

UCF-6.007 Traffic/Parking Regulation and Enforcement.

(1) General Information

(a) Definitions.

1. The term “vehicle” shall include bicycles, motorcycles, automobiles, trucks, and other mobile equipment.
2. High Efficiency Vehicles (HEV): Vehicles which run on rechargeable batteries and gasoline engines combined or which use one or more electric motors or other non-fossil fuel for momentum. Only HEV vehicles may be parked in HEV spaces and must have a valid UCF virtual parking permit or physical hang tag. Maximum time allowed in HEV spaces is 4 hours.
3. Electric Vehicles (EV): Only EV vehicles which require electricity for power may park in the parking spaces designated “Electric Vehicles Only”, must be in charging mode, and must have a valid parking permit unless designated for public use by UCF Parking and Transportation. EVs are prohibited from using unmarked electrical receptacles.
4. Virtual permits: for the purpose of this regulation, the terms virtual permits and hang tag permits are synonymous.
5. License Plate Recognition (LPR): University of Central Florida utilizes license plate recognition hardware and software for parking systems, permit management and enforcement.
6. Campus: Campus includes the Orlando/Main Campus (to include Research Park and Foundation owned properties) and the specialized campuses of UCF Downtown, Academic Health Sciences and Rosen College of Hospitality Management.
7. Back in Parking: Parking a vehicle with the front of the vehicle facing the drive lanes and rear facing license plate not visible.
8. Nose in Parking: Parking a vehicle with the front of the vehicle facing into the front of the parking space with the rear license plate visible and facing into drive lane.
9. Employee: a UCF employee including academic personnel, USPS, Faculty, A&P, OPS non-student employee, or an employee of a UCF direct support organization.

(b) The University Parking and Transportation Advisory Committee serves as the principal advisory body to the president through the Vice President of Facilities and Business Operations, recommending policies and regulations that govern traffic and parking on the UCF campus. The committee shall consist of two (2) faculty members selected by the Faculty Senate Committee on Committees; two (2) students appointed by the president of Student Government Association; two (2) staff members appointed by USPS Staff Council; one (1) Administrative and Professional employee appointed by the Vice President of Facilities and Business Operations for Administration and Finance. The Vice President of Facilities and Business Operations will appoint one additional member to serve as chair. The term of service shall be two (2) years, staggered with the exception of student members, who shall serve for one year. The committee may elect a vice-chair to serve in the absence of the chair.

(c) The University Parking Citation Appeals Committee is composed of up to two faculty (2) members, four (4) students, two (2) university employees, one (1) chair, and one (1) Parking and Transportation Services employee for system access. The University Parking Citation Appeals Committee has jurisdiction over violations of

the university's parking regulations. In those cases heard before it, this committee will render decisions determining responsibility and will impose appropriate monetary or restrictive penalties. The University Parking Citation Appeals Committee reports to the Assistant Vice President for Auxiliary Services.

- (d) Applicability – The provisions of this regulation shall apply at all times to vehicles that are operated or parked on the UCF campus. The fines, penalties and other sanctions against persons in violation of the provisions of this regulation will be enforced as follows:
 - 1. In the case of a vehicle registered with the Department of Parking and Transportation, the university shall assess fines for parking violations against the person in whose name the vehicle is registered with Parking and Transportation Services.
 - 2. In the case of a vehicle not registered as such, assessments for parking violations shall be made against the operator if it is determined that the operator at the time of the violation is associated with the university and, in fact, should have registered the vehicle with the Department of Parking and Transportation.
 - 3. If a vehicle is not registered with the university and the operator is not associated with the university, fines will be assessed against the person(s) in whose name the motor vehicle is registered with the State Department of Highway Safety and Motor Vehicles of their respective state.
- (e) Responsibility – Unless otherwise noted, the Department of Parking and Transportation is responsible for the implementation and enforcement of this regulation and for resolution of disputes with regard to the university's parking and traffic regulations.
- (f) Authorizations.
 - 1. Operation of a motor vehicle upon any UCF campus is a privilege granted by the university. All vehicles parked on any university campus must be currently registered with the Department of Motor Vehicles of the respective state that the vehicle was registered in and display a valid license tag. UCF adheres to Florida State Statutes regarding vehicle registration expiration dates.
 - 2. The university is authorized and reserves the right to regulate the use of any of its vehicle parking facilities for the exclusive use of designated groups or individuals.
 - 3. Any individual possessing a valid driver's license may operate a properly registered motor vehicle on the UCF campus in accordance with the provisions of these regulations.
 - 4. UCF police officers, community service officers (CSOs) and parking enforcement personnel are authorized to issue a university parking and traffic citation to any person or vehicle violating university parking and traffic regulations.
 - 5. Vehicles are subject to immobilization or being towed from the campus, depending upon the need for such action, as set forth in these regulations.
 - 6. UCF assumes no responsibility for vehicles, or their contents, parked on campus.
 - 7. The University of Central Florida utilizes license plate recognition hardware and software (LPR) for parking systems management and enforcement.

(2) Registration Regulations

- (a) All motor vehicles parked on the UCF campus must be registered with the Department of Parking and Transportation and have the appropriate virtual parking

permit or applicable physical parking permit properly displayed while parked on campus. This includes vehicles used by evening and non-traditional students.

Exceptions to this requirement are as follows:

1. Vehicles displaying “government” license plates.
 2. Properly identified Government officials, such as FBI, ATF, US Customs, etc., who need to park on campus on official business, whose vehicles do not display an official government tag or other governmental markings, may be issued a one-day parking permit free of charge. These permits shall be issued at the Visitor and Parking Information Center.
 3. Construction personnel and contractors engaged in projects on campus may park within the designated fenced enclosure of the construction site without a UCF parking permit or may purchase a parking permit unless a permit is otherwise provided.
 4. Visitors shall comply with subparagraph (f)12 below.
- (b) The vehicle registration year begins September 1 and ends August 31 the following year for physical permits. Vehicle registration for virtual permits is year-round and based on the length of days selected: provided options are 150 days, 365 days, or daily. To facilitate the permit registration process for physical permits, hangtag permits may be available for purchase the beginning of the last week in July of the registration year. Semester permits are valid 150 days from the date of purchase. Each vehicle must be registered with a virtual permit or have a physical permit properly displayed upon each day the vehicle arrives and is parked on campus. Individuals who purchase a virtual permit may register a second vehicle to their account for an additional \$15.00 fee. The second vehicle must be owned and registered to the original permit holder or within the same household. Only one registered vehicle per account can be parked on any of the UCF campuses at any given time or the account holder will be subject to \$100 parking fine for virtual permit misuse.
- (c) All individuals who register their vehicles at the university must register them online. Registrants may pay for their parking permits online with a credit card or Knight Cash.
- (d) Physical hang tag permits must be displayed on the rearview mirror with the permit number and expiration date visible and legible from the exterior of the vehicle.
- (e) Registrants must register their own vehicle. The Department of Parking and Transportation must be notified of any change in ownership or license plate number.
- (f) Parking permits are sold or issued under the following guidelines:
1. Only the university president, vice presidents, associate vice presidents, assistant vice presidents, deans and others as approved by the University Parking and Transportation Advisory Committee are eligible to purchase “A” permits. An “A” permit authorizes parking in a 24-hour reserved space, as well as in any other legal parking space on campus that is not reserved for 24 hours daily use. Only a limited number of 24-hour reserved spaces are available. Parking in any paid departmental reserved space, requires the employee to purchase an individual permit registered to their vehicle while occupying the space.
 2. Except as provided otherwise above in subparagraph (i)1, employees must purchase virtual “B” permits. “B” permits authorize parking in designated “B”, and “D” parking areas.

3. All students, staff and faculty parking motorcycles, mopeds, or motor scooters on campus must purchase motorcycle ("MC") permits. "MC" permits authorize parking in designated motorcycle spaces only.
4. Commuter students. Student virtual permits are available to all students who do not reside in campus housing. A "D" virtual permit allows parking in designated "D" student parking areas.
5. Residential virtual permits are available to students who reside on campus as follows:
 - a. Residents of Apollo, Libra, Hercules, Nike and Neptune communities may purchase only "R" virtual permits and are restricted to designated "R" parking spaces between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - b. Residents of Lake Claire community may purchase only "RL" virtual permits and are restricted to designated "RL" parking spaces between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - c. Residents of the Towers at Knights Plaza may purchase only "KP" virtual permits and are restricted to "KP" parking garages between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - d. All residential parking spaces are restricted to residential permits only and are towing enforced.
 - e. All residents with listed virtual permit designations may park in any unreserved parking space from 5:30 p.m. to 7:00 a.m. and on weekends. Posted overnight and game day restrictions apply.
6. Graduate Teaching Assistants, Graduate Research Assistants and all other student OPS employees may purchase only "D" permits.
7. Employees and students (including Valencia employees and students) at the Rosen College of Hospitality Management, UCF Downtown campus, and the Academic Health Sciences Campus must purchase a virtual permit of the appropriate classification ("B" or "D") which may be used on any of the UCF campuses and park in parking areas as their permit designates.
9. Employees or affiliates of the city or county must display a valid UCF permit to access UCF Parking facilities.
10. Special guests of the university, including but not limited to fully retired UCF employees, eligible campus ministry personnel and State Auditors, shall be issued "G" permits, subject to the availability of such permits. A "G" permit authorizes parking in any legal parking space on campus other than those reserved twenty-four (24) hours a day or designated as university business use space. Requests for this permit shall be submitted to the Department of Parking and Transportation. Retirees who return to work in a position with benefits are not eligible to receive a "G" permit. "G" permits are assigned to the retiree or other eligible person(s) for their use only and may not be transferred to another person. Such transference constitutes fraud, and the permit may be revoked. Further, additional permit issuance may be prohibited to the retiree as well as any other individual involved with the use of said permit. A replacement fee may be assessed for a "G" permit that is reported lost.
11. Vendor permits are available to third party vendors who conduct business on the university campus. Vendor permits allow a maximum of two-hour parking in marked service areas. Vendor permitted vehicles are allowed to park in B or D spaces. Vendor permits may also be available to departments that require

essential access to serve university needs related to campus emergency restorations, campus infrastructure and building systems. Vendor permits are for the sole purpose of conducting business and are not to be used for personal benefits. With the issuance of any departmental vendor permit, employees in personally owned vehicles are still responsible for purchasing a parking permit to park on any UCF campus and to comply with this regulation. Vendor permits or any departmental purchased permits cannot be purchased for the sole use of any specified UCF student or employee. University expenditure guidelines prohibit use of any university funding to purchase permits for employees. Citations issued to state vehicles illegally parked shall be the responsibility of the employee or driver for payment with no university funds.

12. Visitors to the campus shall purchase a daily visitor's parking permit online at <https://parking.ucf.edu> or at the Visitors and Parking Information Center. A virtual daily permit authorizes parking in student ("D") parking lots and unreserved parking garages unless otherwise directed by parking services personnel. Daily permits are valid from time of purchase until 11:59 p.m. of the date purchased. A 24-hour daily permit may be purchased and will expire 24 hours after time of purchase. Visitors may also park in any short-term, timed parking space by paying the appropriate fee for the time requested. Short-term, timed spaces may be enforced 24 hours a day, unless otherwise posted.
13. Individuals who possess a valid Disabled Veteran (DV) license plate are exempt from the parking permit fee provided the DV license plate is registered in their name.
14. Persons holding current, permanent state-issued disabled placards, or temporary state disabled placards are required to purchase a UCF parking permit of appropriate classification, i.e., "B" or "D," or "Daily Visitor" to park on the campus. Disabled persons with such appropriate permits may park in any available disabled parking space on the campus, including unreserved parking garages, except for those spaces that are restricted, such as designated twenty-four hour reserved or service parking spaces.
15. Patients of UCF Student Health Services and UCF Counseling Center or Wellness and Health Promotion Services:
 - a. Student Health Services: Both a valid UCF parking permit and active Health Services appointment are required when parking in Health Services patient spaces. Health Services will administer the parking reservation upon arrival at the reception desk.
 - b. Counseling Center: Both a valid UCF parking permit and Counseling Center parking pass must be properly displayed when parking in the Counseling Center patient spaces. The Counseling Center pass must be obtained from the reception desk located in the Counseling Center.
 - c. Biofeedback Clients: Both a valid UCF parking permit and Biofeedback Center parking pass must be displayed when parking in the Biofeedback client spaces. The Biofeedback pass must be obtained from Wellness and Health Promotion Services.
16. Replacement permits
 - a. Replacement permits for physical permits are issued for \$14.08 plus tax for a multi-semester permit and \$7.04 plus tax for a one semester permit. Proof of sale of the vehicle or return of the original permit is required. If a permit

is stolen, a stolen parking permit affidavit must be filed and signed before the replacement permit may be issued.

- b. Virtual permit holders have the benefit of substituting their vehicle on a temporary or permanent basis. The permit holder is responsible to update vehicle changes through <https://parking.ucf.edu> to validate parking access on campuses.

(3) Parking Regulations

- (a) The responsibility of locating a legal parking space rests with the motor vehicle operator. Lack of a convenient space shall not be considered as a valid excuse for violation of any parking regulation. The fact that a person parks or observes others parking in violation of any parking regulation without being cited does not mean that the regulation is not in effect.
- (b) Except as noted herein, all parking regulations apply twenty-four (24) hours a day, seven (7) days a week and parking areas are restricted to specific permits as designated by posted signs or curb markings. However, between the hours of 5:30 p.m. and 7:00 a.m. any vehicle with a valid parking permit may use any “B” (Faculty) or “D” (Student) parking space except where otherwise specified by appropriate signs or markings. “A” (Reserved 24 hours), “Service Vehicle Only” parking spaces, and disabled parking spaces shall not be used at any time except by vehicles with permits or certification authorizing use of these specific spaces.
- (c) Short-term, timed parking is enforced twenty-four hours a day, seven days a week. Drivers of all vehicles using short-term, timed spaces are responsible for paying the posted fees.
- (d) All vehicles must park nose in with plates facing out to the drive lane. Exceptions to this rule are as follows:
 - 1. Vehicles displaying accessible permits.
 - 2. Vehicles actively charging at an electric charging station.
 - 3. Vehicles displaying an official State-issued front license plate.
 - 4. Registered Emergency Response Vehicles.
- (e) The following parking practices are specifically prohibited:
 - 1. Parking on lawns, landscaped areas, sidewalks, or other areas not specifically designated by signs or curb markings as parking areas. The absence of a “No Parking” sign does not mean parking is permissible in an area.
 - 2. Double parking, parking any portion of a vehicle outside designated lines or beyond a post or other delineation device indicating a valid parking space or row.
 - 3. Blocking traffic, other parked vehicles, service areas or spaces, roadways, crosswalks, or wheelchair access aisles and ramps.
 - 4. Parking in an access lane. An access lane is any area that is not designated as a parking space and that provides an avenue for traffic flow.
 - 5. Except as noted in paragraphs (b) and (c) above, parking in any space designated for permits other than the one displayed on the vehicle.
 - 6. Parking in a short-term, timed space after the purchased amount of time has expired.
 - 7. Unauthorized parking in 24-hour reserved “A” parking spaces.
 - 8. Unauthorized parking in designated service areas.
 - 9. Parking an unregistered vehicle without a valid parking permit anywhere on the UCF campuses.

10. Failure to display parking permits properly: not permanently affixed, improperly placed, or not displayed on the vehicle for which purchased.
 11. Failure to cancel registration or to destroy a physical parking permit upon disposal of the registered vehicle.
 12. Unauthorized or fraudulent use of a parking permit.
 13. Parking a bicycle, electric bicycle, scooter, skateboard, or any micro-mobility device in a motor vehicle space, on disabled ramps, in areas designated by signs as no bicycle parking, on sidewalks or crosswalks, or in any way to impede ingress or egress of a building.
 14. Parking a motorcycle in a motor vehicle space, or any space not designated as motorcycle parking.
 15. Parking in a residential parking space without the appropriate permit.
 16. Parking in areas that are reserved for events.
 17. Use of parking facilities to store vehicles.
 18. Overnight parking of recreational vehicles unless registered by Athletics.
- (f) The Department of Parking and Transportation reserves the right to close all or part of a parking facility to conduct maintenance and/or repairs.

(4) Disposition of Parking Citations

- (a) Payments of non-contested parking citations must be received by the Department of Parking and Transportation within ten (10) business days from the date of citation issue. A late charge of \$10.00 shall be assessed each citation if payment is received after the ten (10) business day period. Payments shall be made by mail, in person, by telephone, or online (at <https://parking.ucf.edu>).
- (b) Once a citation has been placed on the vehicle, Parking and Transportation personnel have no further responsibility of notification.
- (c) The Visitor and Parking Information Center accepts approved credit cards, check, and Knights Cash as forms of payment.
- (d) Any person who alleges being unjustly ticketed shall appeal the citation online at <https://parking.ucf.edu> within ten (10) business days from the date the citation was issued. The Director of the Department of Parking and Transportation or an authorized designee shall eliminate late charges or dismiss the citation altogether if it is determined to have been issued in error. Appeals not sustained by the director or authorized designee shall be heard by the Parking Citation Appeals Committee. Individuals requesting personal appeals shall be notified of their scheduled hearing date at the time the appeal is submitted online. A reminder of the notification will be emailed to the appellant prior to the scheduled appeal date.
- (e) Written appeals shall be reviewed by a Parking and Transportation Services appeals officer(s). The Appeals Hearing Officer(s) will receive and evaluate written appeals. They will be guided by the parking regulations and shall consider any relevant circumstances, as articulated in the appeal, in making their decision(s). Appeal Hearing Officer(s) may request further information or interview the appellant, a witness, or the citing officer. All appellants shall be notified by email of the Appeals Officer(s) decision subsequent to the appeal being heard. Fees assessed due to a vehicle's immobilization may not be appealed.
- (f) The decisions of the Parking Citation Appeals Committee shall be based upon the provisions set forth in this regulation and extenuating circumstances, if any, and are final and binding, except as set forth herein. A student may request a second level of appeal by submitting a written appeal with the Student Government Association's Judicial Council within ten (10) business days upon receiving notification that the

original appeal to the Parking Citation Appeals Committee was heard and denied. The Student Government Association is responsible for establishing the appeal procedure for this second level of appeal. The decision of the Judicial Council is final and binding and no further appeals shall be permitted. For purposes of this appeal process, “student” shall be defined to mean a person enrolled in classes at UCF as of the date of the parking citation.

- (g) The following reasons will not be accepted by the Judicial Council as grounds to dismiss or reduce a citation. This is not an all-inclusive list:
 - 1. Disagreement with the traffic and parking regulations
 - 2. Ignorance of the regulation
 - 3. Stated inability to find a permitted parking space
 - 4. Operation of the vehicle by another person
 - 5. Tardiness to class and/or appointment
 - 6. Inability to pay fine (lack of money)
 - 7. Displayed expired permit
 - 8. No valid virtual permit
 - 9. Traffic congestion
 - 10. To delay paying the fine for an appealed citation
 - 11. Unsupported evidence of direction by any university official
 - 12. Failure to attend the scheduled personal appeal or notify Parking Services twenty-four (24) hours in advance of the hearing of the inability to attend.
- (h) Students should consider the following when choosing to file an appeal with the Judicial Council:
 - 1. Make sure the reason for the appeal is not one of those listed in subsection (f) above.
 - 2. The student must prepare a concise written and/or oral statement not to exceed five minutes.
 - 3. The Judicial Council will contact the student within three (3) business days to schedule a hearing. The case will be scheduled within ten (10) business days upon the Judicial Council receiving notice of the appeal. If the student does not appear for the hearing in person before the Judicial Council, the hearing will continue in the student’s absence as a written appeal. Parking and Transportation Services personnel do not have the authority to overturn the decision of the Judicial Council.

(5) Vehicle Immobilization

- (a) Vehicles are subject to immobilization under the following circumstances:
 - 1. The vehicle has accumulated three or more unpaid parking citations, or unpaid citations totaling \$200.00 or more in fines.
 - 2. Possession of, using, or displaying a fraudulent/unauthorized parking permit. Violators may also be subject to referral to the Office of Student Conduct.
 - 3. For law enforcement purposes, in which case an immobilization release fee may not be charged.
- (b) Cost of release from immobilization is \$50.00 and payment of all unpaid citations. Citations issued up to time of immobilization are not allowed to be appealed. Release is available from Parking Services personnel during our normal hours of operation or as stated on <https://parking.ucf.edu>.

(6) Tow away – Vehicles are subject to being towed from campus at the owner’s expense under the following circumstances:

- (a) The vehicle is parked in a hazardous manner, in a fire lane, blocking traffic, roadways, crosswalks, sidewalks, disabled ramps, or creating a hazard such as leaking gasoline.
- (b) The vehicle is parked in a space reserved twenty-four (24) hours per day.
- (c) When arrangements to release an immobilized vehicle have not been made within forty-eight (48) hours of the original immobilization.
- (d) When the vehicle is abandoned on campus for any reason whatsoever for more than forty-eight (48) hours.
- (e) When immobilization is not appropriate due to vehicular construction.
- (f) When the vehicle owner has previously removed or attempted to remove an immobilization device without authorization.
- (g) When the vehicle is parked in a parking lot or garage during posted time restrictions.
- (h) When the vehicle is parked in a reserved lot or garage designated for events or repairs of parking facility.
- (i) When the vehicle is parking in a residential parking lot or garage without a residential parking permit.

(7) Revocation of Campus Parking Privileges –The Assistant Vice President for Auxiliary Services shall revoke the privilege of any person to park a vehicle on campus for a period of one year when it is determined that:

- (a) That person falsifies or willfully misrepresents vehicle registration information.
- (b) That person, whether the owner or operator, displays a fraudulent permit on a vehicle.
- (c) That person has accumulated six (6) or more parking citations during an academic year.

(8) Penalties for Non-Payment of Parking Citations

- (a) A violator who is delinquent in the payment of parking citations shall not be permitted to register for class, drop or add classes, receive transcripts or diplomas, or purchase another permit until the debt has been satisfactorily resolved.
- (b) The university shall pursue the collection of delinquent payments through the use of lawful procedures. Collection efforts may include contracting for the services of a collection agency.

(9) Traffic Regulations

- (a) State Uniform Traffic Control Law, Chapter 316, F.S., as well as Chapter 320 F.S., is in effect on campus at all times.
- (b) Campus speed limits are 10 mph in parking lots and parking garages and 30 mph on roads unless otherwise posted.
- (c) It is a violation to drive or park in an opposing direction than indicated by signs, flow of traffic or directional arrows.
- (d) State of Florida Uniform Traffic citations issued on campus by university police officers are referred to appropriate local government courts for disposition.

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