

# UNIVERSITY OF IDAHO PARKING REGULATIONS

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## 1. Introduction

1.A As a unit within the division of Finance and Administration and Auxiliary Services, Parking and Transportation Services (PTS) keeps the University of Idaho (U of I) moving by facilitating a safe and efficient parking and transportation system. PTS strives for excellence in customer service and is committed to serving the University of Idaho by providing clear and informative communications, making sound financial decisions, and engaging with stakeholders as our campus adapts to changing needs and growth.

### 1.B Successful campus parking management requires:

- **Payment for Parking** - Faculty, staff, students, visitors and vendors who park a vehicle on campus must pay to park. This can be done through the purchase and display of parking permits or through payment at meters and/or pay station lots. All parking is regulated and unless parking privileges are explicitly stated for an area by signage, permit, map and/or regulations, there are no parking privileges in that area.
- **Regulations and Enforcement** – These parking regulations apply to all persons who park vehicles on the University of Idaho Moscow campus as designated by the parking map. Lack of familiarity with the regulations does not constitute a defense for failure to comply. Flashing hazard lights on a vehicle parked in violation of these regulations does not prevent that vehicle from being issued a citation or other enforcement action from occurring. Daytime parking is defined as 6 a.m. to 2 a.m. and overnight parking is defined as 2 a.m. to 6 a.m.

The University of Idaho reserves the right to change regulations as necessary. The Director of Parking and Transportation Services may grant a waiver of regulations on a case- by-case basis. University of Idaho Parking and Transportation Services personnel have been empowered by the University of Idaho Board of Regents to manage the campus parking and transportation system and issue citations for payment and/or regulations violations. The university assumes no liability for loss of or damage to vehicles or their contents while on university property or within university-administered parking facilities.

All general university, city, and state parking and traffic regulations apply to all vehicles including all civil and criminal procedures. Failure to comply may be cause for official action, including criminal prosecution and civil fines. Non-university agencies with jurisdictions overlapping those of the University of Idaho are also authorized to enforce appropriate local, state, and federal regulations independently.

## 2. Payment for Parking

2.A Every parking space on campus requires either a permit or a real-time payment. The rules for each type of space are available in this document, on the campus parking map,

on signs, and displayed by meter/pay station equipment. The University of Idaho parking payment system is comprised of three components:

- Meters/pay stations
- Parking lots/spaces
- Parking permits

## 2.B **Meters/Pay stations**

Metered and pay station parking is provided throughout campus for short-term and/or periodic use by faculty, staff, students and visitors to the University of Idaho. Meter and pay station parking are not intended for daily parking. Enforcement times, maximum parking time, and hourly rates vary and are posted on individual meters, pay stations and/or signage. PTS may adjust hourly rates throughout the year to reach optimal utilization of spaces.

Meters and pay stations accept credit/debit cards and United States nickels, dimes, quarters, and dollar coins. Read the information on each meter or pay station for details. There are no refunds given for transactions at meters or pay stations. If one payment method is malfunctioning, the alternative payment method should be used. If a pay station or meter is completely out of order, the parking area or space becomes a no parking zone and an alternative parking area or space needs to be used. Some parking permits allow parking in meter and pay station lots with no additional payment required. Check specific permit privileges for details.

## 2.C **Parking lots/spaces**

Every parking lot has a sign at each entrance indicating the color code/type of lot and a specific lot number. Some spaces within lots have specific parking restrictions; these spaces are individually signed. There are five types of parking lots/areas on the U of I campus:

- Restricted
- Metered
- Timed
- Color-coded
- Specialized

2.C.1 **Restricted areas** are those in which parking is only available under extremely limited circumstances.

### 2.C.1.a **Campus Walkway System**

- The Campus Walkway, as designated on the campus parking map, is closed to unauthorized vehicles to provide a safe pedestrian walkway system. Bicycles, scooters, skateboarders, and motor vehicles that share the walkway must always yield to pedestrians and travel at walk speed at all

times. All moving violations on the walkway are enforced by the Moscow Police Department. A valid campus walkway permit is required year-round, 24 hours a day to enter and park on the Campus Walkway System. For the purpose of these regulations, a valid campus walkway permit is defined as a permit that allows vehicular access onto the walkway and is valid for parking in one or more of the designated spaces within the campus walkway. Vendor, Service, Delivery and Disability permits are valid campus walkway permits, as well as reserved permits issued to individuals or departments who have designated reserved spaces within the walkway system.

- Parking on the Campus Walkway System is permitted only in designated/marked spaces. Spaces are marked by signage and/or paint striping. Vehicles not displaying a valid permit for walkway access, or that are not parked in a designated parking space will be eligible for a Restricted Area Citation.
  - **For infrequent walkway access needs**, Temporary permits with time restrictions are available on a case-by-case basis during office hours at the Parking Office. University Faculty, Staff and Students may also purchase a Temporary Delivery permit online.
  - **Exempt vehicles** may access and park on the campus walkway in designated valid campus walkway spaces, but it is prohibited to store an exempt vehicle on the walkway for an extended period of time including overnight, unless it is in a designated reserved space.

2.C.1.b **Lots 26, 27 and 53:** Lot 26, located south of the College of Natural Resources Building; Lot 27, located north of Morrill Hall; and Lot 53, south of the Life Science Building, are restricted areas. Vehicles displaying Disability, Service, or Delivery permits are allowed to access and park in these two locations in the respective marked spaces. Exempt vehicles and vehicles displaying a reserved permit issued to individuals or departments that have designated reserved spaces in these areas may also access and park in the designated spaces in these locations.

2.C.1.c **Areas Restricted for Event Parking or Required Maintenance:** Certain lots or spaces may be restricted or closed prior to special events or for maintenance; these areas will be posted with signage in advance. All lot users, including permit holders, must comply with posted signage.

2.C.2 **Metered Areas** (See 2.B above)

2.C.3 **Timed Areas:** A small number of parking spaces on campus allow limited time parking (15 or 30 minutes) with no payment required. These spaces are

identified by signs and are intended for visits on campus requiring only a few minutes to park. Vehicles parked in timed areas beyond the posted time limit will be eligible for an Overtime Limit Citation.

- 2.C.4 **Color-coded Areas:** The majority of parking on the U of I campus is organized into color-coded parking lots associated with color-coded permits. Silver, Purple, Economy and Green permits/lots are dedicated to Vandals who live on campus. Gold, Orange, Red and Blue permits/lots are dedicated to Vandals who live off campus and commute to U of I.
- 2.C.5 **Specialized Areas:** Individual spaces designated by signage as spaces requiring a special permit. Examples of specially marked spaces include, but are not limited to, reserved spaces, service spaces, delivery spaces, and disability spaces.

## 2.D **Parking Permits**

### 2.D.1 **General Parking Permit Rules**

- 2.D.1.a **Parking permits allow parking in corresponding lots/spaces.** Some parking permits allow parking in additional lots/spaces. Check your permit privileges for details. If a lot, space or time of day is not explicitly listed as a parking privilege for your permit in these regulations, it is not a parking privilege. Availability of preferred parking lot(s)/space(s) is not guaranteed.
- 2.D.1.b **Permit ownership** is non-transferrable; permits may be used in any vehicle that is transporting the permit owner. Under the permit holder's discretion, an individual who IS ELIGIBLE for the permit type may utilize that permit; however, the permit owner is responsible for all parking citations issued to that permit number. Using a permit that an individual is NOT eligible for may result in an Illegal Use Citation. Unless otherwise specified, one permit of one kind may be purchased by an individual.
- 2.D.1.c **Annual Permit Prorated Purchase and Refund Schedule:** annual parking permits may be purchased or refunded throughout the year at a prorated price based on the current year permit proration schedule. Short-term and temporary permits cannot be returned for a refund.
- 2.D.1.d **Short-term or temporary versions** of annual permits offering the same privileges for a shorter duration may be available at a reduced price. Check specific parking products on the parking and transportation website for details.
- 2.D.1.e **Permits must be displayed properly.** Permits must be affixed to the driver's side windshield approximately 7 inches from the lower corner of the windshield and clearly visible from outside the vehicle. It is the responsibility of the driver to ensure the parking permit is displayed properly once parked. Vehicles displaying a permit that is not in the

specified location or is not visible from outside of the vehicle will be eligible for an Improper Display Citation.

2.D.1.f **Altering a parking permit** in any way is a violation and may result in an Illegal Use Citation. Altering a permit includes cutting in any way, writing on, taping/gluing material to, or in any way changing text on permit.

2.D.1.g **Replacement Permits:** If a permit is lost or stolen, replacement permits for any individually purchased permit may be issued to the original permit holder for a \$15.00 charge. If the identifiable remnants of the original permit are not turned in to Parking and Transportation Services, the owner must sign and complete a lost/stolen permit form.

2.D.1.h **Eligibility to purchase a permit** may be revoked if the account status indicates there are unpaid fees, including citations and permit fees. Parking and Transportation Services may verify or request verification of permit eligibility at any time. Any of the following conditions may result in ineligibility to purchase a new permit or a current permit to be revoked:

- Termination of the permit holder's eligibility for the type of permit concerned
- False information given on the application for a parking permit or a replacement
- Continued violation of regulations or nonpayment of penalties assessed
- Use of a counterfeit parking permit or alteration of a permit
- Improper or fraudulent use of a permit
- Unpaid fees, including citations and permit fees. Accounts with parking debt will be restricted from purchasing a new parking permit. The account will be placed on hold until which time the account is cleared through full payment or negotiated settlement.

2.D.1.i **Account holder ineligibility to use permit:** Account holders of account/s which have been placed on hold are ineligible to use a parking permit to park on campus.

2.D.2 **Types of Parking Permits:** Standard color-coded parking lot permits, Other color-coded parking lot permits, Specialized space parking permits.

2.D.2.a **Standard Color-coded parking lot permits:** Annual color-coded lot permits (Gold, Orange, Red, Blue, Green, Silver, Purple and Economy) purchased by eligible students, staff and/or faculty annually at full/prorated price, offer parking privileges based on the color of the permit, and are valid through August 15. Color-coded lot permits are not available for purchase by customers who aren't current students, staff or faculty. Each color-coded lot permit has eligibility requirements

and parking privileges which may vary from other color-coded lot permits. Other types of color-coded lot permits (Vandal Permits, Retiree Permits, Night-Differential Permits, EMT/Fire Department Gold Permits and Lot Specific Permits) may offer different benefits and/or include additional eligibility requirements.

2.D.2.a-1 **Gold Permits/Lots:** Gold permits are available for purchase by board- appointed faculty and staff only. Gold permits offer 24-hour parking in regular spaces of Gold lots, and daytime parking in regular spaces of Orange, Red and Blue lots. Gold or other qualifying permits are required in Gold lots Monday through Friday, 2 a.m. to 5 p.m. year-round. Some individual Gold parking lot spaces require permits until 9 p.m.; these spaces have signage posted. Overnight parking in Orange, Red and Blue lots requires an Overnight parking permit.

2.D.2.a-2 **Orange Permits/Lots:** Orange permits are available for purchase by any University of Idaho faculty, staff or student. Orange permits offer daytime parking in regular spaces of Orange, Red, and Blue lots. Orange or other qualifying permits are required in Orange lots Monday – Friday 2 a.m. to 5 p.m. when school is in session. No permits are required in Orange lots for daytime parking in regular spaces on holidays or during academic breaks. Overnight parking requires Overnight permit.

2.D.2.a-3 **Red Permits/Lots:** Red permits are available for purchase by any University of Idaho faculty, staff or student. Red permits offer daytime parking in regular spaces of Red and Blue lots. Red or other qualifying permits are required in Red lots Monday – Friday 2 a.m. to 5 p.m. when school is in session. No permits are required in Red lots for daytime parking in regular spaces on holidays or during academic breaks. Overnight parking requires Overnight permit.

2.D.2.a-4 **Blue Permits/Lots:** Blue permits are available for purchase by any University of Idaho faculty, staff or student. Blue permits offer daytime parking in regular spaces of Blue lots. Blue or other qualifying permits are required in Blue lots Monday – Friday 2 a.m. to 5 p.m. when school is in session. No permits are required in Blue lots for daytime parking in regular spaces on holidays or during academic breaks. Overnight parking requires Overnight permit.

2.D.2.a-5 **Green Permits/Lots:** Green permits are available for purchase by current residents of Elmwood Apartments and University



Apartments (UA). To be eligible to purchase a Green permit, housing agreements must be completed. Purchasing another permit in addition to a Green permit is permissible. Parking restrictions/rules for each individual permit will be applied.

University Apartments Green permits are not valid in Elmwood Green lots and vice versa. Green permits offer 24/7 year-round parking in the appropriate Green lot and daytime parking (6 a.m. – 5 p.m.) in regular spaces of Blue lots. The appropriate Green or appropriate visitor permit (UA Visitor or regular Visitor for Elmwood) is required in Green lots 24/7 year-round.

There is a limit of two UA Green permits and Elmwood Green permits per individual unit.

University Apartments Visitor Permits: University Apartments Visitor permits are available for purchase by CURRENT residents of University Apartments who have purchased or are eligible to purchase a University Apartments Green permit; limit is one per apartment unit. University Apartments Visitor permits are to be used by occasional visitors of residents in University Apartments and are only to be used while visiting a University Apartments resident. University Apartments Visitor permits may not be used for 10 or more consecutive days of parking. University Apartments Visitor permits are not to be used in any vehicle owned or operated by a resident of University Apartments. Improper use of the permit constitutes illegal use and may result in citation, vehicle impoundment and/or revocation of the visitor permit. University Apartments Visitor permits are ONLY valid in Green University Apartments parking lots. They are NOT valid on the serpentine walkway system at University Apartments.

University Apartments Serpentine Walkway: The University Apartments Serpentine Walkway system is a designated fire lane where no parking is allowed at all times. UA Green permits and Disability permits are authorized to access the serpentine walkway system and use designated spaces for loading and unloading only. Disability permits are not subject to posted time limits in these designated loading spaces, but no parking between 2 a.m. to 6 a.m. is allowed.

2.D.2.a-7 **Silver Permits/Lots:** Silver permits are available for purchase by current residents of University Housing (Wallace Complex,

Theophilus Tower, McConnell Hall or the LLCs). To be eligible to purchase a Silver permit, housing agreements must be completed. The permit may be returned for a prorated refund, and a different permit type may be purchased for a prorated price. Purchasing another permit in addition to or in place of a Silver permit is permissible. Parking restrictions/rules for each individual permit will be applied.

Silver permits offer 24-hour parking in Silver parking lots and daytime parking in regular spaces of Blue lots.

**2.D.2.a-8 Purple Permits/Lots:** Purple permits are available for purchase by CURRENT Greek members who live on campus IN a sorority or fraternity house. Off-campus Greek members are not eligible to purchase or use Purple permits. The permit may be returned for a prorated refund and a different permit type may be purchased for a prorated price. Purchasing another permit in addition to or in place of a Purple permit is permissible. Parking restrictions/rules for each individual permit will be applied.

Purple permits offer 24-hour parking in Purple parking lots and daytime parking in regular spaces of Blue lots.

**2.D.2.a-9 Economy Permits/Lot:** Economy permits are available for purchase by current Greek members who live on campus IN a sorority or fraternity house and by current residents of University Housing (Wallace Complex, Theophilus Tower, McConnell Hall or the LLCs). To be eligible to purchase an Economy permit, housing agreements must be completed. Purchasing another permit in addition to or in place of an Economy permit is permissible. Parking restrictions/rules for each individual permit will be applied.

Economy permits 24-hour parking in the Economy parking lot.

#### **2.D.2.b Other color-coded parking lot permits**

**2.D.2.b-1 Vandal permits** offer the same parking privileges in color-coded lots as their annually-purchased counterparts but auto-renew each year (non-expiring) and must be paid via payroll deduction. Once purchased, the only way to stop payroll deduction is to return the physical permit to the Parking Office. If a Vandal permit owner leaves the University, they are still responsible for and will continue to be billed the current price of a Vandal permit until the permit is returned. Unpaid balances owed will be submitted to collections. Not all color-coded lot

permits are available as Vandal permits. Check each permit color for details.

2.D.2.b-2 **Retiree Permits** offer the same parking privileges as a Gold permit and are complimentary for University of Idaho honored or emeritus retirees. If the retiree returns to the University of Idaho to a full-time position (as defined by Human Resources and as outlined in FSH 1565.E.3.i.) they are no longer eligible for Retiree parking and must purchase a permit to park on campus.

Retiree permits are only to be used by the retiree or retiree's spouse. Other family members, university employees, and students are not eligible to use a Retiree permit. Improper use of the permit constitutes illegal use. Upon the death of the retiree permit holder, an active permit may be transferred to the permit holder's spouse.

2.D.2.b-3 **Nighttime Differential Permits** are available for half of the current price of an annual color-coded lot permit to staff who work at night and receive a night-shift differential from the university, as specified in the Faculty/Staff Handbook, Chapter 3440, Section F. These permits are valid only during the employee's regular work shift as specified on permit. Night-time differential permits will have special designations on the permit. Not all color-coded permits will be available in a Nighttime Differential version. Check specific permit color for details.

#### 2.D.2.b-4 **Overnight / Early Morning (OE) Permits**

No parking between 2 a.m. and 6 a.m. is allowed in Gold, Orange, Red or Blue parking lots without an Overnight permit. Board-appointed U of I employees with a Gold permit may park overnight in Gold parking lots only. During snow and ice conditions, parking overnight is restricted to designated areas within certain color-coded lots (see the Winter Overnight Parking map on our website).

- The **Commuter O/E annual permit** is for use by commuting Vandals who need to park on campus between the hours of 2 a.m. and 7:45 a.m. for academic pursuits (study, research, etc.) and/or on-campus employment. Parking before 2 a.m. or after 7:45 a.m. requires the appropriate commuter permit (Gold, Orange, Red or Blue). Commuter O/E permits cannot be combined with Orange, Red or Blue parking permits to imitate residential parking privileges.

- **The Athletic O/E annual permit** validates parking in any non-reserved space in Gold Lot 56 during home and away games as well as regular parking spaces in Orange, Red or Blue parking lots between the hours of 2 a.m. and 7:45 a.m. for coach-mandated, team, early morning practices/workouts only. If parking after 7:45 a.m. is necessary, a valid University of Idaho annual permit must be displayed.

2.D.2.b-5 **EMT/Fire Gold annual permits** are available for purchase only by volunteer Fire or EMT officials currently enrolled or employed at the University of Idaho. EMT/FIRE Gold permits offer the same parking privileges as regular Gold permits.

2.D.2.b-6 **Lot-Specific annual permits** may be made available to University of Idaho students and temporary or part-time employees each year on a limited basis as determined by lot utilization. Lot-Specific permits are only valid in certain lots as specified on the permit. Lot-Specific permits are NOT valid in any space not explicitly allowed by the permit and/or these regulations and they do not permit overnight parking (2 a.m. to 6 a.m.).

2.D.2.b-7 **Vendor Permits** are intended for work-related use by individuals who provide services to the University of Idaho and are not directly employed by the university. Proof of employment must be submitted to Parking and Transportation Services prior to receiving the permit. Vendor permits are not valid for individuals who spend all working hours in an office located on campus. Vendor permits are not valid for university employees or students. Vendor permits are valid in the following areas: regular spaces in color-coded lots (no time limit), designated "Valid Campus Walkway Permit Required" spaces on the campus walkway for 30 minutes, and meters or timed spaces for 2 hours. If access to service or delivery spaces is necessary, an application for a Service or Delivery permit must be completed and submitted to Parking and Transportation Services after purchasing a Vendor permit.

2.D.2.b-8 **Media permits** are available for official media personnel to cover media events/happenings on the University of Idaho campus. Proof of media employment (business card, pay stub, etc.) must be submitted prior to being issued a Media permit. Media permits are not intended for use by an employee being paid by the university or for University of Idaho students. Media permits may not be used for personal use. Media permits are

valid in meters and timed spaces for a maximum of 2 hours and in regular spaces in any color-coded lot with no time restrictions. Media permits are NOT valid in reserved spaces, disability spaces, service/delivery spaces, anywhere on the campus walkway system or any area not designated as a parking space.

**2.D.2.c Specialized Permits/Spaces: Disability, Short-term Access, Reserved, Delivery, Service**

**2.D.2.c-1 Disability Permits/Spaces**

University of Idaho (UI) issues Annual and Temporary Disability permits to university faculty, staff, students and frequent visitors. Guidelines for Annual and Temporary U of I Disability Permit Use:

- Both a U of I Disability permit and a State-issued Disability permit are required for parking in any ADA marked space by university faculty, staff, students, and visitors except on weekdays after 5 p.m., weekends, academic breaks, and on university holidays. During these times, ONLY a valid State-issued Disability permit or Disability license plate is required to be displayed in ADA marked spaces.
- In all hourly paid parking and timed areas, at all times that payment is required or time limit is enforced, ONLY a State-issued Disability permit or Disability license plate is required to be displayed, and no time restriction applies. However, it is a violation of these regulations for a current University employee or student to park in a campus meter or timed space with only a State-issued Disability permit or Disability license plate in order to avoid the purchase of a university parking permit. See also APM 40.32.A.2.
- Both a U of I Disability parking permit and a valid state-issued Disability permit or Disability license plate are required to park in regular spaces in color-coded parking lots when permits are required.
- Use of a UI Disability permit by an individual who is not the permit owner constitutes illegal use. If the UI

Disability permit holder requires the use of a Personal Care Assistant (PCA), the PCA must be named on the UI Disability permit application. Use of the UI Disability permit by the PCA is acceptable only when accompanying the disabled permit holder.

Purchasing an Annual or Temporary U of I Disability Permit:

- U of I Disability Permit eligibility requirements include photo identification and current registration for a State-issued Disability permit or Disability license plates. Required information may be submitted in digital format electronically. If the State-issued Disability permit is non-expiring, there will be no need to annually re-submit state information after the initial submittal.
- U of I Temporary Disability permits are given an expiration date that matches the expiration date of the temporary state-issued permit.

2.D.2.c-2 **Short-Term Access Permits** are available to those needing improved access due to a short-term disability. This permit type is valid for 3 days and allows parking in any regular color-coded lot space, metered space, posted timed space and valid campus walkway space. This permit is not valid in ADA marked spaces. There is limit of 1 issued permit per person per year. If access to ADA marked spaces is necessary, or improved access parking is required for a period of longer than 3 days, see Disability Permits above.

2.D.2.c-3 **Reserved permits/spaces:** There are a limited number of campus parking spaces to be reserved for and assigned to departments, individuals or specific uses.

- **Vandal Reserved Permit/Space:** As directed by university administration, the following positions within the university are automatically eligible to purchase a Vandal Reserved Parking Permit/Space. The Vice President of Finance & Administration has the authority to grant exceptions to this list.
  - President

- Provost
- Vice Presidents
- Vice Provosts
- College Deans
- University Counsel

Vandal Reserved permits are valid 24/7 in the individual's Vandal Reserved space, and are also valid at meters and in all Gold, Orange, Red, and Blue lots.

Vandal Reserved Guest permits are issued to individuals who purchase Vandal Reserved permits/spaces, upon request. These permits may be used by anyone the space holder authorizes when he/she is away from campus. Vandal Reserved Guest permits are valid only in the individual's Vandal Reserved space, as noted on the permit.

- **Department Reserved X-plate (Exempt) spaces** are reserved for specific x-plate vehicles only. These spaces are available for purchase by any university department that has x-plate vehicles requiring 24-hour parking. A Departmental Reserved X-plate application must be submitted and approved by Parking and Transportation Services prior to receiving the permit. Department Reserved X-plate spaces have signage indicating the department and that the space is for x-plates only. These spaces are enforced 24 hours. Any unauthorized vehicles parked in a Department Reserved X-plate space will be eligible for an Exempt Reserved Citation.

Federal, state, local and university exempt plate vehicles are not allowed to be stored overnight on campus in any regular parking space; they must be stored overnight in a departmentally purchased reserved space. Daytime parking (6 a.m. to 2 a.m.) for exempt vehicles is allowed in a departmentally purchased exempt reserved space, in any regular space in any color-coded lot, in designated "valid

campus walkway” spaces on the walkway, or at meters and/or timed spaces with no time restrictions. Exempt plate vehicles are not allowed to park in any of the following locations: disability spaces, visitor spaces, service/delivery spaces, reserved spaces for other departments or individuals, or any other specially marked space.

- **Department Reserved Permit/Space – General:** General reserved parking spaces are distinct from x-plate reserved parking spaces; these spaces can only be occupied for approved purposes included in the Department’s statement of justification, provided on the reserved space request form. Personal vehicles parked in these spaces that do not conform to those purposes are subject to a Reserved Space Citation. Parking & Transportation Services will make the final determination as to whether a justification warrants a General Department Reserved Space. Such justifications may include but are not limited to: full-time university staff whose permanent office location is off-campus and needs routine access to campus to conduct university business; to an exceptional need to accommodate a certain type of departmental visitor; to accommodate a certain class of non-X-plated vehicles used solely to conduct university business.
- **Departmental Permit Reserved Spaces** are available for employee parking with display of a Departmental permit. Departmental permits are available for purchase by university departments only; each Departmental permit purchased will be charged to the department’s budget. There is no limit on the number purchased. A Departmental permit application must be submitted and approved by Parking and Transportation Services prior to receiving the permit. Departmental permits are intended for short-term parking for use by university employees while attending meetings at a location on campus other than their office or



building. Departmental permits are not intended for daily parking, personal use, student use or visitor use and are subject to revocation for continued misuse. Departmental permits are valid for a maximum of 2.5 hours in any of the following spaces: spaces reserved for Departmental permits only, regular spaces in any colored lot, metered spaces, and timed spaces. Departmental permits are only valid in the permit holder's "home" lot for a period not to exceed thirty (30) minutes. "Home" lot is defined as the parking lot most commonly used or most convenient to use by staff within the same department/unit.

- **Visitor Reserved Permit/Space:** Spaces posted as Reserved – Visitor Permit Required are available for visitor parking only and require display of a Visitor permit. These spaces require a Visitor Permit Monday – Friday, 6 a.m. to 5 p.m. unless otherwise noted. Visitor reserved spaces are located throughout campus and as noted on the campus parking map.

Visitor permits are only to be used by visitors to the University of Idaho. Visitors are considered to be anyone who is not a current faculty/staff member or student at the University of Idaho campus in Moscow. Moscow campus faculty, staff and students are not eligible for Visitor permits. University of Idaho departments may purchase Visitor permits in various formats for their visitors' use only.

Visitor permits are valid in any regular space in all colored lots until 12:00 a.m. for the date issued. Visitors parking after 12:00 a.m. must have a valid Visitor permit for the next date/day. Visitor permits are also valid in spaces reserved for Visitor permits. Permit is valid only for dates stated on permit. A visitor can request a Visitor permit to be valid for up to nine consecutive days. One-day and ten-day Visitor permits are also available. The ten-day

product allows the permit holder to write in dates when parking on campus. This allows parking on non-consecutive days. Visitor permits are NOT valid in meters, timed spaces, reserved spaces, service/delivery spaces, campus walkway or any area not designated as a space. If a visitor chooses to park in a meter, payment is required even with display of visitor permit.

In the event that a visitor receives a parking citation, Parking and Transportation Services will allow a department to provide a budget number to cover the fee associated with the citation. This is only allowed for citations received by an individual who was visiting campus and is NOT a faculty member, staff member or student at the University of Idaho. Vehicles displaying Visitor permits are required to comply with university parking regulations, as well as with city ordinances and state laws. Any citations received must be paid or appealed within 15 days from the date the citation was issued.

**2.D.2.c-4 Delivery Permit/Space:** Delivery Permits are intended to provide closer access to buildings for the purpose of making deliveries. Delivery permits are appropriately used when parking in close proximity to the location of delivery is required due to size of item(s) being delivered, number of items being delivered or timing of delivery. Annual and Temporary Delivery permits are available, with proper justification describing frequent delivery access needs required in order to obtain an annual Delivery permit. An application for an annual Delivery permit, including approval by the department head must be submitted and approved by Parking and Transportation Services before receiving the permit. Delivery permits are required for exempt plates, identifiable vendor vehicles or personal vehicles that are used for business or academic related delivery purposes. Use of a Delivery Permit by any vehicle not listed on or registered with the permit is not allowed and vehicles in violation may receive citations. Use of

Delivery permits for non-business/academic-related necessary delivery access constitutes invalid permit use and vehicles may be subject to citation.

Delivery permits are valid in all designated delivery spaces, meters, timed spaces and regular spaces in any colored lot for 1 hour. Delivery permits are also valid in designated “valid campus walkway spaces” spaces on the campus walkway system for 30 minutes. Delivery permits are valid in the permit holder’s “home” lot for a period not to exceed thirty (30) minutes. “Home” lot is defined as the parking lot most commonly used or most convenient to use for members of the department. Delivery permits are NOT valid in service spaces, reserved spaces, disability spaces or any area not designated as a space.

**2.D.2.c-5 Service Permit/Space:** Service permits are intended for business use only when close proximity to buildings is required to perform active service work. Use of this annual permit type is allowed only on vehicles with exempt plates or company plates listed on the account. Permit use by non-listed plates is a violation and a citation may be issued. Temporary Service permits will be made available in office for personal vehicles. Those requesting Service permits must be frequent service providers, such as repairmen, vendors, or a university employee who requires the use of equipment and materials that are transported in a service vehicle.

A Service permit application must be submitted and approved by Parking and Transportation Services before receiving the permit. Approval by department head is required and justification must be provided for use of an annual Service permit versus use of a Temporary Service permit. Annual Service permits are NOT valid for student use, personal use, or for attending meetings.

Annual Service permits are valid in designated service spaces, regular spaces in any color-coded lot, meters, timed spaces, and designated spaces on the campus walkway system for 2 hours. Service permits are also valid in delivery spaces for 1 hour. Service permits are valid in the permit holder's "home" lot for a period not to exceed thirty (30) minutes. "Home" lot is defined as the parking lot most commonly used or most convenient to use by staff within the same department/unit. Annual Service permits are NOT valid in reserved spaces, disability spaces or any area not designated as a parking space.

**2.D.2.c-6 Daycare Permit/Space:** Daycare permits are available for purchase by those who have children attending West Park Elementary, Early Childhood Center or the Child Development Lab. A Daycare permit application must be submitted to Parking and Transportation Services prior to receiving the permit. Daycare permits allow 15-minute parking in all color-coded lots in any regular space. If a Daycare permit holder chooses to park in a posted 10, 15 or 30-minute timed space, the posted time applies. Daycare permits are NOT valid in meters without payment or any specially marked space.

#### **2.D.2.d Reciprocal Parking Agreements**

University of Idaho faculty, staff, and students assigned to, enrolled at, or who pay fees to the University of Idaho Moscow campus or employees of other entities located on the Moscow campus must display a valid University of Idaho parking permit when parking at the University of Idaho. Any attempt by the above personnel to use a parking permit from another university campus in lieu of a valid University of Idaho permit may result in a fine for illegal use of a parking permit.

The University of Idaho in Moscow has made reciprocal parking arrangements with the institutions mentioned below for the purpose of enhancing the accessibility to either campus for faculty, staff, and students participating in cooperative programs and cross listed courses. Selected parking permits from each university have been deemed valid in specific parking

areas. A permit from any institution not mentioned in these regulations is not valid at the University of Idaho Moscow campus.

**2.D.2.d-1 The University of Idaho and Washington State University (Pullman)** Washington State University satellite campus parking permits are NOT valid on the University of Idaho campus. University of Idaho permit holders should consult Washington State University Parking Services with any questions about parking on the Pullman campus.

The following applies to U of I permit holders who wish to park at Washington State University (WSU). U of I permit holders are subject to all Washington State University parking and traffic regulations.

- U of I Gold, Lot Specific Gold, and Reserved annual permits are valid in WSU Yellow, Red, and Blue zones.
- U of I Orange annual permit is valid in WSU Red and Blue zones.
- U of I Red, Green, Silver, Purple, and Blue annual permits are valid in WSU Blue zones.
- U of I-issued annual or temporary Disability parking permits with a valid state-issued disability placard or disability license plate are valid in WSU Disability spaces and parking permit zones.
- There is no reciprocity at WSU for U of I parking permits in WSU parking permit zones which are not specifically listed above in items 1-4, this includes the WSU Student Recreation Center and Tennis Courts parking lots.
- U of I parking permits are not valid in lieu of payment in WSU pay lots including the WSU Student Recreation Center parking lot or the Tennis Courts parking lot.
- WSU faculty, staff, and students assigned to, enrolled at, or who pay fees to Washington State University or employees of other activities or agencies located on the Pullman

campus must display a WSU parking permit when parking at WSU. Any attempt by the above personnel to use a U of I parking permit in lieu of a WSU permit may result in a fine for illegal use of a parking permit.

Washington State University permit holders at University of Idaho: The following applies to Washington State University (WSU) permit holders who wish to park at U of I. Washington State University permit holders are subject to all University of Idaho parking and traffic regulations.

- WSU Orange and Green annual permits are valid in U of I Gold, Orange, Red, and Blue permit areas.
- WSU Yellow, Red, Crimson, and Gray annual permits are valid in U of I Red and Blue permit areas. WSU Crimson and Gray permits are residential priority permits.
- WSU Blue annual permits are valid only in U of I Blue permit areas.
- WSU-issued zone permit displayed with a valid state-issued disability placard or disability license plate are valid in U of I Disability parking spaces and parking permit areas.
- There is no reciprocity at U of I for WSU parking permits in U of I parking permit areas which are not specifically listed above in items 1-4. This includes the U of I Student Recreation Center parking lot.
- WSU parking permits are not valid in lieu of payment in U of I pay lots including the U of I Student Recreation Center parking lots.

Zipcar parking at Washington State University and University of Idaho

- Zipcars rented from the WSU campus are allowed to park in any color-coded lot on the U of I campus (Gold, Orange, Red, Blue, Purple, Silver, or Green lots).

#### **2.D.2.d-2 University of Idaho and Lewis-Clark State College**

LCSC permits are honored in U of I Blue lots only; LCSC permits are NOT valid in U of I Gold, Orange, Red, Purple, Green or Silver lots. U of I permit holders should consult the LCSC Security Department for further information about parking at LCSC.

**2.D.2.d-3 University of Idaho – Moscow, and University of Idaho – Idaho Falls**

- All general color-coded Moscow campus permits are valid in all Idaho Falls general permitted lots
- All general Idaho Falls campus permits are valid in Gold, Orange, Red, and Blue Moscow campus lots

**2.D.2d-4 University of Idaho – Moscow, and University of Idaho – Boise** Reciprocal Agreement: All University of Idaho – Boise permits are honored in U of I Moscow Gold, Orange, Red and Blue lots.

**3. Parking Enforcement**

3.A. Citations for all violation types may only be issued to a vehicle once per day in the same parking space, with the exception of Over Time Limit and Meter violations, in which case citations may be issued to the same vehicle in the same space every two hours. If a vehicle relocates to a different space but is still in violation of the same citation type, another citation may be issued.

Parking enforcement on campus falls under two categories:

- **General Violations** – parking violations that are enforced at all times, 24 hours per day, 7 days a week, 365 days per year.
- **Daytime Violations** – parking violations that are generally enforced Monday – Friday, 6 a.m. to 5 p.m. with few exceptions that extend beyond that time frame and have specific posted signage indicating such or are altered temporarily during academic break enforcement periods.

**3.B General Violations**

The violations outlined in this section (B.1 through B.17) are general violations. Vehicles subject to the general violations outlined below, are eligible for citation and/or wheel lock/impound as outlined in Section O. Immobilizing or impounding a vehicle for violating the general regulations will occur if Parking and Transportation Services determines it is necessary to ensure safety, maintain access or prevent damage.

**3.B.1 NO PARKING:** Vehicles parked in areas not designated as a parking space will be issued a No Parking Citation. This includes but is not limited to the following areas: at the end of a row outside of the yellow striping, landscaped

areas, yellow curbs, malfunctioning meters, areas without wheel stops (in gravel lots), and areas posted as No Parking. No Parking Citations may also be issued to vehicles occupying more than one parking space or occupying an EV Charging Station parking space while not actively charging (even if meter is paid). In parallel parking areas, vehicles parked with left wheels to the curb may be cited for No Parking, except on one-way streets where parking on the left is acceptable.

**3.B.2 DISABILITY SPACE:** Vehicles parked in disability spaces on campus and not displaying valid permit(s) as described above (2.D.2.c-1 Disability Permits/Spaces) are eligible for a disability violation.

**3.B.3 OVER TIME LIMIT:** A permit is not required for areas posted as 10, 15, or 30-minute parking only; however, vehicles that remain parked longer than the posted time will be eligible for an Over Time Limit Citation. A vehicle may not be moved within the same timed area in order to avoid a penalty. Over Time Limit Citations may be issued in timed spaces every 2 hours for a continued violation, with a limit of two citations per day. Two or more Over Time Limit violations within 365 days will result in an uplift fine.

**3.B.4 OBSTRUCTING TRAFFIC:** No vehicle, including service vehicles, may park in such a manner as to impede access for emergency services, lot maintenance equipment, sanitation services, or in a manner which would restrict pedestrian or vehicular traffic. Vehicles in violation are subject to an Obstructing Traffic Citation.

**3.B.4.D BLOCKING DUMPSTER:** Vehicles parked in a manner that obstructs access for garbage removal equipment or general access to a dumpster will be eligible for a Blocking Dumpster Citation.

**3.B.5 OVERSIZED VEHICLE:** All vehicles must fit within a single parking space. Any vehicle that cannot fit within a single space must obtain permission from Parking and Transportation Services and must be parked so that lines of sight necessary for safe driving are not blocked. Vehicles in violation are subject to an Oversized Vehicle Citation.

**3.B.6 DISABLED VEHICLE:** Vehicles that become disabled on campus must be reported to Parking and Transportation Services immediately. Disabled or inoperative vehicles may be cited 48 hours after notifying Parking and Transportation Services, even with a valid parking permit. Vehicles in violation are subject to a Disabled Vehicle Citation.



**3.B.7 ILLEGAL USE:** Display or possession of a permit for which the driver is not eligible, or any counterfeit or altered permit or pay station payment receipt, constitutes an illegal use. Acquiring a permit under false pretenses invalidates the permit and constitutes an illegal use. Personal use of a departmentally owned permit that is intended for work-related use away from the office also constitutes illegal use of a permit. Vehicles in violation are subject to an Illegal Use Citation. Criminal prosecution may result.

**3.B.8 FAILURE TO COMPLY:** A failure by drivers to comply with specific instructions from parking personnel will constitute a Failure to Comply Citation.

**3.B.9 RESTRICTED AREA:** Vehicles parked in restricted areas without a valid permit will be subject to a Restricted Area Citation.

**3.B.10 UNREGISTERED VEHICLE:** All vehicles parked on university property must display current license plates and registration tags. All expired license plates or unregistered vehicles are subject to enforcement by the Moscow Police Department and Parking and Transportation Services.

**3.B.11 NO PARKING 2 AM – 6 AM:** During weekdays, M-F, between the hours of 2 a.m. and 6 a.m., an Overnight permit is required. Gold permit holders may park overnight in Gold lots only. Overnight permits are NOT valid in meters, timed spaces, service/delivery spaces, disability spaces, reserved spaces, campus walkway or an area not designated as a parking space.

**3.B.12 SERVICE SPACE VIOLATION:** Service spaces are restricted to Service permits only. Service permits are limited to 2 hours in a service space; vehicles displaying Service permits and parked longer than 2 hours in a service space will be eligible for an **Over Time Limit Citation**. Vehicles parked in a service space without a valid Temporary or Annual Service Permit will be eligible for a Service Space Citation. Service spaces are not to be used for long-term storage or overnight parking.

**3.B.13 DELIVERY SPACE VIOLATION:** Delivery spaces are restricted to Delivery and Service permits only. A Service or Delivery permit is limited to 1 hour in a delivery space. Vehicles displaying a Service or Delivery permit and parked longer than 1 hour in a delivery space will be eligible for an **Over Time Limit Citation**. Vehicles parked in a delivery space without a valid Temporary or Annual Service or Delivery permit will be eligible for a Delivery Space Citation.

**3.B.14 LOST/STOLEN PERMIT:** Once a permit is recorded as lost or stolen, that

permit is no longer valid for use. Use and/or display of an individual permit recorded as "lost/stolen" will result in a Lost/Stolen Citation and/or wheel lock/impound as outlined in [Section O](#). Criminal prosecution may result.

**3.B.15 FIRE LANE:** Parking for any length of time in a fire lane by vehicles other than emergency vehicles is prohibited. Vehicles in violation are subject to a Fire Lane Citation and/or Impound as outlined in [Section O](#).

**3.B.16 DEPARTMENT RESERVED – XPLATE (Exempt):** Exempt Reserved spaces are to be used only by tax-exempt vehicles owned by the department that purchased the reserved space; vehicle must have an exempt license plate. Only exempt vehicles are allowed to park in exempt reserved spaces; personal vehicles are NOT allowed in these spaces, regardless of reserved placard being displayed. Vehicles in violation are subject to an Exempt Reserved Space Citation.

**3.B.17 WHEEL LOCK:** A Wheel Lock Citation is issued to vehicles upon installation of a wheel lock. Refer to [Section O](#) for reasons vehicles may be immobilized on campus. Tampering with or damaging a wheel lock will result in additional criminal/civil actions. Two or more Wheel Lock Citations issued to a single account will be subject to an uplift fee.

### **3.C Daytime Violations**

The violations outlined in the section below (C.1 through C.5) are daytime violations. Enforcement of daytime violations is adjusted during academic breaks and university holidays (academic breaks include fall, winter, spring and summer break – see university calendar for specific dates):

- Permits are not required for daytime parking in regular spaces in all Orange, Red, Blue, Silver, or Purple lots during academic breaks
- Overnight parking not allowed on campus streets or in parking lots posted “No Parking 2 a.m. – 6 a.m.” during academic breaks
- Gold lots require permits year-round
- Green lots require permits year-round
- Meter and pay station payment is required year-round except for Student Recreation Center (SRC) Parking Lots 107 (east side) and 108 (west side) which do not require payment during summer and academic breaks.
- Specially marked spaces; reserved, service, delivery, timed, walkway spaces, no parking areas, fire lanes; maintain the same requirements, privileges and restrictions year-round
- For Disability spaces see Disability Permits/Spaces

**3.C.1 PERMIT VIOLATION:** A vehicle parked in a permitted parking area, as designated by signage, must properly display a valid permit for that area. Vehicles without a

permit or displaying an invalid permit for the area will receive a Permit Violation Citation. Six or more Permit Violations within 365 days will be subject to uplift fees.

- 3.C.1.I IMPROPER DISPLAY OF PERMIT:** Permits must be removed from the plastic package and fully visible from outside of the vehicle in the lower left-hand corner of the windshield. If permit is displayed improperly or not completely visible from outside, vehicle will be eligible for an Improper Display Citation.
- 3.C.2 RESERVED SPACE VIOLATION:** All vehicles that park in a reserved space must display an authorized reserved space placard and/or a tax-exempt license plate authorized for that parking space and/or meet vehicle requirements as indicated by signage; only Electric Vehicles (EVs) in an EV Charging Station parking space, for example. Non-electric vehicles parking in an EV Charging Station parking space will receive a Reserved Space Violation even if the meter is paid. Reserved spaces are enforced 24 hours unless otherwise posted. Vehicles in violation are subject to a Reserved Space Citation and/or wheel lock/impound.
- 3.C.3 METER VIOLATION:** A vehicle may be parked in a metered space only when there is remaining time displayed on the meter, or when a permit that is valid in meter spaces is displayed. If the meter is showing no time remaining, the vehicle parked is eligible for a Meter Violation Citation. Vehicles in an EV Charging Station parking space will receive a Meter Violation Citation even when actively charging if the meter shows no time remaining. Meter Violations may be issued every two hours to a vehicle that continues to be in violation; limit of three per day. A malfunctioning meter automatically converts to a No Parking space if it is not located in a color permitted lot. If located within a color permitted lot, malfunctioning meters revert to a regular color permitted space; the proper permit for that area must then be displayed. Vehicles parked at a malfunctioning meter are eligible for a No Parking Citation. There are no refunds given for coins put in meters. It is the responsibility of the driver to notify Parking Services immediately of any meter malfunction. After doing so, the driver must move to another vacant parking space. Individual enforcement times are posted at each meter. Four or more Meter Violations within 365 days will be subject to uplift fees.
- 3.C.4 NOT A MOTORCYCLE SPACE:** Motorcycles must park only in

designated motorcycle parking areas. Black areas shown on the parking map are reserved for motorcycle parking; permits are not required for motorcycle parking areas. Motorcycles accessing a regular color permitted parking space must clearly display a valid permit for the lot or will be eligible for a Permit Violation Citation. Motorcycles parked outside of designated motorcycle parking areas will be eligible for a Not a Motorcycle Space Citation. Contact Parking Services for permit display options on motorcycles. Motorcycles are NOT allowed to drive or park on the campus walkway system. Motorcycles are NOT allowed to park in restricted areas or bicycle racks. Refer to Section A.2. for a definition of a motorcycle for the purpose of these regulations. See Section K. for additional regulations regarding motorcycles.

**3.C.5 SPECIFIC USE AREA:** Specific use areas such as the Golf Course Lot 44, are to be used ONLY by those who currently qualify for their use and are legitimately/actively using these facilities. Individuals parking in these specific use areas and not utilizing the facility that the parking lot is designated for will be eligible for a Specific Use Citation. Any Specific Use Citation incurred by an individual within a 2-year period of an initial Specific Use Citation will be subject to an uplift fee. (See Citation Fine Schedule).

### 3.D **Post-Citation Regulations/Processes**

#### 3.D.1 **Appeal Process**

Citations received due to an extenuating circumstance may be submitted for appeal on the Parking and Transportation Services website within 15 days from the date the citation was issued. After 15 days, citations may no longer be appealed and must be paid.

The University of Idaho Parking Committee serves as a judicial committee to Parking and Transportation Services. The committee membership is composed of three faculty members, three staff members, two students, and the PTS Director (or designee) as Ex-Officio. The Parking Committee reviews and provides comments and recommendations to Parking and Transportation Services on campus parking regulations.

The Parking Committee reviews and makes decisions on all citation appeals and will only review materials submitted at the time the appeal is filed. The Parking Committee meets once per month to review appeals. Individuals who submit appeals will be notified via email or letter via postal mail as soon as

possible.

The Parking Committee decision will be based solely upon matters indicated in the citation, stated in the appeal or included by appellant as tangible evidence (i.e. receipts, medical documentation, etc.). The Committee will then decide one of the following outcomes on all citation appeals:

- Uphold the citation
- Dismiss the citation
- If unique extenuating circumstances exist, based on the Committee's discretion, the monetary penalty assessed for the citation can be reduced

Written requests for a second appeal may be submitted if an individual is dissatisfied with the Parking Committee's decision on the original appeal. Requests must be submitted to Parking and Transportation Services within 15 days of the original notification date. If the 15-day deadline is not met, the original decision is final. Written requests for a second appeal must contain NEW information that was not part of the original appeal. Restatement of the previous appeal will not be considered.

If an individual is dissatisfied with the second appeal decision, a written appeal may be submitted to Parking Services within 15 days of the second appeal notification date to be reviewed by the Assistant Vice President of Auxiliary Services. The decision made at this step is the final university decision. Students have the option of appealing the final university decision to the Board of Regents.

Due process requirements: No member of the Committee with any personal conflict of interest or knowledge of the specific case or individual will be allowed to participate in the determination of that appeal.

### 3.D.2 Citation Penalties and Assessment

All parking citations must be paid or appealed within 15 days of issuance.

Unpaid citations may result in:

- University account holds and other collections-related activities
- Vehicle immobilization and/or impound (see [Section O](#))
- Ineligibility to purchase a new permit or a current permit to be revoked (see [Section E](#))

After 15 days, citations not submitted for appeal require payment; the fine amount will be assessed as follows:

- **Citations issued to vehicles registered with University of Idaho Parking**

**and Transportation Services** will be attached to the employee or students account who is associated with the license plate number.

- For students, monetary penalties may result in a hold being placed on student records, which affects the ability to register for the following semester, or receive a diploma
- **Citations issued to vehicles not registered with University of Idaho Parking and Transportation Services** will be assessed as follows:
  - If a University of Idaho parking permit was displayed at the time the citation was issued, the fine amount will be assessed to the parking permit owner
  - If no University of Idaho parking permit was displayed at the time the citation was issued, the fine amount and an additional \$15 Discovery Fee may be assessed to the registered vehicle owner, company, corporation, or firm in whose name the vehicle is registered through the Idaho Department of Licensing, or the corresponding agency of another state or nation. This fee covers costs associated with identifying vehicle owners and accurately assessing fines owed.

**3.D.3 Citation Fee Schedule**

CITATION FINE SCHEDULE		
Violation	Fine	Increase for Repeat Offenses
No Parking (B.1)	\$40	
Disability Space Violation (B.2)	\$150	
Overtime Limit (B.3)	\$35	\$45 for 2+ in one year (non-continuous)
Obstructing Traffic (B.4)	\$50	
Blocking Dumpster (B.4.D)	\$20	
Oversized Vehicle (B.5)	\$20	
Disabled Vehicle (B.6)	\$20	
Illegal Use (B.7)	\$150	
Failure to Comply (B.8)	\$75	
Restricted Area (B.9)	\$100	
Unregistered Vehicle (B.10)	\$20	
No Parking 2AM-6AM (B.11)	\$30	
Service Space Violation (B.12)	\$50	
Delivery Space Violation (B.13)	\$50	

Lost or Stolen Permit (B.14)	\$200	
Fire Lane (B.15)	\$100	
Exempt Plate Reserved Space (B.16)	\$100	
Wheel Lock (B.17)	\$75	\$100 for 2+
Permit Violation (C.1)	\$30	\$35 each for 6-10 and \$45 each for 11+ in one year
Improper Display (C.1.I)	\$15	
Reserved Space Violation (C.2)	\$100	
Meter Violation (C.3)	\$25	\$30 each for 4+ in one year
Not a Motorcycle Space (C.4)	\$20	
Specific Use Area (C.5)	\$50	\$75 for 2+ (C.5.1)
Other Violation	\$20	
Vehicle Impound	\$150	
Bicycle Impound	\$20	
Tow (G.5)	\$150	

#### 3.D.4 Citation Payment Options

Citations may be paid in one of the following ways:

- At the Parking Office located in the Intermodal Transit Center at 1006 Railroad Street
- By mailing a check or money order to the Parking Office at 875 Perimeter Drive MS 4106 Moscow, ID 83844-4106; checks should be made out to U of I Bursar
- After 15 days from the date the citation was issued, citations can be paid at any university cashier window; cash, check, credit/debit card accepted, or online through student or employee accounts using VandalWeb.
- Within 15 days from the date the citation was issued, current students and employees may pay citations online at [aims.parking.uidaho.edu](https://aims.parking.uidaho.edu) (ONLY credit/debit cards are accepted online).

Parking and Transportation Services does not accept citation payments in coins over an amount of \$5.00 unless they have been rolled; for pennies, any amount over \$1.00 will not be accepted.

#### 3.D.5 Immobilization and Impoundment

University of Idaho Parking and Transportation Services personnel may ticket, immobilize, impound, or tow any nuisance vehicle on

University of Idaho property. The decision to impound or immobilize will be made by Parking and Transportation Services personnel on a case-by-case basis.

Vehicles may be declared a nuisance vehicle and may be subject to wheel lock or impound for the following reasons:

- Vehicles with three or more unpaid parking citations which are 15 or more days past the date of issuance; this includes defaulted collection accounts with multiple citation debt that has not been collected by the university
- Vehicles with 5 or more unpaid/un-appealed citations that were issued within a 15- day period
- Driver/owner misses a single payment as specified by a signed promissory note with the University of Idaho for payment of citation debt
- Vehicles parked in a disability space and not displaying a valid disability parking permit
- Vehicles obstructing traffic flow or parked in a fire lane
- Vehicles parked in a closed or reserved lot
- Vehicles appearing to be abandoned or disabled
- Vehicles not displaying a valid license plate or current vehicle license registration
- Vehicle displaying a permit that is recorded as lost or stolen
- Driver/owner has provided false information or attempted fraud to the university
- Vehicles illegally parked in a reserved space or lot that is reserved for a special event
- Vehicles parked in a service or delivery space without proper permit
- Failure to comply with specific parking instructions from Parking personnel



Towed or immobilized vehicles may be reclaimed after all outstanding fees related to the vehicle are paid. Fees may include a towing service charge and a daily storage fee. If the towed vehicle has been in storage on university property for a period of 60 days without being reclaimed and debt cleared, the university may dispose of the vehicle in accordance with Idaho Code 49.17 and with guidance from University of Idaho Office of General Counsel. Individuals must provide complete billing identification, including photo ID and a statement that the driver assumes responsibility for the vehicle. In certain instances, payment may be required in full. Decisions regarding the form of payment will be made on a case-by-case basis by Parking and Transportation Services. If towing/impoundment has occurred, the Parking Committee will provide an opportunity for a post-tow hearing to determine the validity of the tow.

Notification: After 48 hours (excluding weekends and official holidays) from the time of vehicle removal, if attempts to notify an individual of their vehicle tow/impound have been unsuccessful, Parking and Transportation Services will take further action when owner identification is possible. A written notice shall be sent by certified mail to the vehicle owner(s) or the applicable university parking permit holder and shall include the following information: name, address and telephone number of the University of Idaho Parking and Transportation Services office, vehicle description, the authority and purpose of the impound, a copy of these regulations, a statement of how the vehicle may be reclaimed, and a statement of the right to a post-tow hearing.

To make a request for a post-tow hearing, the vehicle owner or permit holder must submit a written request to Parking and Transportation Services within 15 days from the date of the impound notice. Any such requested hearing shall be conducted at the next regularly scheduled meeting of the University of Idaho **Parking Committee**. The Parking Committee's decision is final and binding upon all parties.

#### **4. Appendix**

##### **4.A Inclement Weather**

**During snowy conditions, parking between 2 a.m. and 6 a.m. is further**

**restricted to specific parking spaces in specified parking lots only.** Requiring vehicles to park in specific spaces in the early morning allows Facilities Services unobstructed access to the lots for efficient plowing.

Vehicles are major obstacles to parking lot snow removal; one vehicle parked outside of the specified spaces significantly increases the amount of time it takes to plow a parking lot. The spaces where parking is allowed during this time are highlighted on the Winter Overnight Parking Map.

Citations may be issued to vehicles parked outside of the designated overnight parking areas and vehicles may be towed at owner's expense as snow conditions warrant (even vehicles displaying a valid Overnight parking permit).

#### 4.B **Event and RV Parking**

Parking & Transportation Services may preempt the use of certain lots or streets for special events and reserves the right to charge a fee for parking at these events. Lots reserved for event parking only will be posted in advance, and regular permit holders will not be allowed to park in lots reserved for an event. Vehicles parked in reserved lots after the lot was posted will be eligible for citation and/or impound. Individuals must abide by posted signage and directions from staff. Failing to comply with directions will result in citation.

Parking or storage of trailers, RVs and golf carts is not allowed without prior approval. Upon approval, RV parking is allowed in Lot 110, north of the large gravel parking lot west of the Kibbie Dome. Parking and Transportation Services must be informed by RV owners upon arrival. RV parking on football game day weekends is jointly managed by Parking and Transportation Services and the U of I Ticket Office; information about RV parking for football is available by contacting either of these departments.

#### 4.C **Other Vehicles**

##### 4.C.1 **Motorcycles**

For the purpose of these regulations, any motorized two-wheeled vehicle is considered to be a motorcycle. Motorized vehicles, including mopeds, are NOT allowed to park at bicycle racks; this will result in a citation. Permits are not required for motorcycles parked in designated motorcycle parking areas that are indicated in black on the parking map. Motorcycles parked in metered spaces do require payment. Motorcycles are not allowed to park in regular permitted vehicle spaces. Motorcycle operators who wish to park in permitted vehicle spaces should consult with Parking and Transportation Services for permit

display options. Driving or parking motorcycles on landscape areas, lawn areas or sidewalks/pathways is prohibited at all times.

#### 4.C.2 **Bicycles**

##### 4.C.2.a. **Overview**

For the purpose of these regulations, a vehicle operated manually with the turn of pedals is considered to be a bicycle. All Moscow city ordinances/codes, Idaho state laws, and university requirements apply to the operation of bicycles on university property. It is the responsibility of the bicycle operator/owner to understand and comply with bicycle rules, regulations, and laws on campus.

The campus walkway system and pedestrian areas on campus are considered sidewalks for the purposes of bicycle safety and enforcement. Bicyclists riding on the campus walkway system should ride at "walk speed," stay in control and always yield to pedestrians.

Bicycles are to be parked in bicycle racks only. Attaching bicycles to any object other than a bicycle rack is prohibited. Bicycles parked in violation of these regulations should be reported to Parking and Transportation Services.

Repeat violators of bicycle parking regulations will be subject to escalated fines and may be referred to the Dean of Students and/or Office of Risk Management.

##### 4.C.2.b. **Campus Bicycle Management**

Campus bicycle management includes promoting bicycle safety, education and ridership; understanding supply and demand of bicycle parking; identifying bicycle amenities in need of improvements; and managing bicycle parking by actively enforcing campus bicycle parking rules and regulations.

The purpose of managing bicycle parking on campus is to ensure pedestrian and disability safety and access, protect landscape elements, and improve aesthetics of campus.

##### 4.C.2.c. **Abandoned or Disabled Bicycles**

An abandoned or disabled bicycle, for the purpose of these regulations, is defined as a bicycle that appears not to have moved from its location

for an extended period of time, or due to dysfunctional or broken parts, cannot be safely operated. This includes, but is not limited to the following:

- No seat on bike
- Flat tires
- Bent rims
- Broken or no chain on bike
- Missing pedals
- Cobwebs, dust, grass or branches collecting or growing over the bike

It is at the discretion of Parking and Transportation Services as to whether a bicycle appears to be abandoned or disabled.

Abandoned or disabled bicycles will be tagged for removal. After a minimum of seven (7) days from the date the bicycle is tagged, the University will move the bicycle to storage. Bicycles that have been moved to a University storage facility may be claimed at any time before they become the property of the University and disposed of as outlined below. If you believe your bike has been placed in storage please contact the University Parking and Transportation Services Office by calling 208-885-6424 or appearing in person at 1006 Railroad Street, Moscow, ID 83844.

#### 4.C.2.d. **Impoundment**

Unclaimed bicycles placed in storage are deemed impounded on the second Monday in September of each calendar year. In accordance with Idaho Code Section 55-405, impounded bicycles that are not claimed within 3 months will be disposed of in the following manner:

- On the second Monday in September of each calendar year the University will provide written notice of impounded bicycles to the Latah County Clerk.
- A general notice stating that abandoned bicycles impounded on University property will be disposed of if not claimed within 3 months from the date of the notice to the Latah County Clerk will be published in the Moscow Pullman Daily News and the Argonaut within 20 days of impoundment. The notice will be published in each paper once a week for two consecutive weeks.

- Bicycles not claimed within three (3) months from the date of notice of impoundment provided to the Latah County Clerk become property of the University of Idaho and will be disposed of by the University in accordance with the University's Surplus Property Policies and Guidelines  
<https://www.uidaho.edu/infrastructure/facilities/les/surplus/policies>.

Impoundment of bicycles without warning may occur when a bicycle is parked in a manner that poses a safety problem, is obstructing access to or from a building, is obstructing access to or from a disability ramp or parking space, is obstructing access in a pedestrian area, or that may potentially harm vegetation on campus. It is at the discretion of Parking and Transportation Services as to whether a bicycle is parked in a harmful or obstructing manner, as mentioned above.

Bicycles parked in violation of prohibited bicycle parking locations but are not posing an immediate safety problem or obstructing access will be tagged with an impound notice. Bicycles that have been tagged, after 24 hours, will be eligible for impound if found parked outside of designated bike racks at ANY LOCATION on campus. If possible, an impound notice will be posted at the location the bicycle was parked.

When a bicycle is impounded, the bicycle lock is cut and will no longer be useable.

#### 4.C.2.e **Security**

Bicycle registration through the Moscow Police Department or University of Idaho Parking and Transportation Services office is strongly recommended for all bicycle owners. In the event a bicycle is stolen or lost, this will assist in relocating the bicycle and may also allow Parking and Transportation Services to identify and contact a bicycle's owner prior to impounding a bicycle.

Bicycle locks reported to Parking and Transportation Services as being locked over another individual's bike, making it impossible for the owner to remove his/her bike will be removed. The owner of the offending bicycle and/or lock that

was removed may recover their bicycle at the PTS office. Parking employees have the authority to remove bicycle locks for this reason when a request is received.

Bicycle locks are NOT allowed to be locked to bike racks when no bike is present. Locks found attached to bike racks with no bike present will be considered abandoned property and will be cut, removed, and disposed of by Parking and Transportation Services.

The university and/or Parking and Transportation Services are not responsible for damage to property incidental to the removal process. This includes cables, locks and bicycles that are removed for any reason.

4.D **Definitions:** for the purpose of these regulations, the following words are defined.

**Bicycle:** A vehicle operated manually with the turn of pedals.

**Campus Walkway System:** A designated area in the core of campus that is restricted to only essential vehicular traffic in order to ensure a safe pedestrian walkway area. All vehicles including bicycles, scooters and skateboards must travel at a walk speed, adhering the right of way to pedestrians at all times while traveling on the campus walkway system.

**Daytime Violations:** Parking violations that are enforced Monday through Friday, 6 a.m. to 5p.m. with the exception of individual spaces that may have different enforcement times as posted. See Section C.

**Delivery Vehicle:** On campus, delivery vehicles are considered vehicles owned and operated by university departments or commercial establishments. These vehicles require short-term delivery access for pick-up/drop-off of items. Parking in close proximity to the location of delivery is required due to size of items being delivered, amount of items being delivered or timing of delivery. All delivery vehicles must display a valid University of Idaho Delivery permit and park according to Delivery permit regulations.

**Designated Parking Space:** A parking space, defined by signage, concrete wheel stops, painted lines on ground, or a parking meter.

**Dismissed/Waived:** A decision made by the Parking Committee to waive the fine associated with an appealed citation. The submitted appeal statement provided a description that sufficiently explained the situation to warrant a dismissal of the fine.

**Electric Vehicle (EV):** Any motor vehicle that can be recharged from an external source of electricity and the electricity stored in the rechargeable battery packs drives or contributes to drive the wheels. Fully electric vehicles and plug-in hybrids are included in this definition.

**Essential Business:** The fundamental and crucial business that is necessary for the university to operate each day; the necessary functions that need to happen in order for the institution to fulfill its mission, in order for departments, research and teaching to be successful.

**Essential Vehicle:** A vehicle that needs to park at a specific location in order to successfully complete essential business for the university. Essential vehicles are transporting tools or supplies that are heavy or in large quantity, and the vehicle needs to park in close proximity to destination in order to conduct essential business.

**General Violations:** Parking violations that are enforced at all times and all days. See Section B.

**Home Lot:** In reference to Departmental Permits, a home lot is the parking lot most commonly used or most convenient to use nearest the employee's office location.

**Immobilize:** To place a wheel lock on a vehicle so that it cannot be removed from the location it is currently parked. Reasons for immobilizing a vehicle are found in Section O.

**Impound:** To relocate a vehicle from the location last parked using a tow truck. Reasons for impounding a vehicle are found in Section O.

**Meter:** An electronic unit that requires payment in the form of U.S. quarters, nickels, dimes, dollar coins or debit/credit card. Meters are located at individual parking spaces and denote a parking space.

**Motorcycle:** Any motorized two-wheeled vehicle. Mopeds and motorized scooters are considered motorcycles for the purpose of these regulations.

**Nuisance Vehicle:** A vehicle that causes significant disruptions to parking operations or interferes with the mission of Parking and Transportation Services and/or essential university business. Examples of a nuisance vehicle are described in Section O.

**Park/Parking:** The placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

**Pay Station (or Pay and Display):** An electronic unit that requires payment in the form of debit/credit cards, or U.S. quarters, nickels, dimes, or dollar coins. Pay station units are located centrally within lots that require payment. Upon payment receipts are printed and must be displayed on the inside of the driver's side window.

**Permit Eligibility:** Determines if it is appropriate for an individual to display and use a certain permit type. Permit eligibility is determined by the following:

- An individual's affiliation with the university; student, faculty/staff (board appointed or temporary), visitor.
- Location of an individual's residence
- Description of departmental or business parking needs on campus; justification of use statement

**Service Vehicle:** On campus, service vehicles include vehicles owned and operated by university departments or commercial establishments. These vehicles provide a service for the university and actively engage in service or maintenance of the buildings or grounds. Parking in close proximity to the area is required because the vehicle and/or equipment in the vehicle are essential to completing the service. All service vehicles must display a valid University of Idaho Service permit and park according to Service permit regulations.

**Striping/Painting:** Yellow, white or blue markings on the pavement that designate a space, a disability space, a curb or sidewalk edge, or the end of a row or designated parking area.

**Specially Marked Spaces:** Individual spaces designated by signage as spaces requiring a special permit. Examples of specially marked spaces include, but are not limited to, reserved spaces, service spaces, delivery spaces, disability spaces.



**Uphold:** A decision made by the Parking Committee to retain the fine associated with an appealed citation. The submitted appeal statement does not provide a description that sufficiently explains the situation to warrant a dismissal of the fine.

**Uplift Fee:** An increase in fine amount for repeated violations. See fine schedule in Section M.1 for details.

**Void:** Elimination of the fine associated with a parking citation.

**Walk Speed:** Operating an automobile, bicycle, scooter, motorcycle, or skateboard at the pace of a walking pedestrian. Walk speed is approximately 3 miles/hour.

**Walkway Access Permit:** A permit that allows vehicular access onto the campus walkway system and is valid for parking in one or more of the designated spaces on the campus walkway.

**Wheel Stops/Bumpers:** Concrete objects (6" wide by 6' long) placed at the head of a parking space. Wheel stops/bumpers designate individual parking spaces. In gravel lots all spaces are designated by wheel stops/bumpers; if there is not a bumper in a gravel lot, then that area is not a valid parking space.