

UCF-6.007 Traffic/Parking Regulation and Enforcement.

(1) General Information

(a) Definitions.

1. **Vehicle:** The term “vehicle” shall include bicycles, motorcycles, automobiles, trucks, and other mobile equipment.
2. **Electric Vehicles (EV):** Vehicles which require an electric plug-in for power.
3. **Virtual Permits:** Refer to both virtual permits and physical permits, unless otherwise specified.
4. **License Plate Recognition (LPR):** University of Central Florida (UCF) utilizes license plate recognition hardware and software for parking systems, permit management and enforcement.
5. **UCF Campuses:** Includes the Main Campus (to include Research Park and Foundation owned properties) as well as the regional campuses which include UCF Downtown, Academic Health Sciences and Rosen College of Hospitality Management.
6. **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.
7. **Employee:** A UCF employee including academic personnel, USPS, Faculty, A&P, OPS non-student employee, an employee of a UCF direct support organization, or an employee of a partnership organization leasing or occupying space on a UCF Campus.
8. **Student Commuter:** A student who does not live on campus and instead travels to UCF Campuses for classes and activities.
9. **Student Resident:** A student living on campus in a residential community.
10. **Visitor:** Someone without an active campus parking permit to be treated as a temporary guest on campus.
11. **Immobilization:** A vehicle that has been physically prevented from moving or otherwise rendered inoperable, including through the use of a wheel boot, windshield immobilization device (e.g., barnacle), or similar mechanism.
12. **Gameday:** Any day designated by the university on which a major sporting event occurs and special parking rules, restrictions, and operational procedures are implemented.
13. **Chargebacks/Fraudulent Payments:** A reversal of a credit card transaction initiated by the cardholder through the issuing financial institution. Chargebacks typically occur when a cardholder disputes a transaction, including, but not limited to, claims that the charge was fraudulent or unauthorized.

(b) The University Parking and Transportation Advisory Committee serves as the principal advisory body to the president through the Vice President of Administrative Operations, recommending policies and regulations that govern traffic and parking on UCF Campuses. The committee shall consist of:

1. two (2) faculty members selected by the Faculty Senate Committee on Committees;
2. two (2) students appointed by the Student Body President;
3. two (2) staff members appointed by Staff Advisory Council;
4. one (1) Administrative and Professional employee appointed by the Vice President of Administrative Operations.
5. The Vice President of Administrative 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 (1) year. The committee may elect a vice-chair to serve in the absence of the chair.

- (c) **Applicability** – The provisions of this regulation shall apply at all times to all vehicles that are operated or parked on UCF Campuses. 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.
- (d) **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 regarding the university’s parking and traffic regulations as authorized by the UCF Board of Trustees.
- (e) **Authorizations.**
1. Operation of a motor vehicle on UCF Campuses is a privilege granted by the university. All vehicles parked on UCF Campuses must display a valid license tag issued by the state of registration. 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 UCF Campuses in accordance with the provisions of these regulations, unless otherwise prohibited.
 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 on campus, depending upon the need for such action, as set forth in these regulations.
 6. The university is authorized to tow any vehicle that prevents access to any road or space. Towing fees vary according to type of vehicle . If a third-party towing company is used, the charge will include the towing company fees.
 7. The university assumes no responsibility for vehicles, or their contents, parked on campus.
 8. UCF utilizes license plate recognition hardware and software (LPR) for parking systems management and enforcement.

(2) Registration Regulations

- (a) All motor vehicles parked on UCF Campuses must be registered with the Department of Parking and Transportation and have the appropriate permit properly displayed while parked. Any citations issued to the registered vehicle are the responsibility of the permit-holder. This includes vehicles used by evening and non-traditional students. Exceptions to this requirement are as follows:
1. Properly identified Government officials (e.g., federal law enforcement or regulatory agencies) who are conducting official business on a UCF Campus, and whose vehicles do not display government license plates or other governmental markings, may be issued a

one-day parking permit. These permits are available at the Visitor and Parking Information Center.

2. Visitors shall comply with subparagraph (g)14 below.

(b) Registration.

1. Virtual permits: Vehicle registration for virtual permits is available year-round and permit expiration is based on the length of days purchased: provided options are 150 days, 365 days, or daily. Individuals who purchase a virtual permit may register a second vehicle to their account for an additional \$15.00 fee, plus tax. The second vehicle must be owned and registered to the original permit holder or within the same household. The second vehicle registration will expire at the time the initial virtual permit expires regardless of when the second vehicle is registered to the initial vehicle permit. Only one (1) registered vehicle per account can be parked on UCF Campuses at any given time or the account holder will be subject to a \$100 parking fine for virtual permit misuse. Virtual permit holders have the benefit of substituting their vehicle on a temporary or permanent basis. The permit holder is responsible for updating vehicle changes through <https://parking.ucf.edu> to validate parking access on campuses.

2. Physical permits: The registration period for an annual physical permit begins September 1 and concludes August 31 the following year. To support timely registration, physical permits may be available for purchase beginning the last week in July preceding the new registration year. Semester-based permits are valid 150 days from the date of purchase.

(c) All individuals must register their vehicles and pay for their parking permits online. New employees may contact Parking and Transportation to obtain a temporary Permit for 10 business days from the start date of their employment at no cost. Proof of employment status is required.

(d) Physical 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) The Department of Parking and Transportation must be notified of any change in vehicle ownership or license plate number.

(f) Accessible parking is available for those individuals who possess a valid state-issued (blue) disabled placard, a temporary (red) state accessible placard, or an accessible license plate assigned to their name. Individuals are still required to purchase a UCF parking permit of appropriate classification, i.e., "Employee" or "Student", or "Daily Visitor" to park on UCF campuses. Individuals with state-issued accessible parking permits may park their university-registered vehicle in any available accessible parking space, including unreserved parking garages, except for those reserved or designated as university business use space. The person issued the accessible parking placard is the only person legally allowed to use it. Individuals using a disabled parking placard issued to another individual may be punished under state law (by citation) and appropriate university disciplinary procedures (student or employee, as applicable), unless they are actively transporting the person to whom the placard was issued. The university reserves the right to verify all accessible parking permits displayed by vehicles on UCF Campuses and report misuse to the issuing authority.

(g) Parking permits are sold or issued under the following guidelines:

1. Only the university president, vice presidents, associate vice presidents, assistant vice presidents, and deans are eligible to purchase "24-hour Reserved" permits. This permit authorizes parking in a 24-hour reserved space that is assigned to the individual/department, as well as in any other legal parking space on UCF Campuses that is not reserved for 24 hours daily use by another individual. Only a limited number of 24-hour reserved spaces are available for purchase. 24-hour Reserved spaces are not reserved during home gamedays.
2. Departmental reserved spaces are for the sole use of hosting visitors. Employees cannot park in these spaces at any time.

3. Except as provided otherwise above in subparagraph (g)1, all UCF employees are eligible to purchase a virtual “Employee” permit. Employee virtual permits authorize parking in designated employee and student parking areas.
4. All students and employees parking motorcycles, mopeds, or motor scooters on campus must purchase motorcycle (“MC”) permits. “MC” permits authorize parking in designated motorcycle spaces only. Registering a vehicle other than a motorcycle, moped, or motor scooter with an “MC” permit will subject the permit holder to a \$100 parking fine for virtual permit misuse.
5. Student Commutervirtual permits are available to all students who do not reside in a UCF housing community where residential parking spaces are provided. A “Student Commuter” virtual permit allows parking only in student parking areas between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday. Between the hours of 5:30 p.m. and 7:00 a.m., any vehicle with a valid UCF parking permit may use any “Employee” parking areas.
6. Residential virtual permits are available to students as follows:
 - a. All residential parking spaces are restricted to residential permits only. Towing is enforced in these parking areas.
 - b. 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.
 - i. Academic Village Permit: Residents of Apollo, Libra, Hercules, Nike and Neptune communities may purchase only “Academic Village” virtual permits and are restricted to designated “Academic Village” parking spaces (lots B7, B8, B15, and Libra Garage) between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - ii. Lake Claire Permit: Residents of the Lake Claire community may purchase only “Lake Claire” virtual permits and are restricted to designated “Lake Claire” parking spaces between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - iii. Knights Plaza Permit: Residents of the Towers at Knights Plaza may purchase only “Knights Plaza” virtual permits and are restricted to Garages G and E between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - iv. Rosen Resident Permit: Residents of the Rosen Campus may purchase only “Rosen Resident” virtual permits and are restricted to “Rosen Resident” parking between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday.
 - c. All residents are limited to one (1) vehicle per account.
6. Graduate Teaching Assistants, Graduate Research Assistants and all other student OPS employees are not eligible to purchase “Employee” permits.
7. Valencia employees and students at the UCF Downtown campus may purchase “Employee Valencia” or “Student Valencia” permits.
8. Employees or affiliates of the city or county must display a valid UCF permit to access UCF Parking facilities.
9. Guest Permits: Special guests of the university, including eligible campus ministry personnel, State Auditors, and individuals or organizations providing community service and goodwill or significant contributions to the university, shall be issued “Guest” permits, subject to the availability of such permits. A “Guest” permit authorizes parking in any available parking space on campus, including unreserved parking garages, except for those spaces that are reserved 24 hours or designated as university business use spaces. Requests for this permit shall be submitted to the Department of Parking and Transportation. Fully retired UCF employees shall be issued “Guest” permits, subject to the availability of such permits. “Guest” permits may park in any available space on UCF Campuses, including

unreserved parking garages, except for those spaces that are reserved 24 hours or designated as university business use spaces. Retirees who return to work in a position with benefits are not eligible to receive a “Guest” permit. “Guest” 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.

10. Research Park Tenant Permits: Research Park tenants located in any UCF Foundation-owned property are required to register for a virtual parking permit to park in any parking facilities at Research Park. Research Park tenants that are not UCF employees or students are eligible to receive an “Research Park Tenant” permit under the terms and conditions outlined in their associated lease.. “Research Park Tenant” permits are only valid in Research Park and are not valid on any of the UCF Campuses
11. Contractor Permits: UCF business partners providing services on UCF Campuses are eligible to purchase this permit.
 - a. This permit allows parking in Employee and Student Commuter spaces, and Contractor Loading and Unloading Zones. Parking for Loading and Unloading Zones are limited to two (2) hours.
 - b. Contractor 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.
 - c. Contractor permits are for the sole purpose of conducting business and are not to be used for personal benefits. In concert with the use of a departmental contractor permit, employees in personal vehicles are still responsible for purchasing a parking permit to park on any UCF campus and to comply with this regulation.
 - d. Contractor permits or any department purchased permits cannot be purchased for the sole use of any specified UCF student or employee. University expenditure guidelines prohibit the 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.
 - e. Construction personnel and contractors engaged in projects on UCF Campuses may park within the designated fenced enclosure of the construction site without a UCF parking permit or may purchase a parking permit. The fenced enclosure may not be expanded for the sole purpose of parking vehicles. At the department’s discretion, construction workers may also purchase permits for a designated area at the applicable daily or monthly rate. Large construction groups and project managers should coordinate directly with the Department of Parking and Transportation for parking arrangements.
12. Parking for vendors: Employee permits are available for purchase by third party vendors and their employees who conduct business on the UCF Campuses.
13. Visitors to the campus shall purchase a daily visitor’s parking permit online at <https://parking.ucf.edu> or at the Visitor and Parking Information Center. A virtual daily permit authorizes parking in Student Commuter parking spaces and unreserved parking garages unless otherwise directed by Parking Services personnel. 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. Daily permits and short-term parking sessions are purchased for visiting campus facilities and university-affiliated activities. Any vehicles found parking on UCF Campuses for non-

university related purposes may be subject to towing, unless approved by the Department of Parking and Transportation.

14. 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. However, individuals are required to register the vehicle with the Department of Parking and Transportation.
15. Scratch off and event permits: These permits are offered to departments at a cost of \$5.00 per permit to issue to their guests. Parking permits remain the property of Parking and Transportation and as such, may not be re-sold for profit. Scratch off permits or any departmental purchased permits cannot be purchased for the sole use of any UCF student or employee. University expenditure guidelines prohibit use of any university funding to purchase permits for employees or students.

(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. Current signage in garages or surface lots installed by the Department of Parking and Transportation takes precedence over any information found online, in printed materials, or provided verbally.
- (b) The Department of Parking and Transportation reserves the right to close all or part of a parking facility for special events, or to conduct maintenance and/or repairs. Unauthorized vehicles parking in these closed areas are subject to citation(s). No refunds or partial refunds will be issued to permit holders when parking facilities are closed or restricted for events or repairs.
- (c) All campus lots and garages are for the sole purpose of parking vehicles. Unauthorized activities in the parking facilities, such as band concerts, car meets, and other activities not specifically described, will be shut down, unless approved by the Department of Parking and Transportation.
- (d) Except as noted herein, all parking regulations apply 24 hours a day, seven (7) days a week, year round. 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 "Employee" parking space except where otherwise restricted by posted signs or curb markings. "24- hours Reserved", "Service Vehicle Only" parking spaces, and accessible parking spaces shall not be used at any time except by vehicles with permits or certification authorizing use of these specific spaces.
- (e) 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. Holders of daily or virtual permits may park in Park Mobile spaces, however, they must also pay the short-term rates..
- (f) 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 when the charging cable is not long enough to reach the car's connector.
 3. Vehicles displaying an official State-issued front license plate. The front license plate must match the license plate on the back of the vehicle.
 4. Registered Emergency Response Vehicles.
- (g) Electric Vehicles may park in parking spaces designated "Electric Vehicles Only", must be in charging mode, and must have a valid parking permit unless designated for public use by the Department of Parking and Transportation. Electric vehicles are prohibited from using unmarked electrical receptacles.

- (h) Use of university vehicles: UCF employees that have been authorized to operate a university-owned vehicle are to adhere to all parking regulations when parked on UCF Campuses. University vehicles found in violation of parking regulations are subject to citation(s). Parking citations and towing fees are the responsibility of the employee driving the vehicle. University vehicles are prohibited from parking in accessible or 24-Hour Reserved spaces. Operation of a university vehicle must be in compliance with UCF policies and guidelines.
- (i) Overnight parking and vehicle storage for Daily, Student Commuter, or Employee permits is permitted in Garage A and lot B-6 only. Parking in other garages or surface lots will result in a citation. Vehicles cannot be parked overnight for more than three (3) consecutive days unless for a UCF sanctioned function that must be communicated with Parking and Transportation Services in advance.
- (j) 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. This includes fire lanes and service vehicle access lanes.
 5. Except as noted in paragraphs (c) and (d) above, parking in any space designated for permits other than the one registered to 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” parking spaces.
 8. Unauthorized parking in designated “State Vehicle Only” spaces.
 9. Unauthorized parking in Business Use Only parking spaces.
 10. Parking an unregistered vehicle on UCF Campuses without a valid registration from the Department of Motor Vehicles.
 11. Failure to display parking permits properly: not permanently affixed, improperly placed, not visible, or not displayed on the vehicle for which purchased.
 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 or location not designated as motorcycle parking.
 15. Parking in a residential parking space without the appropriate permit.
 16. Parking in areas that are reserved for construction/repairs or events.
 17. Use of parking facilities to store boats or trailers.
 18. Overnight parking of recreational vehicles unless registered with the Department of Parking and Transportation..

(4) Event Parking

- (a) Departmental Event Parking. Departmental event parking typically consists of parking spaces or permits reserved by a department for the exclusive use of guests attending an authorized departmental function. These arrangements may involve issuing temporary event permits, providing access instructions, or designating specific lots approved by the Department of Parking and Transportation. Standard permit requirements may be modified or suspended for the duration

of the event, and departments are generally responsible for any associated fees or administrative charges related to the reservation of these spaces. Altering an event parking pass is not permitted and violators may be subject to citations. Employees and students are strictly prohibited from using these permits or spaces and must have their own personal parking permit.

- (b) Gameday parking refers to the temporary parking rules and operational changes that apply on days when a major athletic event is taking place. Gameday parking typically involves reserving specific lots for event attendees, donors, or authorized personnel, implementing special gameday permits, and adjusting or suspending standard permit privileges to accommodate increased traffic and safety needs. Certain areas may be restricted, closed, or reassigned for event use, and departments or visitors may be subject to event-specific fees or access requirements established by UCF Athletics in collaboration with the Department of Parking and Transportation. All UCF parking permits except residential permits, including daily permits and short-term parking sessions, are not valid on gamedays in areas identified as restricted for gameday activities. Any vehicle parking in gameday restricted areas, roadways that are closed, or parked in other unauthorized areas will be subject to towing at the owner's expense. Notification may be sent by the following channels but are not limited to emails, flyers, signage, and traffic light boards. Parking regulations remain in effect for all residential areas and resident permits are only valid in residential areas during home gamedays.
- (c) Arena Parking refers to the parking designations, restrictions, and operational procedures that apply to areas serving an on-campus arena or event venue. Arena parking typically involves assigning specific lots or spaces for event attendees, performers, staff, and authorized personnel, and may require special permits or paid access during scheduled events. Standard campus parking privileges can be modified, suspended, or redirected to support event traffic flow, safety requirements, and crowd management. Certain parking facilities may be closed to general permit holders during arena events, and departments or visitors may be subject to event-related fees or access conditions established by the Department of Parking and Transportation. University parking privileges for Disabled Veterans license plates do not apply in reserved areas for arena event and are subject to event parking fees.

(5) 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 issuance. A late charge of \$10.00 shall be assessed for each citation if payment is received after the 10 business day period. Payments shall be made online at <https://parking.ucf.edu>.
- (b) Once a citation has been placed on the vehicle, Department of Parking and Transportation personnel have no further responsibility of notification.
- (c) The Visitor and Parking Information Center accepts approved credit cards, personal checks, cashier's checks, and money orders as forms of payment. Cash payments will not be accepted.

(6) Chargebacks/Fraudulent Payments

- (a) When the university receives notification of a chargeback for a student, the citation amount will be added to the student's account until the matter is resolved. The university may place a hold on the student's account restricting registration, transcript requests, or other services, until the outstanding balance is paid. Students are required to respond promptly to any university inquiries related to a chargeback to avoid any delays.
- (b) If a chargeback occurs for any other community member, the University may pursue the citation amount and associated fees through alternative methods, including debt collection agencies. The community member must remit payment immediately, including any applicable fees.
 1. First offense: \$15 chargeback fee
 2. Second offense: \$30 chargeback fee

(7) Citation Appeals

- (a) Citations must be appealed within 10 business days from the date of issuance. Citation payments (including late fees) will be deferred until the Appeals Committee has rendered a decision. Visit <https://parking.ucf.edu/citations/appeal-a-citation/> for more information.
- (b) The UCF community member has the option to submit a maximum of three (3) appeals for individual citations per semester (Summer A and B are considered one semester). All appeals must be made in writing through <https://parking.ucf.edu/citations/appeal-a-citation/>. Any submissions beyond the maximum of three (3) will be automatically denied.
- (c) The following should be considered when choosing to file an appeal:
 - 1. Make sure the reason for the appeal is not one of those listed below (in subsection (d)).
 - 2. The UCF community member must prepare a concise written statement not to exceed 1,000 characters.
 - 3. Appropriate documentation should be submitted to support the appeal.
- (d) The following reasons will not be accepted as grounds to dismiss or reduce a citation. This is not an all-inclusive list.
 - 1. No valid virtual or physical permit
 - 2. Only parked for a few minutes.
 - 3. Needed to park for restroom use.
 - 4. Had flashers on.
 - 5. Dropping off an item.
 - 6. No visible signage within area specifically prohibiting parking abuse.
 - 7. Disagreement with UCF traffic and parking regulations
 - 8. Ignorance of the UCF parking regulations
 - 9. Citations not previously issued for similar violations
 - 10. Observation of others parking illegally
 - 11. Stated inability to find a permitted parking space
 - 12. Operation of the vehicle by another person
 - 13. Tardiness to class and/or appointment
 - 14. Inability to pay fine
 - 15. Traffic congestion
 - 16. To delay paying the fine for an appealed citation
 - 17. Unsupported evidence of direction by any university official
 - 18. Failure to attend the scheduled personal appeal or notifying Parking Services 24 hours in advance of the hearing of the inability to attend.
- (e) Citations that will not be dismissed or reduced:
 - 1. Citations issued by UCF Police (citations that start with the letter P)
 - 2. Parking restrictions set by state law (e.g., fire lane, accessible parking without displaying a valid placard, expired license plate, etc.)
 - 3. Displayed incorrect or expired parking permit
 - 4. Parking on lawns, landscaped areas, sidewalks, or other areas not designated for parking
 - 5. Parking at electrical vehicle charging stations while not actively charging vehicle
 - 6. Removal of construction/road equipment (cones, bollards, ropes, chains, and signage) to park vehicle
 - 7. Not receiving a text or email with the notification reminders
- (f) 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.
- (g) Written appeals shall be reviewed by a Parking and Transportation appeals officer(s) designated by the Director of Parking and Transportation. 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). Reasons listed in section (7)(e) above will not be considered. Appeal Hearing Officer(s) may request further information or documentation 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.

- (h) UCF students may request a second level of appeal by submitting a written appeal to the Student Government Judicial Council within 10 business days upon receiving notification that the original appeal was heard and denied. Student Government will contact the UCF student within three (3) business days to schedule an in-person appeal. The case will be scheduled within 10 business days upon Student Government receiving notice of the appeal. If the student does not appear for the hearing in person, Student Government will continue the appeal in the student's absence as a written appeal. Students who no-show for an in-person appeal will not be considered for a reappeal. Parking and Transportation Services personnel do not have the authority to overturn a decision made by Student Government. Student Government 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.

(8) 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) Citations issued up to time of immobilization are not allowed to be appealed.
- (c) Unauthorized removal, tampering with, or damaging an immobilization device will result in fines and a fee appropriate to the amount of damage caused to the device and will result in automatic towing of the vehicle at the owner's expense. All unpaid citations will need to be paid prior to the release of the vehicle.

(9) 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, including, but not limited to, parking 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 "24-hour Reserved" space.
- (c) When arrangements to release an immobilized vehicle have not been made within 48 hours of the original immobilization.
- (d) When a vehicle without a valid permit or license plate is abandoned on campus for any reason whatsoever for more than three (3) consecutive days.
- (e) When subject to immobilization but is not appropriate due to vehicular construction (e.g., Tesla wheel motors, off-road tires, lowered vehicle, damaged windshield).
- (f) When the vehicle owner has previously damaged, 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 or event restrictions.
- (h) When the vehicle is parked in a reserved lot or garage designated for events or repairs/construction of parking facility.

- (i) When the vehicle is parked in a residential parking lot or garage without a residential or employee parking permit.

(10) Revocation of Campus Parking Privileges –The Associate Vice President for Strategic Campus Planning may revoke the privilege of any person to park a vehicle on campus for a period of one year when it is determined that any of the following apply:

- (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 previously had campus parking privileges revoked and continues to violate the rules.
- (d) That person has accumulated six (6) or more parking citations during an academic year.
- (e) That person threatens or interferes with a Department of Parking and Transportation enforcement employee or UCF police officer while conducting their job responsibilities.

(11) 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.

(12) 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.

Authority: BOG Regulation 1.001. History–New 3-22-76, Amended 8-19-82, 5-5-83, 8-14-83, Formerly 6C7-6.07, Amended 8-1-88, 9-20-89, 8-12-90, 7-21-91, 10-11-92, 9-8-93, 9-15-96, 8-14-02, 12-8-03, 8-14-05, 6-27-06, 8-15-06, 6-25-07, 7-31-08, Formerly 6C7-6.007, Amended 7-1-09, 6-24-10, 7-7-11, 3-16-12, 7-23-13, 9-2-14, 6-22-15, 7-5-16, 6-23-17, 5-24-18, 5-16-19, 6-18-20, 5-26-22, 8-7-23, 6-25-24, 6-12-25, 6-10-26.