page on [www.uco.edu/parking](http://www.uco.edu/parking) for more information.

#### **E. 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.

#### **F. Construction Parking/Staging Area**

Contractor vehicles parking on UCO property are subject to all TPS rules and regulations, and must properly display a parking permit or rent spaces from TPS. In order to accommodate adequate area for material lay down, waste containers and construction equipment access to perform required work, contractors may request to rent parking spaces as a staging area. The per space cost of construction parking/staging is \$15 per space, per month.

### **IV. Parking Permits**

#### **A. Purchasing**

##### **i. Ordering**

UCO affiliated individuals with a UCO login and password must purchase their parking permits [online](#). An exception to this is Carpool permits, which must be purchased at the TPS office.

Individuals without a UCO login and password must purchase their parking permits at the TPS office during office hours. A valid photo ID and vehicle information (make, model, year, color, and license plate number) must be provided to purchase a permit.

## **ii. Delivery/Pick Up**

Permits are mailed to the address selected when ordered. Those with a permit type that cannot be mailed (Presidential Partner, Bicycle, Carpool, Housing, Retired/Emeritus, Wellness Center, & Special Use) must pick up their permit during office hours and can do so immediately, during office hours. Individuals must present their current UCO ID or a valid photo ID at the time of permit pick-up.

## **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. x and section V.

## **B. Types of Permits**

### **i. Commuter**

Students who live off-campus (i.e. not in UCO's on-campus residence halls) qualify to purchase a Commuter permit that allows parking in any area designated for Commuter or Multipermit parking. Commuter permits are also valid in Faculty/Staff parking lots from 4pm – 7am. Commuter permits are never valid in Housing lots.

### **ii. Remote/Evening**

Commuter students, Housing students, & Faculty/Staff qualify to purchase a Remote/Evening permit at half the price of a regular permit. Remote/Evening permits are only valid in lots 1, 2, & 3 from 7:00 a.m. – 4:00 p.m. After 4:00 p.m. the permit is valid in any Commuter, Faculty/Staff, and multipermit lots. A limited number of these permits are available, and will be issued on a first-come first-served basis. Student may order the permit online. Faculty/Staff can obtain one at our office.

### **iii. Housing**

Students contracted to live in on-campus Housing (Murdaugh Hall, the Transformative Learning Quadrangle, University Commons, University Suites, and West Hall) qualify to purchase a Housing permit that allows parking in lots designated for Housing and Multipermit parking.

Housing parking is reserved 24 hours a day for Housing permits only. Housing permits are valid in Commuter and Faculty/Staff lots from 4pm – 7am.

#### **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 they must return the parking permit to the TPS Office or Employment Services Office.

#### **v. Disability**

Students and Faculty/Staff who have a state issued Disability Parking Placard are eligible to purchase a Disability permit that allows parking in any handicap space on campus as well as any space that is not otherwise reserved. The permit is also valid in visitor lots free of charge. Individuals must display both their Disability Parking Placard and UCO Disability permit. Any unauthorized vehicle parked in a disability parking space is subject to be towed.

#### **vi. 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 and are not permitted to park in regular vehicle spaces. Motorcycles may park in regular vehicle spaces in visitor pay lots, but the time must still be paid.

#### **vii. Retired/Emeritus**

A non-expiring retired/emeritus permit 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. This permit is also valid in the NUC Visitor Pay Lot; other visitor pay station lots must be paid at the regular rates.

#### **viii. 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.

#### **ix. Wellness Center**

Wellness Center parking passes are valid for persons who have current memberships at the Wellness Center and are not employees, vendors, contractors, or UCO students. Wellness Center parking passes are available for purchase at the Wellness Center and are valid only in lots 46 and 47 surrounding the Wellness Center building.

#### **x. 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 permit while an active member of a carpool group. Carpool permits are valid in any commuter and multipermit lots, as well as the Nigh Visitor Pay Lot; other pay station lots must be paid at the regular rates.

#### **xi. 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 tang. Annual permit holders are allowed ten (10) days of a temporary passes per academic year at no additional cost. Passes beyond the ten allotted days will be charged at regular temporary pass rates. See section IV. C. ii. Temporary Permit Pricing.

#### **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. Temporary passes are valid based on the uniquely specified date range, classification, and parking restrictions indicated on the pass.

### **D. Permit Display**

Permits must be properly displayed on the vehicle when parked on UCO's campus or the vehicle will be subject to an Improper Display citation, this includes if the permit number is obstructed and unable to be easily read.

#### **i. Adhesive Annual Permits**

Adhesive "regular vehicle" (i.e. non-motorcycle) permits must be applied to the lower, driver's side of the windshield on the inside of the glass. The permit must be clearly visible in its entirety from the outside of the vehicle. These permits are not permanent, and are specifically designed to be easily moved from vehicle to vehicle without losing adhesive ability. If your permit does not adhere properly you can exchange it at no cost at the TPS office. Permits are not to be taped to the windshield or left on the dash. These permits are not valid on motorcycles.

## **ii. Hang-Tag Permits**

Hang tag permits are to be hung from the vehicle's rearview mirror, with the permit type, dates valid, etc. displayed towards the windshield. The permit must be clearly visible in its entirety from the outside of the vehicle. Permits are not to be left on the dash.

## **iii. Motorcycle Permits**

Motorcycle permits must be placed in plain sight on the motorcycle. TPS recommends placement on the fork, or on a tag holder that can be secured to the motorcycle. Motorcycle permits are permanent and cannot be moved to another motorcycle or vehicle.

## **E. Permit Replacement**

### **i. Lost or Stolen Permits**

There is a \$25 fee to replace a lost or stolen permit. Should your permit be lost due to your vehicle being stolen, please bring a copy of the police report to the TPS office and only a \$5 fee will be charged.

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 \$100.00 Unauthorized Permit citation, immediate surrender of lost/stolen permit, may be subject to revocation of all parking privileges, and could be subject to criminal charges.

### **ii. 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.

## **F. Physical Disability/Medical Parking**

### **i. Temporary Medical Permits**

Individuals with a short-term medical impairment can request a temporary Medical Permit. A physician's statement stating the nature and length of the impairment is required. 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.

Medical permits must be displayed with a purchased, valid UCO permit, and are valid in Faculty/Staff, Commuter, Housing lots, and the Visitor Pay Lots. These permits do not give authorization to park in physical disability spaces; a state-issued placard is required. See section IV. F. iii. State Issued Placards for more information.

**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 is medically necessary. Medical permits for expectant mothers will be granted from the date stated on the physician’s note until one week after the due date.

**iii. State Issued Placards**

A state-issued disability placard and a UCO disability permit are both required to be displayed to park in handicap spaces in regular permitted lots. For information on visitor physical disability parking please see Section III. E. Visitor Physical Disability Parking. With both the placard and permit properly displayed, vehicles may be parked in any space on campus not marked as reserved, including visitor pay lots at no charge.

Customers requiring a UCO disability permit must email a copy of their state issued physical disability placard to [parking@uco.edu](mailto:parking@uco.edu) and order their permit online. TPS will verify ownership of the placard with the state before the UCO disability permit will be mailed; only the owner of the state issued placard may register that placard with UCO.

If the handicap placard expires the UCO disability permit must be exchanged for the appropriate annual permit based on the individuals UCO classification (i.e. commuter, housing, faculty/staff, etc.).

Vehicles that do not display a valid disability placard in a designated physical disability space will be fined \$100.00 and may be impounded at owner’s expense. Vehicles without both a valid disability placard and UCO permit will be issued a \$30 citation for either “Wrong Permit” or “No Valid Permit Displayed.”

**G. Pricing Schedule**

**Annual 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

**H. Refunds**

**i. First Two Weeks**

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

**ii. Remote/Evening Permits**

Commuter or Housing students with a Remote/Evening permit may exchange for an annual Housing or Commuter permit at any point during the year. The cost to exchange is the current amount of an annual permit minus the purchase price of the Remote/Evening permit.

**iii. 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. Fall graduates will be contacted with information regarding the return and refund process, and will be credited to the permit owner’s university account providing all criteria for the refund is met within the specified time limits. Permits are required to be turned in to the TPS office before a refund will be granted.

**iv. 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 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
Registered Placard Not Displayed .....	\$30.00
Not a Valid Parking Space .....	\$30.00 + tow fee
Boot Fee.....	\$35.00
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. Citation Escalation**

Individuals and/or vehicles that receive citations for the same violation in an academic year (August 1 – July 31) will be subject to escalated fine amounts at a rate of \$5 per repeat offense, up to \$15 over the initial fine amount. For example, an individual who receives a “No Valid Permit Displayed” citation for the first time will be charged \$30; if that same person and/or vehicle receives a second “No Valid Permit Displayed” citation that same academic year, the violation amount will be \$35.

**iii. Administrative Processing Fee**

An Administrative Processing Fee of \$10 per unregistered vehicle 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; and/or,

- Parking in fire lanes or near fire hydrants.

## **ii. Immobilization**

Owners of a vehicle that has been immobilized must come by the TPS office. 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.

If the vehicle is unable to be immobilized for any reason, it will be immediately impounded. Unresolved immobilized vehicles will be impounded at TPS discretion.

If the boot is seen being tampered with, the vehicle will be immediately impounded and the individual will be charged a \$200 boot tampering fee as well as the replacement/repairs costs if applicable.

## **iii. Impoundment**

Owners of a vehicle that has been impounded must come by the TPS office. The owner will be provided an explanation of why the vehicle was impounded and what actions are needed to retrieve the vehicle.

The individual will be required to show UCO Police Services proof of ownership, payment of all outstanding parking fees, and approval to release the vehicle from TPS before the vehicle we be released from the towing company.

## **E. Citation Appeals**

### **i. First Level**

Individuals must make appeals for violations within ten (10) calendar days from the date of the citation. The parking appeal must be submitted [online](#). 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 independently read and reviewed by two full-time TPS staff members who can waive the citation, reduce the fine amount by half, or uphold the citation. If the two do not agree, a third full-time staff member will make the tie-breaking decision. First level appeal decisions will receive a ruling via email 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 to the individual's account. Second level appeals are heard by a board of faculty, staff, and students not affiliated with the TPS office.

The board meets on scheduled dates throughout the academic year. Three members constitute a quorum for all meetings. The board may waive, reduce, or uphold citations. 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 second level appeals board meeting in person and present their case. Otherwise the second level appeals board will rule based on the information and documentation the appellant provided for the first and second level reasoning along with the citation and pictures taken at the time of the citation. If the 2<sup>nd</sup> level appeal is waived the \$5 processing fee will be refunded. The decision on the second level appeal is final.

## **F. Payments**

UCO affiliated individuals with a UCO ID number may pay their parking citations [online](#) with a debit or credit card, or at the TPS office via cash or check until the end of each semester. At the end of each semester all unpaid citations will be transferred from an individual's parking account to their Bursar account, and will have to be paid at the Bursar's office or via UConnect.

Individuals without a UCO ID number, or who have not registered their vehicle to their parking account, must pay their parking citations [online](#) with a debit or credit card, or at the TPS office via cash or check.

Unpaid fees, including permit charges, citations, as well as any other fees issued by TPS, will be subject to 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 in to a carpool group together and split the cost of an annual permit. This program helps individuals save time, money on gas, and the price of a permit.

One annual hang tag permit will be issued per carpool group. Carpool permits are valid in any commuter lot, multipermit lot, and the Nigh 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.

## **B. Bum-A-Bike**

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 approximately 50 bicycles. Bicycle keys can be checked out during office hours from the TPS office; bicycles are stored in Bum-A-Bike bicycle racks located on the Northeast side of the Nigh University Center.

## **C. Bicycle Registration**

Free personal bicycle permits can be ordered online via the TPS website. These permits identify ownership, which allows TPS staff and police to better assist in the case of a lost or stolen bicycle. You will need to know the make of your bicycle, and are encouraged to upload a picture of the bicycle. Bicycle permits must be picked up at the TPS office once ordered.

## **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. All buses are bicycle and wheelchair accessible. Please go to [www.citylinkedmond.com](http://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 approximate walking distance, time, and calories burned from these outer lots to various buildings on campus. View a Park & Pace mpa at [www.uco.edu/parking](http://www.uco.edu/parking).