2013-14 UNIVERSITY OF IDAHO PARKING REGULATIONS

Updated August 2013

A. INTRODUCTION

- **A.1. Authority**
- **A.2. Definitions**
- **A.3. Enforcement Schedule**
- **A.4. Parking Committee**
- **A.5. Exempt Plate Vehicle Parking**

B. GENERAL VIOLATIONS

- **B.1. No Parking**
- **B.2. Disability Space**
- **B.3. Overtime Limit**
- **B.4. Obstructing Traffic**
- **B.4.D. Blocking Dumpster**
- **B.5. Oversized Vehicle**
- **B.6. Disabled Vehicle**
- **B.7. Illegal Use**
- **B.8. Failure to Comply**
- **B.9. Restricted Area**
- **B.10. Unregistered Vehicle**
- **B.11. No Parking 2AM-6AM**
- **B.12. Service Space**
- **B.13. Delivery Space**
- **B.14. Lost/Stolen Permit**
- **B.15. Fire Lane**
- **B.16. Exempt Plate Reserved**
- **B.17. Wheel Lock**

C. DAYTIME VIOLATIONS

- **C.1. Permit Violation**
- **C.1.I. Improper Display**
- **C.2. Reserved Space**
- **C.3. Meter**
- **C.4. Not a Motorcycle Space**
- **C.5. Specific Use Area**

D. PARKING LOT or SPACE DESCRIPTIONS

- **D.1. Gold Lots**
- **D.2. Red Lots**
- **D.3. Blue Lots**
- **D.4. Purple Lots**
- **D.5. Silver Lots**
- **D.6. Green Lots**
- **D.7. Meter Lots**
- **D.8. Pay Station Lots**
- **D.9. Restricted Areas**
- **D.10. Reserved Spaces**

E. PARKING PERMITS

- **E.1. Gold Permits**
- **E.2. Retiree Permits**
- **E.3. Red Permits**
- **E.4. Blue Permits**
- **E.5. Purple Permits**
- **E.6. Silver Permits**
- **E.7. Green Permits**
- **E.8. Disability Permits**
- **E.9. Vendor Permits**
- **E.10. Departmental Permits**
- **E.11. Service and Delivery Permits**
- **E.12. Flexible Permits**
- **E.13. Daycare Permits**
- **E.14. Visitor Permits**
- **E.15. Media Permits**
- **E.16. Overnight Permits**
- **E.17. Early Morning Activity Permits**
- **E.18. ROTC Permits**
- **E.19. Reserved Permits**

F. OVERNIGHT PARKING

- **F.1. Overnight Parking During Snowy Conditions**

G. RECIPROCAL PARKING AGREEMENTS

- **G.1. WSU and UI Permits**

G.2. LCSC and UI Permits

G.3. UI–Idaho Falls

G.4. UI-Boise

H. VISITOR PARKING

I. DISABILITY PARKING

I.1. Permanent, State-issued Disability Permit Holder

I.2. Temporary, State-issued Disability Permit Holder

I.3. UI Employee or Student with Temp Disability

I.4. Visitors with Disabilities

I.5. Enforcement Schedule for Disability Parking

J. EVENT and RV PARKING

K. MOTORCYCLES

L. BICYCLES

M. CITATION PENALTIES AND ASSESSMENT

M.1. Citation Fine Schedule

M.2. Citation Payment Options

M.3. Discovery Fee

N. APPEAL PROCESS

O. IMMOBILIZATION AND IMPOUNDMENT

A. INTRODUCTION

Parking and Transportation Services is a self-sustaining unit within Facilities Services and our mission is to provide safe, convenient and cost effective services to the University of Idaho. We are committed to outstanding customer service; supporting the teaching, research, operational and public service goals of the community; and meeting the current and projected needs of the campus.

Current information on parking may be obtained at the University of Idaho Parking & Transportation Services office, located at 880 West Third Street, Moscow ID, 83844-1180. Parking and Transportation Services can be reached at (208) 885-6424, comments and/or questions may be emailed to parking@uidaho.edu, and additional information may be found at www.uidaho.edu/parking.

Faculty, staff, and students of the University of Idaho 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. Regulations apply to all persons who park vehicles at the University of Idaho Moscow campus and as designated by the parking map. Lack of familiarity with the regulations does not constitute a defense for failure to comply or cancellation of parking citations.

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.

Community businesses are not allowed to distribute fliers on windshields of vehicles located on University of Idaho property. Fliers or information on vehicles contributes to large amounts of litter on the ground. Persons or organizations known to be dispersing items will be asked to stop and remove items from vehicles. Organizations responsible for flyers will be contacted and warned. See APM 40.29.E. for more information.

Associated with the University of Idaho campus, all university, city, and state traffic regulations and rules covering the operation and disposition of motor vehicles will be applied, 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 parking regulations independently.

A.1. AUTHORITY

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 violations of these regulations. The University of Idaho reserves the right to change these regulations as necessary.

A.2. DEFINITIONS

For the purpose of these regulations, the following words are defined.

Bicycle: A vehicle operated manually with the turn of pedals and no motor.

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 5 p.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.

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.

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, and dimes. Meters are located at individual parking spaces, meters 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. 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)
- 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.

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.

A.3. ENFORCEMENT SCHEDULE

General regulations are enforced at all times, 365 days per year; general regulations are explained in detail in Section B.

Daytime regulations are enforced Monday through Friday, 6 a.m. to 5 p.m. although some individual spaces have specific enforcement times, see signage at individual lots and spaces; daytime regulations are explained in detail in Section C.

Exceptions to the daytime regulations occur during academic breaks and university holidays (academic breaks include: fall, winter, spring and summer break – see university calendar for specific dates).

Enforcement during academic breaks and university holidays is as follows:

- Permits are not required in regular spaces in all Red, Blue, Silver, or Purple lots during summer and academic breaks
- **Gold lots** require permits year-round
- **Green lots** require permits year-round
- **Meter and pay station payment is required** year-round
- **All specially marked spaces;** disability, reserved, service, delivery, timed, walkway spaces, no parking areas, fire lanes are enforced year-round and require valid permits
- **Disability spaces** are enforced at all times and require valid permits during academic breaks and university holidays, as follows:
    - Any valid Disability permit (state-issued, or University-issued) must be displayed, but a University of Idaho-issued Disability permit **is not required** to be displayed in addition to a state-issued Disability permit during summer, academic breaks and university holidays
    - Display of any valid Disability permit, during academic breaks, will validate parking in all designated disability parking spaces; valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces

A.4. PARKING COMMITTEE

The University of Idaho Parking Committee serves as an advisory committee to Parking and Transportation Services for all matters related to parking on campus. The committee membership is composed of four faculty members, three staff members, three 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 and general parking improvements. All citation appeal decisions are made by the Parking Committee.

A.5. EXEMPT PLATE VEHICLE PARKING

Federal, state, local and University exempt plates may park in the following locations during the day (6 a.m. – 2 a.m.):

- Posted exempt plate parking area at Facilities Management, lot 30 (off of Perimeter Drive)
- Exempt reserved space purchased by the department associated with the vehicle
- Any regular space in any colored lot
- Designated "Valid Campus Walkway" spaces on the walkway
- Meters/timed spaces (no payment or time restrictions apply)

Exempt vehicles may park in the following locations overnight (2 a.m. – 6 a.m.):

- Posted exempt plate parking area at Facilities Management, lot 30 (off of Perimeter Drive)
- Exempt reserved space purchased by the department associated with the vehicle

Exempt plate vehicles are NOT allowed to park in any of the locations listed below. Parking in these areas may result in a citation and/or fine.

- Disability spaces
- Visitor spaces
- Service/Delivery spaces
- Reserved spaces for other departments or individuals
- Areas posted "No Parking 2 a.m. to 6 a.m."
- All areas not designated as a parking space (fire lane, yellow curb, etc)

B. GENERAL VIOLATIONS

General violations are enforced at all times, 365 days per year.

The violation types outlined in this section (B.1 through B.17) are considered to be general regulations. Vehicles in violation of the general regulations, outlined below, are subject to 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. Flashing hazard lights on a vehicle that is parked illegally does not prevent that vehicle from being issued a citation.

Vehicles in continuous violation of an Over Time Limit or Meter Violation may receive a citation every two hours. All other citation types may only be issued to a vehicle once per day in the same parking space. If a vehicle relocates to a different space but is still in violation of the same citation type, another citation may be issued.

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, spaces without wheel stops (in gravel lots), and areas posted as No Parking. No Parking Citations may also be issued to vehicles occupying one or more parking spaces. 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. A designated parking space is defined in Section A.2.

B.2. DISABILITY SPACE VIOLATION: Disability spaces are enforced at all times. Vehicles parked in disability spaces on campus and not displaying valid permit(s) as described below are eligible for a disability violation.

During the regular academic year (fall and spring semester), when classes are in session, disability parking in all areas of campus, is enforced as follows:

- **6 a.m. to 5 p.m. Monday through Friday:**
  - State-issued Disability permit or license plates must be displayed **in addition to** a University of Idaho-issued Disability permit, or Visitor permit
  - If an individual does not possess a state-issued Disability permit, then a temporary University of Idaho-issued Disability permit must be displayed
  - The above two Disability permit display options validate parking in all designated disability parking spaces, valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces

- **On Saturdays, Sundays, and after 5 p.m. Monday through Friday:**
  - Any valid Disability permit (state-issued, or temporary University-issued) must be displayed, but a University of Idaho-issued annual Disability permit **is not required** to be displayed in addition to a state-issued Disability permit

- A state-issued, or temporary University-issued Disability permit will validate parking in all designated disability parking spaces, valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces

- **During all academic breaks and university holidays** (academic breaks include: fall, winter, spring and summer break – see university calendar for specific dates):

  - Any valid Disability permit (state-issued, or temporary University-issued) must be displayed, but a University of Idaho-issued annual Disability permit **is not required** to be displayed in addition to a state-issued Disability permit
  - A state-issued, or temporary University-issued Disability permit will validate parking in all designated disability parking spaces, valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces

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 Overtime 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.

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 and/or immediate vehicle impoundment.

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.

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.

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.

B.7. ILLEGAL USE: Display or possession of a permit for which the driver is not eligible, or any counterfeit or altered permit, 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. Criminal prosecution may result. Vehicles in violation are subject to an Illegal Use Citation.

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

B.9. RESTRICTED AREA: A restricted area is an area with access restricted as outlined in Section D.9. Vehicles parked in restricted areas without a valid permit will be subject to citation. In addition, certain parking areas may be closed preceding special events and will temporarily be regulated as a restricted area according to the needs of the event. Vehicles in violation are subject to a Restricted Area Citation.

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.

B.11. NO PARKING 2 AM – 6 AM: Parking in Gold, Red and Blue lots is not allowed between the hours of 2 a.m. and 6 a.m. Monday through Friday, unless an Overnight permit is displayed. Gold permit holders (excluding Lot-Specific Gold permits) are allowed to park overnight in Gold lots without an Overnight permit provided a valid Gold permit is displayed. Any vehicle parked between 2 a.m. and 6 a.m. in Gold lots without a valid Gold **or** Overnight permit, or in Red or Blue lots without an Overnight permit will be eligible for a No Parking 2 a.m. to 6 a.m. Citation. See Section F. for more details on overnight parking.

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. Departments seeking these services should apply for an Exempt Vehicle reserved space.

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.

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 constitute a Lost/Stolen Citation and/or wheel lock/impound as outlined in Section O. Criminal prosecution may result.

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.

B.16. EXEMPT PLATE RESERVED: Exempt Reserved spaces are to be used only by tax-exempt vehicles owned by the department that purchased the reserved space. 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.

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 or damaging a wheel lock will result in additional criminal/civil actions.

C. DAYTIME VIOLATIONS

Daytime violations are enforced Monday through Friday, 6 a.m. to 5 p.m. Some individual spaces have specific enforcement times; these spaces have enforcement times posted.

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.

C.1. I. IMPROPER DISPLAY OF PERMIT: Permits need to be fully visible from outside of the vehicle and displayed in the lower left hand corner of the windshield. If permit is displayed

improperly or not completely visible from outside, vehicles will be eligible for an Improper Display Citation.

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. Personal reserved spaces are enforced 24 hours. Vehicles in violation are subject to a Reserved Space Citation and/or wheel lock/impound as outlined in Section O.

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. Meter Violations may be issued every two hours to a vehicle that continues to be in violation, there is a 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 will revert to a regular color permitted space; the proper permit for that area must then be displayed. Vehicles parked at a meter that is malfunctioning 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 needs to move to another vacant parking space. Individual enforcement times are posted at each meter.

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. 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.

C.5. SPECIFIC USE AREA: Specific use areas, such as the Student Recreation Center (east lot 107 at all times, and west lot 108 from 6 a.m. to 9 a.m. and after 4 p.m.) and 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. *(e.g. an individual who parks in the Student Recreation Center parking lot and walks towards the Wallace or LLC complex for any reason is in violation and is eligible for a*

Specific Use Citation). 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 increased fee. (See Citation Fine Schedule).

D. PARKING LOT DESCRIPTIONS

The classification and/or the identifying number of each parking lot is indicated on the parking map and posted at the entrance to each lot. Parking restrictions for each lot vary and are posted with signage located at entry points to parking lots. Some spaces within lots have specific parking restrictions; these spaces are individually signed. Valid permits must be displayed in their respective colored lots. Gold, Red and Blue lots are identified as commuter parking lots. Silver, Purple and Green lots are identified as residential parking lots.

D.1. GOLD LOTS: Gold permits are required in Gold lots. Gold lots are enforced Monday through Friday, 6 a.m. to 5 p.m. year round. Some individual spaces are enforced until 9 p.m.; these spaces have signage posted. No parking is allowed between 2 a.m. and 6 a.m. in Gold lots without a valid Gold permit or Overnight permit displayed. Restrictions apply to overnight parking in cases of snow and ice, see Section F.1. for more information on parking overnight during snowy conditions. Vehicles parked in Gold lots between 2 a.m. and 6 a.m. without a Gold permit or an Overnight permit issued by Parking and Transportation Services will be eligible for an Overnight Parking Citation.

D.2. RED LOTS: Red or Gold permits are required in Red lots. Red lots are enforced Monday through Friday, 6 a.m. to 5 p.m. during the academic year when the university is open. No permit is required to park in Red lots during summer and academic breaks. No parking is allowed between 2 a.m. and 6 a.m. in Red lots without an Overnight permit issued by Parking and Transportation Services.

D.3. BLUE LOTS: Blue, Red, Gold, Silver, Purple or Green permits are required in Blue lots. Blue lots are enforced from 6 a.m. to 5 p.m., Monday through Friday during the academic year when the university is open. No permit is required to park in Blue lots during summer and academic breaks. No parking is allowed between the hours of 2 a.m. and 6 a.m. in Blue lots. All Blue lots require vehicles to display a valid Overnight permit issued by Parking and Transportation Services.

D.4. PURPLE LOTS: Purple or Silver permits are required in Purple lots. Purple lots are enforced Monday through Friday, 6 a.m. to 5 p.m. during the academic year when the university is open.

Overnight parking is allowed with a Purple permit. Purple lots are only for current Greek members who are living in a house on campus. No permit is required to park in Purple lots during summer and academic breaks.

D.5. SILVER LOTS: Silver or Purple permits are required in Silver lots. Silver lots are enforced Monday through Friday, 6 a.m. to 5 p.m. during the academic year when the university is open. Overnight parking is allowed with a Silver permit. Silver lots are only for current residents of University Residence Halls (Wallace, Theophilus Tower, LLC's or McConnell Hall). No permit is required to park in Silver lots during summer and academic breaks.

D.6. GREEN LOTS: Green lots are enforced at all times, year-round. There are 2 different types of Green lots; each requires a specific Green permit. Green permits are non-transferable between units and lots associated with each housing area. *(e.g. Family Housing Green permits are not valid in Elmwood Green lots and vice versa).*

FAMILY HOUSING GREEN LOTS: A Family Housing Green permit or a Family Housing Visitor permit is required in Family Housing Green parking lots at all times. Overnight parking is allowed with a Family Housing Green permit or a Family Housing Visitor permit. Family Housing lots are for current residents of Family Housing only. Individuals living in units near the "serpentine" walkway system may apply for access to the walkway system through University Housing. If access is granted, Family Housing Green permits must be displayed while on the Family Housing Walkway System (serpentine) and a limit of 30 minutes will be enforced for loading/unloading at all times. Vehicles parked on the serpentine in excess of 30 minutes will be eligible for an Overtime Limit Citation.

ELMWOOD APARTMENT GREEN LOTS: An Elmwood Green permit is required in Elmwood Green parking lots at all times. Overnight parking is allowed with an Elmwood Green permit. Elmwood lots are only for current residents of Elmwood Apartments.

D.7. METER LOTS/SPACES: Metered parking is provided throughout campus and is only intended to be utilized for short-term parking. Meters are not intended to be used as a daily parking option. Meter enforcement times and maximum parking time allowed vary and are posted on individual meters. Meters accept only United States quarters, nickels and dimes. There are no refunds given for coins put in meters. See Section C.3. for regulations regarding malfunctioning meters.

D.8. PAY STATION LOTS: Pay stations are available for use by faculty, staff, students and visitors to the University of Idaho. All vehicles parked in pay station areas must pay to park, with the

exception of Departmental, Delivery, Service, Vendor, and Disability permits. Pay stations accept credit/debit cards, as well as United States quarters, nickels, dimes and dollar coins. There are no refunds given for transactions made at pay station units. Pay station areas are enforced in the same manner as parking meters. Pay station areas are marked with signage. Vehicles parked in pay station areas must display a valid payment receipt on the driver's side window during enforcement times, as stated on signage and/or the pay station unit. Payment receipts are non-transferable between pay station lots; receipts are only valid and may only be used at the location where payment was made. Hourly rates and enforcement times vary depending on location; this information will always be posted on signage and on the pay station unit. Parking and Transportation Services may adjust hourly rates of pay station areas throughout the year in order to reach optimal utilization of spaces.

If a pay station unit is malfunctioning and one form of payment is out of order, users are expected to pay for parking via the alternative payment method. If the entire machine is reading out of order, users should pay to park using the second machine in the area; if there is no second machine in the area the pay lot will automatically convert to a No Parking area, until payment can be accepted again.

Vehicles parked in pay station areas and are not displaying valid payment receipts are eligible for a Meter Violation. Multiple citations may be issued every two hours for an expired payment receipt, with a limit of three per day. A vehicle displaying a pay station receipt that is altered in anyway will be eligible for an Illegal Use Citation.

D.9. RESTRICTED AREAS:

Campus Walkway System: The University of Idaho is intended to be a pedestrian-oriented campus. The campus core streets are closed to unauthorized traffic to provide a 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. Walkway Access permits are required year-round, 24 hours a day to enter the Campus Walkway System. For the purpose of these regulations, a Walkway Access 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 Walkway Access permits, as well as, reserved placards that are 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 Delivery permits with time restrictions are available on a case-by-case basis during office hours at the Parking Office.

Exempt vehicles may access the walkway, but it is prohibited to store an exempt vehicle on the walkway for an extended period of time, unless it is in a designated reserved space.

Lot 26 and Lot 27: Lot 26, located south of the College of Natural Resources Building, and lot 27, located north of Morrill Hall are restricted areas. Vehicles displaying Disability, Service, or Delivery permits are allowed to access and park in these two locations. Exempt vehicles and vehicles displaying a reserved placard that is issued to individuals or departments who have designated reserved spaces in these areas may also access and park in these two locations.

Areas Restricted for Event Parking Only: Certain lots or spaces may be restricted or closed prior to special events and regulated as a restricted area according to the needs of the event. These areas will be posted with signage in advance.

D.10. RESERVED SPACES

Personal Reserved Spaces

This section describes who is eligible for individual Reserved Parking Spaces on campus.

As directed by university administration, the following positions within the university are automatically eligible for a Reserved Parking Space. The President and/or Executive Vice President have the authority to grant exceptions to this list.

1. President
2. Provost
3. Vice Presidents
4. Vice Provosts
5. College Deans
6. University Counsel

Exempt Reserved Spaces

Exempt reserved spaces are spaces reserved for specific x-plate vehicles only. These spaces are available for purchase by any university department that has x-plate vehicles requiring parking 24 hours. Exempt reserved 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 an exempt reserved 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 or in the x-plate vehicle storage area at Facilities Services. Daytime parking (6 a.m. to 2 a.m.) for exempt vehicles is allowed in the x-plate vehicle storage area at Facilities Services, in a departmentally purchased exempt reserved space, in any regular space in any colored 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. To purchase an exempt reserved space, an exempt reserved space application must be completed and submitted to Parking and Transportation Services.

Visitor Reserved Spaces

Spaces posted as Reserved – Visitor Permit Required, are available for visitor parking only and require display of a Visitor permit. These spaces are enforced 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.

Departmental Permit Reserved Spaces

Departmental permit reserved spaces are available for employee parking with display of a Departmental permit. These spaces are intended to provide parking for employees while attending meetings at a location away from the office. Departmental permits allow parking in the Departmental permit reserved spaces for 2.5 hours. These spaces are enforced Monday – Friday, 6 a.m. to 5 p.m. and are located in various locations on campus.

E. PARKING PERMITS

Faculty, staff, and students of the University of Idaho 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. A variety of permit products is available for purchase and is listed on Parking and Transportation Services website at www.uidaho.edu/parking.

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. 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 anytime. Permit eligibility is defined in Section A.2.

Parking permits can be purchased online. Online permit purchase dates will be announced each year on Parking and Transportation Services website and via email. Permits correspond to color-coded parking areas as reflected on the parking map and described in Section D. The purchase of a University of Idaho parking permit DOES NOT guarantee an individual a parking space in their location of preference; however, certain permit types are valid in more than one color permitted parking area. See Section D for more information.

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.

Annual permits may be refunded at full price anytime during the year if the request to refund the permit is received by Parking and Transportation Services within 24 hours of permit purchase and if the plastic permit package has NOT been opened. Additionally, Red, Purple, Silver, Blue, and Family Housing Visitor permits returned prior to the first day of fall semester may only be given full refund if plastic package has NOT been opened. If package has been opened, the refund given prior to first day of school will be equal to the first week of school refund amount. Gold and Green permits will never be refunded at full price (unless refunded within 24 hours of purchase and plastic permit package has NOT been opened) since they are required year-round and are valid for use at time of purchase. Refund amounts for less than $20 will not be given for any permit type, and no refunds will be given after mid-April; whichever comes first. Permit purchase rates will not be prorated until the first full week in October.

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 the outside

of 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 visible from outside of the vehicle will be eligible for an Improper Display Citation.

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.

Sharing the cost of a permit is permissible by two or more drivers who are eligible for the permit type. Parking and Transportation Services encourages the formation of car pools by making cost sharing an option. The shared permit can be rotated between vehicles driven by the permit owners. The name registered as the permit owner with Parking and Transportation Services will be responsible for any citations received when that permit is displayed.

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.

PERMIT REVOCATION/INELIGIBILITY TO PURCHASE: Any of the following conditions may result in ineligibility to purchase a new permit or a current permit to be revoked (without refund):

1. Termination of the permit holder's eligibility for the type of permit concerned
2. False information given on the application for a parking permit or a replacement
3. Continued violation of regulations or nonpayment of penalties assessed
4. Use of a counterfeit parking permit or alteration of a permit
5. Improper or fraudulent use of a permit
6. 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.

E.1. GOLD PERMITS: Gold permits and Vandal Gold permits are one in the same, for the purpose of these regulations. When a Gold permit is referenced, it is including regular annual Gold permits and Vandal Gold permits, unless specified. Gold permits are available for purchase by board-appointed faculty and staff only. An individual faculty or staff member may purchase only one Gold permit. The Director of Parking and Transportation Services may grant a waiver of these

restrictions on a case-by-case basis. Any employee who leaves a board-appointed position is no longer eligible to use a Gold permit. Gold permits are valid in all Gold, Red and Blue parking lots on campus. Gold permits validate overnight parking in Gold lots ONLY. Gold permits are NOT valid in Silver, Purple or Green lots, meters, pay station lots, any specially marked space, or on the campus walkway system.

Vandal Gold permits are non-expiring, and are available for purchase via payroll deduction only. Once purchased, the only way to stop payroll deduction for the permit is to return the physical permit to the Parking Office. If a Vandal Gold permit owner leaves the University, he/she is still responsible for and will continue to be billed the current price of a VG permit until the permit is returned, unpaid balances owed will be submitted to collections.

NIGHT-TIME DIFFERENTIAL GOLD PERMITS: Available for half of the current price of a Gold 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.

EMT/FIRE GOLD PERMITS: Available for purchase by volunteer Fire or EMT officials only. EMT/FIRE Gold permits have the same parking restrictions as regular Gold permits.

LOT-SPECIFIC GOLD PERMITS: A limited number of Lot-Specific Gold permits may be made available to temporary or part-time University of Idaho employees and students each year. Lot-Specific Gold permits are only valid in certain Gold and Red lots as specified on permit; the permits are also valid in all Blue lots. Lot-Specific Gold permits are available on a first-come, first-serve basis in the parking office only; the sale dates will be announced each year via email. Employees or students who have already purchased a Red or Blue permit for the year may return their permit for a prorated refund and then purchase a Lot-Specific Gold permit. Lot-Specific Gold permits are NOT valid in the following areas:

- Any Gold lot not specified on the permit
- Any Red lot not specified on the permit
- Overnight in any campus lot, with the exception of Blue lots 30 and 60
- Meters
- Any specially marked space or on the campus walkway system

E.2. RETIREE PERMITS: Complimentary retiree permits are available 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. Retiree permits have the same regulations as a Gold permit and are valid in all Gold, Red and Blue lots on campus. Retiree permits are NOT valid in Silver, Purple or Green lots, meters, any specially marked space, or on the campus walkway system.

Annual Retiree permits may be ordered online if a Retiree permit was ordered for the previous year and the individual remains eligible for Emeriti status, as defined in the Faculty Staff Handbook (1565.E-3.a.). If it is the first year that an individual is ordering a Retiree permit, the Parking Office needs to be informed of the Retiree status by the Human Resources department prior to being able to order the permit online.

E.3. RED PERMITS: Red permits and Vandal Red permits are one in the same, for the purpose of these regulations. When a Red permit is referenced, it is including regular annual Red permits and Vandal Red permits, unless specified. Red permits are available for purchase by any University of Idaho faculty, staff or student. Individuals may purchase only one Red permit. Red permits are valid in all Red and Blue lots on campus. Red permits are NOT valid in Gold, Silver, Purple or Green lots, meters, any specially marked space, or on the campus walkway system.

Vandal Red permits are non-expiring, and are available for purchase via payroll deduction only. Once purchased, the only way to stop payroll deduction for the permit is to return the physical permit to the Parking Office. If a Vandal Red permit owner leaves the University, he/she is still responsible for and will continue to be billed the current price of a Red permit until the permit is returned, unpaid balances owed will be submitted to collections.

NIGHT-TIME DIFFERENTIAL RED PERMITS: Available for half of the current price of Red permits 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.

E.4. BLUE PERMITS: Blue permits and Vandal Blue permits are one in the same, for the purpose of these regulations. When a Blue permit is referenced, it is including regular annual Blue permits and Vandal Blue permits, unless specified. Blue permits are available for purchase by any

University of Idaho faculty, staff, student, or frequent visitor. Blue permits are valid in all Blue lots on campus. Blue permits are NOT valid in any other colored lot, meters, any specially marked space, or on the campus walkway system.

Vandal Blue permits are non-expiring, and are available for purchase via payroll deduction only. Once purchased, the only way to stop payroll deduction for the permit is to return the physical permit to the Parking Office. If a Vandal Blue permit owner leaves the University, he/she is still responsible for and will continue to be billed the current price of a Blue permit until the permit is returned, unpaid balances owed will be submitted to collections.

E.5. PURPLE PERMITS: Purple permits are available for purchase by CURRENT Greek members who live on campus IN a sorority or fraternity house, as well as residents of Targhee Hall and Steel House. Off-campus Greek members are not eligible to purchase or use Purple permits. If a student moves out of Greek housing and to a residence off-campus, they are no longer eligible to use a Purple permit; the permit may be returned for a pro-rated refund, and a different permit type may be purchased for a pro-rated 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 are valid in all Purple, Silver, and Blue lots on campus, as well as Red lot 50 and Green lot 111 off of Sweet Avenue (South Hill Vista). Purple permits are NOT valid in Gold, Red (with exception of lot 50), or Green lots (with exception of 111 South Hill Vista lot), meters, any specially marked space, or on the campus walkway system.

E.6. SILVER PERMITS: Silver permits are available for purchase by current residents of University Housing (Wallace Complex, Theophilus Tower, McConnell Hall or the LLC's). To be eligible to purchase a Silver permit, housing agreements must be completed. If an individual moves out of University Housing, they are no longer eligible to use a Silver permit. The permit may be returned for a pro-rated refund, and a different permit type may be purchased for a pro-rated 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 are valid in all Silver, Purple, and Blue lots on campus. Silver permits are NOT valid in Gold, Red, or Green lots, meters, any specially marked space, or on the campus walkway system.

E.7. GREEN PERMITS: Green permits are available for purchase by CURRENT residents of Elmwood Apartments and Family Housing (FH). To be eligible to purchase a Green permit, housing agreements must be completed. If a resident of Elmwood Apartments or FH moves elsewhere, they are no longer eligible for a Green permit. The permit may be returned for a pro-rated refund, and a

different permit type may be purchased for a pro-rated price. Purchasing another permit in addition to or in place of a Green permit is permissible. Parking restrictions/rules for each individual permit will be applied. There is a limit of two FH Green permits per individual unit; a request for a third FH Green permit must be submitted to the Parking Office. The third permit may be restricted to specific parking areas to increase the availability of parking spaces close to apartments. More than one Elmwood Green permit may be purchased by residents based on current space availability. Green permits are specific to Elmwood and FH, and are only valid in Green lots located at permit owner's place of residence. Green permits are also valid in Blue lots. Green permits are NOT valid in Gold, Red, Silver or Purple lots, meters, any specially marked space, or on the campus walkway system. Green permits are required at all times. Refer to Section D.6 for information on Green parking lots and access to the Family Housing Walkway System (Serpentine).

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

E.8. DISABILITY PERMITS: University of Idaho Disability permits are available for purchase at the Parking Office located on the corner of Third and Line Street across from the Student Recreation Center. Annual University of Idaho Disability permits are available for purchase by university faculty, staff, students, or frequent visitors who provide photo identification and current registration for a state-issued Disability permit or disability license plates. See Section I for more disability parking regulations.

Annual Disability permits may be purchased online if an individual purchased a Disability permit in the previous year and the permanent Disability permit has not expired.

TEMPORARY DISABILITY PERMITS: One to three-day temporary Disability permits are available for purchase by individuals requiring short-term disability parking on campus. There is a limit of one, one to three-day temporary Disability permit per academic year. If additional disability parking is required, temporary Disability permits, valid for up to ninety days are available; a

Temporary Disability permit application, with doctor's consent, must be submitted to Parking and Transportation Services. As specified by physician, a temporary Disability permit may be valid for up to ninety days. Ten and thirty-day Disability permits are available for purchase to accommodate temporary disability parking needs. When a temporary Disability permit expires, based on the number of days specified by physician, additional disability parking can only be obtained if a new injury occurs. See Section I for more disability parking regulations.

E.9. VENDOR PERMITS: 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 colored 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. Vendor permits are NOT valid in service/delivery spaces, reserved spaces, disability spaces and all other areas not designated as a parking space. 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.

E.10. DEPARTMENTAL PERMITS: 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 in spaces reserved for Departmental permits only, regular spaces in any colored lot, meters and timed spaces for 2.5 hours. Departmental permits are NOT valid in other reserved spaces, service/delivery spaces, disability spaces, campus walkway, and all other areas not designated as a parking space.

E.11. SERVICE OR DELIVERY PERMITS

ANNUAL DELIVERY PERMITS: Annual Delivery permits are intended for business use only in university owned or commercially owned vehicles that provide proper justification for frequent delivery access on campus in order to carry out job duties. Personal vehicles will be allowed to use

Delivery permits if the department does not own a vehicle. Those requesting Delivery permits must 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. A Delivery permit application must be submitted and approved by Parking and Transportation Services before receiving the permit. Approval by the department head is required and justification must be provided for use of an Annual Delivery permit versus use of a Temporary Delivery permit. Annual Delivery permits are NOT valid for student use, personal use, or for attending meetings. Annual 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 spaces on the campus walkway system for 30 minutes. Annual Delivery permits are NOT valid in service spaces, reserved spaces, disability spaces or any area not designated as a space.

TEMPORARY DELIVERY PERMITS: Temporary Delivery permits are available at the Parking Office to individuals requiring delivery access on campus on a case-by-case basis. Temporary Delivery permits are valid only for dates printed on permit and are valid in all designated delivery spaces, meters, timed spaces and regular spaces in any colored lot for 1 hour. Temporary Delivery permits are also valid in designated spaces on the campus walkway system for 30 minutes. Temporary Delivery permits are NOT valid in service spaces, reserved spaces, disability spaces or any area not designated as a parking space.

ANNUAL SERVICE PERMITS: Annual Service permits are intended for business use only in university owned or commercially owned vehicles that provide proper justification for frequent service access on campus in order to carry out job duties. Personal vehicles will be allowed to use Service permits if the department does not own a vehicle. 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 colored 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. Annual Service permits are NOT valid in reserved spaces, disability spaces or any area not designated as a parking space.

TEMPORARY SERVICE PERMITS: Temporary Service permits are available at the Parking Office to individuals requiring service access on campus on a case-by-case basis. Temporary Service permits are valid only for dates stamped and are valid in service spaces, regular colored spaces in any colored lot, meters and timed spaces for 2 hours. Temporary Service permits are also valid in delivery spaces for 1 hour and in designated spaces on the campus walkway system for 30 minutes. Temporary Service permits are NOT valid in reserved spaces, disability spaces, or any area not designated as a parking space.

E.12. TEMPORARY PERMITS: One-day and ten-day Gold, Red and Blue permits are products that allow for flexible use for individuals who do not drive to campus on a regular basis. One-day permits are valid for one day only. Ten-day permits allow the purchaser to write in dates when parking on campus; the permit will expire one year from the date of purchase, or when all ten boxes have been filled in, whichever occurs first. Eligibility and use of these permits is based on the regulations of regular Gold, Red and Blue permits. Refer to Gold, Red and Blue permit definitions in Section E.

E.13. DAYCARE PERMITS: 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 colored 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. A Visitor permit may be purchased by a parent or guardian if parking for longer than 15 minutes is necessary to tend to a school-related issue; this is only for non-university faculty, staff and students and must be purchased in advance. If a child is attending a daycare facility on campus that was not mentioned above, contact Parking and Transportation Services in order for arrangements to be made.

E.14. VISITOR PERMITS: 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. Visitor permits are valid in any regular space in any colored lot. Visitor permits are also valid in spaces Reserved for Visitor permits only. 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 for flexible use instead of using

permit for 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. Refer to Section H for more visitor parking information.

E.15. MEDIA PERMITS: 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 2 hours and in regular spaces in any colored 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.

E.16. OVERNIGHT PERMITS: Overnight permits are required for parking between the hours of 2 a.m. and 6 a.m. in all Red and Blue lots. A valid Gold permit or an Overnight permit must be displayed to park overnight in Gold lots. Overnight permits are intended for use by University of Idaho faculty, staff or students who live off campus and conduct frequent business on campus throughout the entire academic year, between the hours of 2 a.m. and 6 a.m. An Overnight permit application must be submitted to Parking and Transportation Services prior to receiving the permit. If parking after 6 a.m. is necessary, a valid University of Idaho permit must be displayed. Overnight permits are NOT valid in meters, timed spaces, service/delivery spaces, disability spaces, reserved spaces, campus walkway or any area not designated as a parking space. See Section F, for details regarding overnight parking during snow and ice conditions.

E.17. EARLY MORNING ACTIVITY PERMITS: Early Morning Activity permits may be purchased by individuals participating in early morning activities on campus. An Early Morning Activity permit application must be submitted to Parking and Transportation Services prior to receiving the permit. These permits are valid from 5 a.m. to 7:45 a.m. in Gold lot 39 at Memorial Gym, Red lot 24 west of Law School, and Red lot 34 west of Kibbie dome. Early Morning Activity permits are NOT valid in meters, timed spaces, service/delivery spaces, disability spaces, reserved spaces, campus walkway spaces, or any other area not designated as a space. If parking after 7:45 a.m. is necessary, a valid University of Idaho permit must be displayed.

E.18. ROTC PERMITS: ROTC permits are available for current ROTC members to purchase for use during early morning ROTC activities. An ROTC permit application must be submitted to Parking

and Transportation Services prior to receiving the permit. These permits are valid from 5 a.m. to 7:45 a.m. in Red or Blue lots (excluding Red lot 51). ROTC permits are NOT valid in Gold lots, Red lot 51, meters, timed spaces, service/delivery spaces, disability spaces, reserved spaces, campus walkway spaces, or any other area not designated as a space. If parking after 7:45 a.m. is necessary, a valid University of Idaho permit must be displayed.

E.19. RESERVED PERMITS: Reserved permits are issued to individuals who are eligible to purchase personal reserved spaces, as described here. Reserved permits are valid 24/7 in the individual's personal reserved space, and are also valid in all Gold, Red, and Blue lots.

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

Exempt-Plate Reserved permits are issued to university owned vehicles, upon purchase of an Exempt Reserved parking space. These permits authorize parking in the designated reserved parking space 24/7.

F. OVERNIGHT PARKING

Overnight parking on campus is defined as parking between the hours of 2 a.m. and 6 a.m. Overnight parking is allowed in all Gold lots with a valid Gold permit or Overnight permit displayed. Overnight parking is allowed in Red and Blue lots with a valid Overnight permit displayed. Overnight parking is allowed in all Purple, Silver and Green lots with no Overnight permit required. Valid permits are required in all lots beginning at 6 a.m. See Section E.16. for information on Overnight permits. No overnight camping is permitted on campus without prior authorization from Parking and Transportation Services.

F.1. OVERNIGHT PARKING DURING SNOWY CONDITIONS

During snowy conditions, parking between 2 a.m. and 6 a.m. is restricted to specific parking spaces in specified parking lots only. Requiring vehicles to park in specific spaces in the early morning allows Facilities Services to access the lots early and clear the spaces without having vehicles obstructing the route.

Vehicles are major obstacles when it comes to parking lot snow removal; one vehicle parked outside of the specified spaces significantly increases the amount of time it takes to plow that parking lot. The spaces where parking is allowed during this time are highlighted on the Overnight Snow 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).

G. 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. A permit from any institution not mentioned in these regulations is not valid at the University of Idaho Moscow campus; individuals visiting the Moscow campus from other institutions not mentioned may purchase a Visitor permit. See Section H for Visitor Parking information.

G.1. The University of Idaho and Washington State University (Pullman) have developed a cooperative parking arrangement 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. 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 at 509-335-7275.

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

1. UI Gold, Lot Specific Gold, and Reserved annual permits are valid in WSU Yellow, Red, and Blue zones.
2. UI Red annual permits are valid in WSU Blue zones.
3. UI Green, Silver, Purple, and Blue annual permits are valid in WSU Blue zones.

4. UI-issued annual or temporary Disability parking permits are valid in WSU Disability spaces and parking permit zones.
5. There is no reciprocity at WSU for UI 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.
6. UI 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.
7. **WSU faculty, staff, and students assigned to, enrolled at, or who pay fees to Washington State University of 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 UI 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 University of Idaho (UI). Washington State University permit holders are subject to all University of Idaho parking and traffic regulations.

1. WSU Orange and Green annual permits are valid in UI Gold, Red, and Blue permit areas.
2. WSU Yellow, Red, Crimson, and Gray annual permits are valid in UI Red and Blue permit areas. WSU Crimson and Gray permits are residential priority permits.
3. WSU Blue annual permits are valid only in UI Blue permit areas.
4. WSU-issued annual or temporary Disability parking permits are valid in UI Disability parking spaces and parking permit areas.
5. There is no reciprocity at UI for WSU parking permits in UI parking permit areas which are not specifically listed above in items 1-4, this includes the UI Student Recreation Center parking lot.
6. **UI faculty, staff, and students assigned to, enrolled at, or who pay fees to the University of Idaho or employees of other activities or agencies located on the Moscow campus must display a UI parking permit when parking at UI. Any attempt by the above personnel to use a WSU parking permit in lieu of a UI permit may result in a fine for illegal use of a parking permit.**

Zipcar parking at Washington State University and University of Idaho

1. Zipcars rented from the WSU campus are allowed to park in any colored lot on the UI campus (Gold, Red, Blue, Purple, Silver, or Green lots).
2. Zipcars rented from the UI campus are allowed to park in WSU Green, Yellow, Red, Blue, Crimson, and Gray zones.

G.2. University of Idaho and Lewis-Clark State College Reciprocal Agreement: The University of Idaho (UI) and Lewis-Clark State College (LCSC) have developed a cooperative parking agreement for the purpose of enhancing the accessibility to either campus for faculty, staff and students participating in cooperative programs. LCSC permits are honored in UI Red and Blue lots only; LCSC permits are NOT valid in UI Gold, Purple, Green or Silver lots. UI permit holders

should consult the LCSC Security Department at 208-792-2226 for further information about parking at LCSC.

G.3. University of Idaho – Moscow, and University of Idaho – Idaho Falls Reciprocal Agreement: The Moscow and Idaho Falls campuses of the University of Idaho have developed a reciprocal agreement to enhance the accessibility between campuses for faculty, staff, and students.

1. All general colored Moscow campus permits are valid in all Idaho Falls general permitted lots
2. All general Idaho Falls campus permits are valid in Gold, Red, and Blue Moscow campus lots

G.4. University of Idaho – Moscow, and University of Idaho – Boise Reciprocal Agreement: The University of Idaho in Moscow will honor all University of Idaho – Boise permits in Gold, Red and Blue lots.

H. VISITOR PARKING

Parking permits are required for visitors and the University of Idaho Parking Regulations are enforced at all times. Visitor permits can be purchased at the Parking Office located on the corner of Line and Third Street across from the Student Recreation Center. The Parking Office is open Monday - Friday from 7:30 a.m. to 5:00 p.m.

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. Visitor permits are valid in any regular space in any colored lot. Visitor permits are also valid in spaces posted as "Reserved, Visitor Permit Required". These spaces are located throughout campus and are noted on the campus parking map.

Visitor Parking Options include:

1. Purchase a Visitor permit; available products include:
    - One-day Visitor permits are available as well as permits valid for multiple days
    - Ten-day Visitor permits provide parking for ten days (does not need to be consecutive days); to be valid, each date of use must be written with pen in boxes on permit
2. Pay to Park in Pay Station lots

- Pay station lots provide convenient, inexpensive hourly parking

Visitor permits are NOT valid in the following areas:

- Meters
- Timed spaces
- Reserved spaces (designated by signage)
- Service or delivery spaces
- Disability spaces (except when a state-issued Disability permit is also displayed)
- Anywhere on the campus walkway system
- Any area not designated as a space

For additional visitor parking information, go to www.uidaho.edu/parking/visitors.

University of Idaho departments who host visitors have the option of using budget numbers to purchase Scratch-Off Visitor permits in advance for individuals who are on campus to visit a specific department. Scratch-off Visitor permits are available for purchase only by departments for this purpose. A Visitor Permit Request Form must be submitted to the Parking Office at least two weeks prior to the date permits or services are needed. Visitor permits can also be picked up at the Parking Office anytime between 7:30 a.m. and 5:00 p.m. Monday through Friday.

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. See Section N for more on the appeal process.

I. DISABILITY PARKING

The University of Idaho strives to maintain a campus that is easily accessible to those with disabilities. Accommodation for persons with disabilities is the number one priority for Parking and Transportation Services.

On-campus disability transportation service is provided by the Vandal Access Shuttle.

Annual University of Idaho Disability permits are available for purchase by university faculty, staff, students, or frequent visitors who provide photo identification and current registration for a state-issued Disability permit or disability license plates.

I. 1. PERMANENT, STATE-ISSUED DISABILITY PERMIT HOLDERS:

University of Idaho students and employees who possess a permanent state-issued Disability permit, or license plates:

- Must display a University of Idaho-issued Disability permit **in addition to** a valid, state-issued Disability permit or license plates, in order to park in the following areas on campus:
    - Designated disability parking spaces
    - Valid campus walkway permit spaces on the campus walkway
    - Regular spaces in all colored lots
    - Meters (with no payment required)
    - Posted timed spaces (with no time restrictions)

Visitors to the University of Idaho who possess a permanent state-issued Disability permit, or license plates:

- Must display a University of Idaho Visitor permit **in addition to** a valid, state-issued Disability permit or license plates, in order to park in the following areas on campus:
    - Designated disability parking spaces
    - Valid campus walkway permit spaces on the campus walkway
    - Regular spaces in all colored lots
    - Meters (with no payment required)
    - Posted timed spaces (with no time restrictions)

I.2. TEMPORARY, STATE-ISSUED DISABILITY PERMIT HOLDERS:

University of Idaho students and employees who possess a temporary state-issued Disability permit:

- Must display a University of Idaho-issued Disability permit in addition to a valid, temporary state-issued Disability permit, in order to park in the following areas on campus:
    - Designated disability parking spaces
    - Valid campus walkway permit spaces on the campus walkway
    - Regular spaces in all colored lots
    - Meters (with no payment required)
    - Posted timed spaces (with no time restrictions)

Visitors to the University of Idaho who possess a temporary state-issued Disability permit:

- Must display a University of Idaho Visitor permit in addition to a valid, temporary state-issued Disability permit, in order to park in the following areas on campus:
    - Designated disability parking spaces
    - Valid campus walkway permit spaces on the campus walkway
    - Regular spaces in all colored lots
    - Meters (with no payment required)
    - Posted timed spaces (with no time restrictions)

I.3. UNIVERSITY OF IDAHO STUDENTS OR EMPLOYEES WHO REQUIRE TEMPORARY DISABILITY PARKING, AS RECOMMENDED BY A PHYSICIAN:

- Must purchase and display a University of Idaho temporary Disability permit, valid for up to 90 days (as specified by physician), in order to park in the following areas on campus:
    - Designated disability parking spaces
    - Valid campus walkway permit spaces on the campus walkway
    - Regular spaces in all colored lots
    - Meters (with no payment required)
    - Posted timed spaces (with no time restrictions)
- Temporary University of Idaho Disability permits are available to University of Idaho students or employees who submit a Disability permit application, with doctor's consent, to the Parking Office.

I.4. VISITORS WHO EXPERIENCE INJURY OR ILLNESS WHILE VISITING CAMPUS, AND REQUIRE TEMPORARY DISABILITY PARKING:

- May request a University of Idaho temporary Disability permit, valid for up to 3 days, in order to park in the following areas on campus:
    - Designated disability parking spaces
    - Valid campus walkway permit spaces on the campus walkway
    - Regular spaces in all colored lots
    - Meters (with no payment required)
    - Posted timed spaces (with no time restrictions)

I.5. ENFORCEMENT SCHEDULE FOR DISABILITY PARKING:

During the regular academic year (fall and spring semester), when classes are in session, disability parking in all areas of campus, is enforced as follows:

- **6 a.m. to 5 p.m. Monday through Friday:**
    - State-issued Disability permit or license plates must be displayed **in addition to** a University of Idaho-issued Disability permit, or Visitor permit
    - If an individual does not possess a state-issued Disability permit, then a temporary University of Idaho-issued Disability permit must be displayed
    - The above two Disability permit display options validate parking in all designated disability parking spaces, valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces.

- **On Saturdays, Sundays, and after 5 p.m. Monday through Friday:**
    - Any valid Disability permit (state-issued, or temporary University-issued) must be displayed, but a University of Idaho-issued annual Disability permit **is not required** to be displayed in addition to a state-issued Disability permit
    - A state-issued, or temporary University issued Disability permit will validate parking in all designated disability parking spaces, valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces

- **During all academic breaks and university holidays** (academic breaks include: fall, winter, spring and summer break – see university calendar for specific dates):

    - Any valid Disability permit (state-issued, or temporary University-issued) must be displayed, but a University of Idaho-issued annual Disability permit **is not required** to be displayed in addition to a state-issued Disability permit
    - A state-issued, or temporary University issued Disability permit will validate parking in all designated disability parking spaces, valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces

Disability permits are NOT valid in the following areas:

- Areas painted with blue hash-lines
- Service or delivery spaces
- Reserved spaces
- Areas not designated as a parking space
- Overnight in areas posted "No Parking 2 a.m. to 6 a.m."

Disability permits may only be used when the permit owner is operating the vehicle or is a passenger. Use of a Disability permit by an individual who is not the permit owner constitutes illegal use. If the Disability permit holder requires the use of a Personal Care Assistant (PCA), the PCA must be named on the Disability permit application. Use of the Disability permit by the PCA is acceptable only when accompanying the disabled permit holder.

J. 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. Lots may be staffed by Parking and Transportation Services employees on the day of an event; individuals must abide by posted signage and directions from staff. Failing to comply with directions will result in citation. Departments or event hosts needing event parking services should contact Parking & Transportation Services at (208) 885-6424.

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 allowed beginning on the Thursday prior to game day. There is a reserved, power RV section located in lot 34 and a reserved, non-power section located in lot 110. General RV parking is located behind the reserved section in lot 110. For all RV reservations and game day arrangements, contact the University of Idaho Ticket Office at (208) 885-6466. More detailed information regarding RV parking on game day will be posted on Parking and Transportation Services website.

K. 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. A motorcycle parking map, highlighting the designated motorcycle parking areas on campus may be found here. 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.

L. BICYCLES

For the purpose of these regulations, a vehicle operated manually with the turn of pedals and no motor 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. Parking and Transportation Services has been given the authority to manage bicycle parking on campus as outlined in the Administrative Procedures Manual and the University of Idaho Parking Regulations.

The campus bicycle management program 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.

Bicycles are to be parked in bicycle racks only. Attaching bicycles to any object other than a bicycle rack is prohibited.

Prohibited bicycle parking locations include any area that impedes, obstructs, congests or constricts access to the following:

- Building access points
- Emergency access routes
- Disability access ramps
- Disability railings
- Pathways
- Driveways
- Stairways and stairwells
- Hallways
- Loading docks

Prohibited bicycle parking locations also include, but are not limited to the following:

- Trees or other landscape elements
- Sign posts, meter posts
- Buildings or walls
- Fences or other structures

Bicycles parked in violation of these regulations should be reported to Parking and Transportation Services at (208) 885-6424, or email parking@uidaho.edu.

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.

Recovering an impounded bicycle. Impounded bicycles will be transported and secured at the Parking Office. Bicycles that are not claimed after 14 days from the date of impound will be turned into Moscow Police Department as found property. Recovering an impounded bicycle will require payment of a $20 recovery fee to Parking and Transportation Services. The individual must provide proof of ownership and correctly identify the bicycle being claimed. Photo identification and a recovery form must be completed and submitted to the Parking Office. The $20 fee is required to cover costs associated with managing bicycles on campus.

Bicycle registration through the Moscow Police Department 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.

An abandoned or disabled bicycle, for the purpose of these regulations, is defined as the appearance that the bicycle has not moved from its location for an extended amount 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.

Parking and Transportation Services in conjunction with Facilities Services attempts to locate abandoned or disabled bicycles on campus throughout the year. Impound notices will be tagged on bicycles that appear to be abandoned or disabled. After one week from the date the notice was given, a tagged abandoned or disabled bicycle will be eligible for impoundment. If possible, an impound notice will be posted at the location the bicycle was parked. All impounded abandoned or disabled bicycles will be turned in to the Moscow Police Department as found property.

Bike racks located at University Housing locations will be checked for abandoned or disabled bicycles during the summer months only, in order to allow long-term storage for residents.

Bicycle locks that are reported to Parking and Transportation Services as being locked over an individual's bike, making it impossible for the owner to remove his/her bike will be removed. The owner of the bicycle and lock that was removed will incur an impound fee of $20. 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.

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.

Refer to the University of Idaho Administrative Procedures Manual Section 80.05 A-12 for more information on management of bicycles on campus.

M. CITATION PENALTIES AND ASSESSMENT

All parking citations must be paid or appealed within 15 days of issuance. Unpaid citations may result in:

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

After 15 days, unpaid citations require payment; the fine amount will be assessed as follows:

1. **Citations issued to vehicles <u>registered</u>** 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

    a. 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

2. **Citations issued to vehicles <u>not registered</u>** 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

M.1. CITATION FINE SCHEDULE

CITATION FINE SCHEDULE	
No Parking (B.1)	$35
Disability Space Violation (B.2)	$150
Overtime Limit (B.3)	$35
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)	$125
Failure to Comply (B.8)	$50
Restricted Area (B.9)	$50
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

Permit Violation (C.1)	$30
Improper Display (C.1.I)	$15
Reserved Space Violation (C.2)	$100
Meter Violation (C.3)	$25
Not a Motorcycle Space (C.4)	$20
Specific Use Area (C.5)	$50
Specific Use Area Multiple Offense (C.5.1)	$75
Other Violation	$20
Vehicle Impound	$150
Bicycle Impound	$20

M.2. Citation Payment Options:

Citations may be paid in one of the following ways:

1. At the Parking Office located on the corner of Third and Line Street across from the Student Recreation Center; cash, check, credit/debit card, and Vandal Card accepted from 7:30 a.m. to 4:30 p.m. Monday through Friday
2. By mailing a check or money order to the Parking Office at P.O. Box 441180 Moscow, ID 83844-1180; checks should be made out to UI Bursar
3. 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.
4. Within 15 days from the date the citation was issued, current students and employees may pay citations online at www.uidaho.edu/parking by going to the staff or student page and signing into your account. ONLY credit/debit cards are accepted online; this option is not available for visitors/guests.

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.

M.3. DISCOVERY FEE

A Discovery Fee of $15 is assessed to vehicle owners who have not registered their vehicle with University of Idaho Parking and Transportation Services, and have not paid or appealed citation(s) received within 15 days from the date the citation(s) was issued. This fee covers costs associated with identifying vehicle owners and accurately assessing fines owed.

N. APPEAL PROCESS

Citations received due to an extenuating circumstance may be submitted for appeal on 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 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 approximately once per month to hear and 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 introduced into evidence at an in-person appeal. The Committee will decide one of the following on all citation appeals:

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

Written requests for an in-person appeal may be submitted if an individual is dissatisfied with the Parking Committee's decision. 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 an in-person appeal must contain NEW information that was not part of the original appeal. Restatement of the previous appeal will not be considered. If granted an in-person appeal, you will be contacted to schedule a meeting. Failure to appear at the agreed-upon time terminates the appeal process. An individual requesting an in-person appeal has the right to testify, to present evidence and witnesses, to hear and question adverse witnesses, to rebut inferences that might be drawn from statements made against him/her, and to be assisted at the in-person appeal by an adviser of his/her choice and at his/her personal expense.

The burden of proof rests upon Parking and Transportation Services, which will be allowed to call witnesses and submit oral/written evidence.

If an individual is dissatisfied with the in-person appeal decision, a written appeal may be submitted to the Assistant Vice President of Facilities Services. The decision made at this step is final.

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.

O. 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 monetary penalties related to the vehicle are paid. 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 not been successful, 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.