

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Assistant Vice President for Administration and Chief of Staff, Finance & Administration Gwendolyn Bolden, Director, Parking and Transportation
Policy Title & Policy :	Parking Regulations, http://policies.uoregon.edu/parking-regulations
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration

SELECT ONE: New Policy Revision Repeal

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No

If yes, which attorney(s): Missy Matella

GENERAL SUBJECT MATTER

Former OAR 571.010.0005-65 comprise the university's adopted "Parking Regulations" policy, which currently outlines a large set of parking regulations pertaining to permits, violations, changes to policy, etc.

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

Policies on Tuition, Mandatory Enrollment Fees and Other Charges, Fines, and Fees,
[http://pages.uoregon.edu/baoforms/bao_drupal_6/sites/brp.uoregon.edu/files/brp/fees/2017-18%20UO%20Feebook%20\(01192017\).pdf](http://pages.uoregon.edu/baoforms/bao_drupal_6/sites/brp.uoregon.edu/files/brp/fees/2017-18%20UO%20Feebook%20(01192017).pdf)

Other Fees, Fines, Penalties and Service Charges,
http://pages.uoregon.edu/baoforms/bao_drupal_6/sites/brp.uoregon.edu/files/brp/fees/FY18%20NonCourse%20Fees_Final.pdf

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

We propose revising the Parking Regulations policy so that it meets the definition of a university policy and no longer includes prescriptive, detailed (and inaccurate!) parking regulations which are the purview of the Parking and Transportation department and which are already cited, in their correct and current form, on the Parking and Transportation website.

AFFECTED PARTIES

Who is impacted by this change, and how?

All individuals (including employees, students, and visitors to the university) who park vehicles or bicycles on campus.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Leslie Straka (faculty, Music), Greg Bryant (faculty, Education), Lisa Wimberley (staff, EC Cares), Rick Tabor (staff, Utilities and Energy)	Members of the Traffic Citations Appeals Board	May 2017
Various staff	Parking and Transportation	Feb 2017
Hilary Gerdes (Accessible Education Center), Emily Eng (Campus Planning), Flo Hoskinson (Safety and Risk Services), and Krista Dillon (Safety and Risk Services)	Members of the Parking and Transportation Advisory Group	March 2017
CJ Nelson (Business Affairs), Sophie Navarro (AAA), Maggie Bosworth (College of Education)	Departmental Parking Coordinators	March 2017
Missy Matella	Office of the General Counsel	Feb, April 2017
Jamie Moffitt	Office of the VPFA/CFO	Feb 2017

TEXT OF CURRENT POLICY WITH RED-LINE EDITS

[NOTES ON RED-LINE EDITS: Regulations are not university-level policy and several sections are not accurate as far as current practice and regulations go (See Parking Regulations below). Thus, we propose striking all. Note that yellow-highlighted text indicates text to be retained but moved into policy above. This text is also indicated by an underline in the above red text.]

Parking Regulations

Reason for Policy:

This policy outlines ~~advises constituents that the university has~~ parking regulations relating to the University of Oregon, including ~~that address~~ items such as permits, changes to policy, violations, etc.

Entities Affected by this Policy:

All students and employees of the UO; **and all** visitors to the UO

Enactment & Revision History:

Technical revisions enacted by the University Secretary on September 3, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 10, Sections 0005 through 0065.

Policy:

The University of Oregon shall provide parking for the use of its employees, students, guests, and visitors.

All vehicular parking provided by the University is available on a fee basis and at rates published annually after approval through the University's process for Special Fees, Fines, Penalties, and Service Charges. Eligibility for parking permits, information specific to permit rates and refunds, regulations on use of University parking areas, enforcement, violations, and the citation appeal process, as well as bicycle registration and parking, are published in the University's Parking Regulations. The Department of Parking and Transportation shall maintain and publish said parking regulations.

All members of the University community and all visitors to the campus are responsible for observing the University's Parking Regulations and for all University parking violations involving the vehicles and bicycles they drive, own, or register, regardless of who is operating the vehicle. These regulations shall be accessible to any person who is operating a vehicle or bicycle on the University of Oregon campus.

Any faculty, staff, student, or visitor may present in writing recommendations for changes to the campus parking regulations. Recommendations will be considered annually by the director of the Department of Parking and Transportation in consultation with other appropriate University officials and groups. All revised parking regulations will be published according to the schedule outlined on the Department of Parking and Transportation website.

The University shall maintain a Parking Citation Appeals Board for the purpose of reviewing the decisions of the Department of Parking and Transportation for the purpose of determining if a decision was unreasonable or arbitrary or was not supported by substantial evidence. The Citation Appeals Board is composed of a diverse representation of the campus community.

A. How to Obtain Parking Permits

All persons—faculty, staff, or students, whether full or part time; visitors; or commercial representatives—who park in University-owned parking lots, other than in metered spaces, during the period of 7 a.m. to 6 p.m. (Monday through Friday) must obtain and display a permanent or temporary parking permit. Vehicles cited for failure to display such permits are subject to a penalty assessed by the University. Parking permits are obtained as follows:

(1) Students should apply to the Office of Public Safety. Office hours are from 8 a.m. to 5 p.m. (Monday through Friday).

(2) Faculty and staff register through their departmental secretary or representative.

(3) Visitors:

- ~~(a) One-day permits may be obtained from the department being visited, from the information desk in Oregon Hall, from the University of Oregon Cashier located in Oregon Hall, at the kiosk located at 13th Avenue and Beech Street, or in the Office of Public Safety;~~
- ~~(b) Visitor Parking Permits allow visitors to park only in unrestricted spaces on University-owned lots. Visitors with mobility impairing disabilities may use the visitors' spaces designated for use by disabled visitors. Visitors permits do not authorize visitors to park in reserved or otherwise specifically designated spaces, loading and unloading zones, fire lanes, no parking zones, landscaped area, or in metered spaces. In any period between October 1 and the following September 30, no individual may obtain more than 30 days of temporary parking permits. Requests for exceptions may be appealed to the Office of Public Safety and a charge may be levied. Violators are subject to penalty;~~
- ~~(c) Metered spaces reserved for visitors are provided at 14th and University Streets, south of the Erb Memorial Union, and in the 13th and Agate parking lot. People parking at any parking meters do not need visitors permits but must put money in the meters;~~
- ~~(d) Campus visitors who need special access to parking due to a disability should request accommodation from the Office of Public Safety in advance of the visit, or at the kiosk at 13th Avenue and Beech Street upon arriving on campus.~~
- ~~(4) Commercial and business representatives with regular business on the campus shall purchase a permit entitling them to park in designated areas appropriate to their business.~~
- ~~(5) No permit may be issued without the applicant furnishing the correct license number of the vehicle.~~

B. Eligibility and Parking Privileges

- ~~(1) Faculty/Staff: Faculty/Staff parking privileges are available only to faculty with minimum rank of instructor or research assistant, to teaching assistants certified by department, and to employees appointed half time or more. Deans of colleges and department heads must certify graduate students extended parking privileges. Faculty/Staff automobile data cards must be signed by an authorized department representative before permits may be assigned:
 - ~~(a) Faculty/Staff permits authorize parking on any otherwise unrestricted University lot, street, or area designated faculty, staff, or student as available. The purchase of this permit does not guarantee a parking space;~~
 - ~~(b) The Office of Public Safety may make available parking privileges to University employees for use of a specific primary lot or an alternate lot. In such cases, only those employees who have been assigned to a particular lot may park there.~~~~
- ~~(2) Student: Student parking privileges are available only to University of Oregon students:
 - ~~(a) The parking permit authorizes parking on any University owned parking lot marked Student and not otherwise restricted as available. The purchase of this permit does not guarantee a parking space;~~
 - ~~(b) The Office of Public Safety may make available parking privileges to University students for use of a specific primary lot or an alternate lot. In such cases, only those students who have been assigned to a particular lot may park there.~~~~
- ~~(3) Motorcycles, Motor Scooters and Mopeds: Motorcycle parking privileges are available to all faculty, staff, and students of the University of Oregon. This permit authorizes the owner to park in designated areas for motorcycle parking on University owned lots and areas. Under state law, motorcycles, motor scooters, and mopeds are motor vehicles.~~
- ~~(4) Reserved Parking Spaces (assigned only on the basis of need for official University business):
 - ~~(a) Applications must be submitted yearly by individuals requesting spaces;~~
 - ~~(b) Verification of need must be provided by individual's department head;~~
 - ~~(c) Applications must be reviewed and acted upon by the Office of Public Safety;~~~~

- ~~(d) Official state vehicles may be allocated reserved spaces upon request from department heads without charge;~~
 - ~~(e) Spaces are reserved from 7 a.m. to 6 p.m. unless otherwise specified;~~
 - ~~(f) Assignment guarantees a parking space. Spaces are not transferable.~~
- ~~(5) Reserved Parking Spaces for physically disabled employees and students:~~
 - ~~(a) Applications accompanied by verification of the mobility impairing disability must be submitted at least yearly by persons requesting spaces. People suffering temporary mobility impairing disabilities may apply for a reserved space for a shorter period of time;~~
 - ~~(b) There is no cost beyond the cost of the appropriate parking permit;~~
 - ~~(c) The Office of Public Safety will review and act upon request for disabled parking spaces;~~
 - ~~(d) Spaces are reserved between 7 a.m. and 6 p.m. unless otherwise specified;~~
 - ~~(e) Assignment guarantees a parking space. Spaces are not transferable.~~
- ~~(6) Commercial Representatives: Sale of this permit is restricted to off-campus, commercial, and business representatives only:~~
 - ~~(a) Commercial representatives are persons who bring a vehicle to campus at least once a week to transact business;~~
 - ~~(b) Commercial representatives may park in University unrestricted spaces or at service vehicle spaces;~~
 - ~~(c) In the case of a company having more than one vehicle that may alternate coming to campus, the parking permit may be affixed to a card or tag and transferred between vehicles.~~
- ~~(7) Construction Employees — Reserved: A reserved space fee will apply for each space used or as specified by the construction contract.~~
- ~~(8) Carpools and Carpool Reserved Spaces:~~
 - ~~(a) Definitions and Special Regulations:~~
 - ~~(A) Carpools are by definition groups of three or more persons who ride to the campus area together, two of whom are associated with the University in some manner (employee, student, etc.);~~
 - ~~(B) Carpools will be issued only one permit which will be transferable among the pool members. This permit will be mounted on a card or plate and placed on the dash of the car coming to campus;~~
 - ~~(C) Carpools must apply at the Office of Public Safety for their permits. They will be required to fill out an application form before a permit may be issued;~~
 - ~~(D) Carpool permits will allow members to park in unrestricted spaces in University parking lots: Faculty and staff in all lots not otherwise restricted, students in student lots that are not otherwise restricted. A mixed carpool of employees and students shall be assigned a parking permit based upon the majority in the pool;~~
 - ~~(E) The Office of Public Safety may make available parking privileges to carpools for use of a specific primary lot or an alternate lot. In such cases, only those carpools who have been assigned to a particular lot may park there.~~
 - ~~(b) Carpool Reserved Spaces:~~
 - ~~(A) For an additional fee, carpools may be allotted reserved spaces;~~
 - ~~(B) Requests for reserved spaces should accompany the carpool application form;~~
 - ~~(C) Carpool Reserved Spaces will be reserved from 7 a.m. to 6 p.m. unless circumstances warrant otherwise;~~
 - ~~(D) Application for carpool reserved spaces must be made annually and will be reviewed and assigned by the Office of Public Safety.~~
- ~~(9) Parking permits may be issued to Emeritus faculty or to other retired employees who maintain an active relationship with the University at no cost, providing that a department head or secretary signs~~

the permit registration attesting to the retired person's status. A fee will be charged for replacement permits.

(10) Government agencies that operate vehicles on campus which must use University of Oregon parking lots in the course of their business on campus may be issued commercial permits at no cost providing they make application to the Director of Public Safety.

C. Refunds and Replacement of Parking Permits

(1) All parking permits except temporary parking permits are issued by the month, by the term or by the 12-month academic year. Any individual who has purchased a parking permit and who is dissatisfied with it will receive a full refund upon submitting a written request including permit evidence to the Office of Public Safety within ten days of the purchase date. Permits purchased for full academic year are refundable up to the end of winter term upon written request and physical evidence of the permit. Check with the fee schedule for refund amount in Policy 571.060(A).

(2) Registrants making a request for replacement parking permits for newly acquired vehicles or to replace damaged permits, shall scrape off or otherwise remove permits and bring them to the Office of Public Safety. Replacements will not be made if registrant is unable to produce evidence of the old permit. Registrant is responsible for all tickets unless the permit or pieces of the permit have been turned in to the Office of Public Safety. Registrants may avoid this by bringing proof of a transfer of ownership to the Office of Public Safety so that the new owner may be charged for any parking violations. A fee is charged for the replacement permit.

(3) Stolen permits will be replaced without charge to the registrant. Stolen permits should be reported immediately to the Office of Public Safety. A replacement permit will be issued only for the vehicle from which the permit has been stolen, unless the vehicle with permit attached has been stolen. Applicants for replacement permits under this section shall sign a statement attesting to the circumstances of the theft.

D. Traffic Petitions Officer and Traffic Appeals Board

(1) Traffic Petitions Officer considers petitions alleging erroneous or wrongful ticketing or traffic citations on campus:

(a) All petitions shall be presented in writing at the Office of Public Safety;

(b) The Petitions Officer will be available at designated times to meet with petitioners should they desire to present their cases in person. Appointments may be scheduled at the Office of Public Safety at the time the petition is filed;

(c) In reaching a disposition, the Petitions Officer shall consider all factors that the petitioner wishes to present;

(d) In considering petitions of University traffic citations, the Traffic Petitions Officer will have the authority to:

(A) Dismiss the violation;

(B) Find the individual not guilty of charges in the traffic citation;

(C) Find the individual guilty of the violation, or some lesser violation, and impose a penalty as the Petitions Officer shall consider appropriate;

(D) Enter a finding of guilty, and without imposing any penalty, issue a reprimand or warning or impose a penalty, but suspend its payment;

(E) Make recommendations to appropriate University officials as to the restriction or suspension of driving privileges, withdrawal of registration or parking privileges, dismissal, or other disciplinary action;

(F) Seek the advice of the University Traffic Appeals Board.

(e) Should a petition be denied by the Petitions Officer, an appeal may be made in writing (within five days) to the University Traffic Appeals Board at the Office of Public Safety. The

appeal must show that the decision of the Petitions Officer was unreasonable or arbitrary or was not supported by substantial evidence;

(f) In the case of repeated offenders, the Petitions Officer or the Traffic Appeals Board on reaching a finding of guilty shall consider the traffic penalty record for the past 12 months prior to imposing any penalty;

(g) Quarterly summary reports of all actions by the Petitions Officer shall be filed with the Traffic Appeals Board and the Vice President for Administration;

(h) In the case of multiple violations or where warranted by the circumstances, the Office of Public Safety may report cases to the Petitions Officer for review. The Petitions Officer may in each instance:

(A) Issue a reprimand or warning;

(B) Make recommendations to appropriate University officials as to the restriction or suspension of driving privileges, withdrawal of registration or parking privileges, dismissal, or other disciplinary actions;

(C) Seek the advice of the University Traffic Appeals Board;

(D) Recommend no action.

(2) **University Traffic Appeals Board:**

(a) The University Traffic Appeals Board shall consist of two faculty members, one member of the management service staff, one member of the classified staff, and two students. A quorum shall be three members of the Board. The chairer shall be selected at the first Board meeting each year. A majority vote of the members present is needed to overrule the decision of the Petitions Officer. In cases where the decision is not to affirm the Petitions Officer's decisions, the University Traffic Appeals Board may:

(A) Dismiss the violation;

(B) Find the individual not guilty of charges in the traffic citation;

(C) Find the individual guilty of the violation, or of some lesser violation, and impose a penalty as the Board shall consider appropriate;

(D) Enter a finding of guilty, and without imposing any penalty, issue a reprimand or warning or impose a penalty, but suspend its payment;

(E) Make recommendations to appropriate University officials as to the restriction or suspension of driving privileges, withdrawal of registration or parking privileges, dismissal, or other disciplinary action;

(F) Refer the case back to the Petitions Officer for further consideration consistent with its direction.

(b) The Petitions Officer will provide quarterly summary reports to the Vice President for Administration of all Board actions.

E. Campus Meter Enforcement

(1) The University of Oregon owns and polices parking meters within the area bounded by 13th Avenue, 18th Avenue, University Street, and Agate Street:

(a) Meters on the streets are open on a first-come, first-served basis with no permits required for their use;

(b) Meters are enforced at the times as posted on the individual meters, except on national holidays during which the University is not in session.

(2) Meters are also placed at some loading areas. Time limits on these meters are 12 and 24 minutes.

(3) Visitors' parking spaces are also provided in specific lots and in posted spaces within open parking lots.

(4) Enforcement:

(a) Violators will be cited for overtime parking;

(b) Students, faculty, and staff will be cited for parking in the visitors' lot.

F. Changes in Campus Parking Regulations

(1) Any faculty, staff, student, or visitor may present in writing recommendations for changes in the campus parking regulations.

(2) This should be done prior to May 1.

(3) Recommendations will be considered by the staff in the Office of Public Safety in consultation with other appropriate University officials and groups.

G. Campus Parking Regulations

All members of the University community and all visitors to the campus will be held responsible for reading and knowing these regulations and for all University parking violations involving the vehicles they drive, own, or register, regardless of who is operating the vehicle. These regulations should be made known to any person who is operating the vehicle on the University of Oregon campus.

H. Authority to Establish Regulations

(1) Authority to establish regulations governing the use of motor vehicles on the University of Oregon campus for visitors, faculty, staff, and students is derived from ORS 352.360 and 352.990, as amended, and by actions of the University pursuant to such statutes. The policies and regulations have been approved by the Office of the State Board of Higher Education or the University and were subsequently filed with the Secretary of State in accordance with the provisions of ORS Chapter 183. Strict enforcement of regulations governing the use of motor vehicles on campus is imperative in order to remove as much congestion as possible, to keep a margin of safety, and to utilize the existing facilities at maximum. All motor vehicle laws of the State of Oregon, including specifically, but not by way of limitation, ORS Chapters 803, 806, 807, 811, 818, and 819 together with amendments hereafter adopted, are applicable to the campus of the University of Oregon to the same extent as if this campus and its streets were public highways, and all provisions of said motor vehicle laws are applicable and enforceable.

(2) It is the responsibility of persons operating vehicles on the University of Oregon campus to be familiar with and to follow the University's current parking regulations. Copies of such regulations are available in the Office of Public Safety.

I. General Parking Regulations

(1) Faculty, staff, and students registering second automobiles at the second auto-mobile reduced rate shall not park both vehicles on campus at the same time. A penalty will be assessed for each violation. (See Policy 571.060(A).)

(2) Parking permits must be displayed only on the vehicle for which they were assigned. Parking permits are not transferable between vehicles or between individuals. Carpools and service vehicles with commercial permits are exceptions to this regulation. A penalty will be assessed for violation. (See Policy 571.060(A).)

(3) Permits, other than those mounted on hang-tags by the Office of Public Safety, shall be mounted on the left hand side of the rear bumper so as to be readily visible. Instructions on how to install the permit are printed on the permit. In case of motorcycles, insofar as practicable, permits should be mounted on the left rear of the vehicle so as to be readily visible. Permits may not be affixed by tape or any other temporary method.

(4) A person eligible to obtain a parking permit may attach such a permit only to a vehicle owned by that person or in that person's possession.

(5) Responsibility for locating a legal parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid reason for violating any University parking regulation. Parking lot permits are required from 7 a.m. to 6 p.m. (Monday through Friday) in all parking lots except Lot 16 at 14th and Kincaid Streets where permits are required from 7 a.m. until 9 p.m. (Monday through Friday). At other times, lots are open on a first-come, first-served basis except for those spaces reserved or lots

with special restrictions. The status of all lots and spaces, plus any special restrictions, is indicated by signs located by spaces or at the entrance to parking areas.

(6) For the purpose of these regulations, the word "parked" is defined to mean any unattended vehicle which is stopped on the University of Oregon property or attended by a licensed driver who refuses to move the vehicle when given a lawful order to do so.

(7) No vehicle shall be parked on the campus except in those areas set aside as University parking or on University streets within the campus boundaries at curb side. This shall include properly posted University property outside campus boundaries.

(8) No parking is allowed at any time in yellow zones or areas, firelanes, driveways, service vehicle spaces, loading docks or areas, landscaped areas or on sidewalks.

(9) All individuals will observe posted speed limits. The operation of a motor vehicle on University parking lots and on East 15th Avenue, between Agate and University Streets, in excess of 15 miles per hour unless otherwise posted will be considered evidence of irresponsible or careless driving. Within the campus boundaries and at crosswalks, the pedestrian is considered to have the right of way.

(10) Drivers must park their vehicles head in in campus parking lots. Head in parking means the vehicle is driven into a parking space in a forward gear in such a way that the rear of the vehicle is closest to the driveway. Cars parked on campus streets will be parked in the direction of the flow of traffic. All vehicles parked otherwise will be assessed a penalty for violation.

(11) Persons with or without permits whose motor vehicles have broken down on University property must notify immediately the Office of Public Safety. Major mechanical repairs to vehicles on University property are prohibited. Abandoned or junked motor vehicles remaining on University property more than 48 hours will be removed at the owner's expense. Vehicles not displaying license plates or temporary registrations will be considered abandoned if not moved within 48 hours.

(12) The University of Oregon cannot assume responsibility for any motor vehicle or its contents parked on University property or its environs. Individuals assume all risk of accident and expressly agree that the University shall not be liable for any reason for injury to persons, for loss, or property damage.

(13) Only authorized service and emergency vehicles are allowed on the closed portions of 13th Avenue (University Street to Kincaid Street).

(14) In areas designated for small car parking, vehicles must fit within the designated space to be considered small cars. Cars which extend beyond the designated space into the space adjacent or the median strip will be cited for improper parking.

(15) Persons are prohibited from living in vehicles of any kind on University property. Streets, lots, and other areas are not to be used as living areas for cars, trailers, campers, motor homes, trucks, buses, or other like vehicles. Violators may be cited for improper parking and/or the vehicle may be immobilized (booted) or towed.

(16) Persons and/or groups desiring special parking arrangements should apply at the Office of Public Safety. Under some circumstances, a fee may be charged for making special parking arrangements.

(17) University of Oregon vehicle permit holders are authorized reciprocal parking privileges on the Oregon State University campus.

J. Enforcement

(1) Campus parking regulations are in effect 24 hours a day, seven days a week, and are enforced by employees of the University Office of Public Safety and City Police Officers.

(2) Tickets issued by the University are payable at the University of Oregon Business Office within ten days of the ticket date. In lieu of payment to the Business Office, there is the following alternative: Faculty, staff, visitors, and students may petition within ten days of the ticket date to the University Petitions Officer. In case of a denied petition, an additional ten days will be allowed before final action is taken. Those petitioners denied may appeal the decisions within five days to the University Traffic Appeals Board.

K. Penalties for Offenses

(1) Monetary penalties, as specified within the Parking Fines section of the annual amendment of Policy 571.060(A) Special Fees, Fines, Penalties, Service Charges, may be deducted from student deposits, and faculty or staff salaries or other funds in the possession of the University as provided by ORS 352.360(2) as amended.

(2) Where vehicles are found to be violating or to have repeatedly violated the parking regulations herein, or where warranted by the immediate circumstances, vehicles may be booted (immobilized), or towed and impounded, at the discretion of the officer, and thus subject the owner to towing and storage fees in addition to penalties.

L. Service Vehicles, Delivery Vehicles, and Loading Zones

(1) Service vehicles are defined as University-owned service trucks or cars, vehicles with commercial permits, or vehicles with special temporary service permits performing a service for the University of Oregon.

(2) Delivery vehicles are defined as vehicles owned by companies doing pick-up and delivery business with the University departments or vehicles with temporary special delivery permits on pick-up and delivery business.

(3) Loading Zones:

(a) Loading zones are located throughout the campus and are reserved for people loading and unloading heavy or bulky packages;

(b) Metered and signed loading zones are limited to 24-minute occupancy;

(c) Loading zones are enforced at all times unless otherwise posted.

(4) Loading Docks:

(a) Loading docks are reserved for delivery vehicles;

(b) Under special circumstances, a private vehicle may be issued a temporary delivery permit at the Office of Public Safety;

(c) Loading docks are enforced at all times unless otherwise posted.

(5) Service Vehicles Spaces:

(a) Spaces are reserved for service vehicles;

(b) Under special circumstances, a private vehicle may be issued a temporary service permit at the Office of Public Safety.

M. Schedule for Maximum Penalties

Penalties for violations of University parking regulations are published annually as a part of UO Policy 571.060, under the subheading, Parking, of UO Policy 571.060(A) Special Fees, Fines, Penalties, Service Charges. Copies of the current list of special fees, fines, penalties, service charges are on file and available for public inspection in the Office of Business Affairs, Office of Public Safety, Office of the President of ASUO, as well as the offices of all Vice Presidents, deans, department heads and directors.
Chapter/Volume:

Responsible Office:

For questions about this policy, please contact Parking and Transportation at 541-346-5444.

Original Source:

Oregon Administrative Rule

TEXT OF PROPOSED REVISION- CLEAN COPY

Parking

Reason for Policy:

This policy advises constituents that the university has parking regulations that address items such as permits, changes to policy, violations, etc.

Entities Affected by this Policy:

All students and employees of the UO; and all visitors to the UO

Enactment & Revision History:

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The University of Oregon shall provide parking for the use of its employees, students, guests, and visitors.

All vehicular parking provided by the University is available on a fee basis and at rates published annually after approval through the University's process for Special Fees, Fines, Penalties, and Service Charges. Eligibility for parking permits, information specific to permit rates and refunds, regulations on use of University parking areas, enforcement, violations, and the citation appeal process, as well as bicycle registration and parking, are published in the University's Parking Regulations. The Department of Parking and Transportation shall maintain and publish said parking regulations.

All members of the University community and all visitors to the campus are responsible for observing the University's Parking Regulations and for all University parking violations involving the vehicles and bicycles they drive, own, or register, regardless of who is operating the vehicle. These regulations shall be accessible to any person who is operating a vehicle or bicycle on the University of Oregon campus.

Any faculty, staff, student, or visitor may present in writing recommendations for changes to the campus parking regulations. Recommendations will be considered annually by the director of the Department of Parking and Transportation in consultation with other appropriate University officials and groups. Revised parking regulations will be published according to the schedule outlined on the Department of Parking and Transportation website.

The University shall maintain a Parking Citation Appeals Board for the purpose of reviewing the decisions of the Department of Parking and Transportation for the purpose of determining if a decision was unreasonable or arbitrary or was not supported by substantial evidence. The Citation Appeals Board is composed of a diverse representation of the campus community.

RELATED RESOURCE FOR PAC MEMBERS AND OTHER REVIEWERS: Parking Regulation text from the Parking and Transportation website

[NOTE TO THE READER: The rules are already currently published at <https://parking.uoregon.edu/content/parking-rules> and reflect the applicable regulations found in the current policy, including that which has been proposed for striking. These rules will be revised as indicated below upon approval of the above policy revision proposal.]

I. GENERAL INFORMATION

- All persons - including all faculty, staff, visitors, and commercial and construction representatives – who park in University-owned parking lots, other than metered spaces, during the period of 7 a.m. to 6 p.m., Monday through Friday (unless otherwise posted), must obtain and display a permanent or temporary parking permit. Vehicles that park in these lots without permits will be cited. ADA spaces, fire lanes, yellow zones and reserved spaces are enforced at all times.
- The Department of Parking and Transportation implements and enforces the University of Oregon's parking policies and rules. This information is published and made available in order to acquaint those who bring motorized vehicles onto the campus with the applicable policies and rules. All drivers who bring their vehicles onto campus are responsible for knowing and understanding the rules and regulations that apply to vehicle use here.
- All motor vehicle operators who bring a vehicle onto the campus are responsible for obeying state law and the University's traffic and parking regulations.
- University parking permit owners are responsible for the proper operation and parking of the vehicles they register, regardless of who operates the registered vehicle.

II. PARKING DEFINITIONS

- FACULTY/STAFF AND STUDENT PERMITS
 - Vehicles with student parking permits may be parked only in parking spaces and lots designated for use by students.
 - Vehicles with faculty/staff parking permits may be parked in parking spaces and lots designated for use by faculty/staff or students.
 - Vehicles with faculty/staff or student permits may not park in a designated visitor's parking lot or space.
- METERED PARKING
 - Campus meters are enforced during the hours posted on the meters, except for state holidays when class is not in session.
 - Metered spaces are available on a first-come, first-served basis.
 - Vehicles with ADA placards or government "E" plates may park free of charge at a meter for the duration of that meter. For example, a vehicle may only park five hours at a five-hour meter.
 - Non-functioning meters are considered "No Parking" zones. Please report broken meters to the Department of Parking and Transportation for repair.
 - At meters with a decal reading "UO PERMIT DECAL OR PAY METER," vehicles with UO faculty/staff or student permits may park at the meter free of charge.
 - Vehicles parked in violation of these regulations shall be ~~ticketed~~ **cited**. Additional parking ~~tickets~~ **citations** may be issued for continued overtime parking in a metered space.

- OREGON STATE UNIVERSITY PERMITS
 - Oregon State University offers reciprocal parking privileges to University of Oregon Faculty/Staff and Student permit holders who park on its campus. Similarly, vehicles with Oregon State University permits may use University of Oregon lots as appropriate.
 - This reciprocal arrangement does not extend to other types of parking permits.
- PARKED VEHICLE
 - A parked vehicle is any stopped and unattended vehicle or any vehicle attended by a driver who refuses to move the vehicle after a request from an authorized University official.
- PERMIT PARKING
 - All vehicles parked in University-owned and controlled parking lots in unmetered spaces, between 7:00 a.m. and 6:00 p.m., Monday through Friday (unless otherwise posted) must display a permanent or temporary parking permit.
 - A parking permit only allows authorized parking in the lots or spaces specified for use by vehicles with that type of permit.
- PROPER PARKING
 - ~~Head in parking is required in all campus parking lots and spaces.~~
 - Vehicles must fit inside a designated space, and may not cross or park on the painted lines. Drivers of vehicles that do not fit within University spaces will need to make arrangements for off-campus parking.
 - Vehicles parked along streets must be parked in the direction of the flow of traffic.
 - No parking is permitted at any time in yellow zones, in fire lanes, in driveways, in landscaped areas, in crosswalks or on sidewalks.
 - The lack of a parking space is no excuse for violating any University parking regulations.
 - University spaces are primarily compact. Drivers of compact vehicles are encouraged to park in compact spaces to leave larger spaces open for non-compact vehicles.
- DELIVERY, LOADING AND SERVICE ZONES
 - Service vehicles are defined as University-owned service trucks or cars, vehicles with commercial permits, or vehicles with temporary service vehicle permits whose drivers are performing a service for the University of Oregon.
 - Spaces marked as reserved for service vehicles may be used only by service vehicles authorized by the Department of Parking and Transportation.
 - Delivery vehicles are defined as vehicles owned by companies doing pick-up and delivery business with University departments or vehicles with temporary special delivery permits on pick-up and delivery business.
 - Loading zones are located throughout the campus and are reserved for people loading and unloading heavy or bulky items.
 - Metered and signed loading zones may be used for no longer than 24 minutes.
 - Loading zones are enforced at all times unless otherwise posted.
 - Loading docks are reserved for delivery vehicles including private vehicles making deliveries, but may be used for no longer than 24 minutes.

III. PARKING PERMITS: APPLICABILITY, DURATION, ELIGIBILITY AND ISSUANCE

- FACULTY/STAFF PARKING PERMITS

Available to:

 - All faculty and staff on University payroll
 - Graduate Employees listed as the primary instructor of a course in the Time and Room Class Schedule and who have department head approval

Permit requirements:

- Faculty and staff members must present a valid UO identification card if the permit is purchased in person and not through the person's department.
- ~~The parking application form requires the signature of an authorized department representative.~~

Payroll deduction:

- Available as a faculty/staff payment option
- Payments are deducted from employee paychecks over a nine month period, from October to June of the regular academic year.
- Deductions are deducted from gross pay before state and federal taxes are calculated.
- An employee may request a post-tax deduction by signing a Pre-Tax Parking Waiver form at the Department of Parking and Transportation.

• **STUDENT PARKING PERMITS**

Available to:

- Students registered for credit courses at the University of Oregon
- Permit requirements:
 - Students must present a valid UO identification card at time of purchase.

• **MOTORCYCLE, MOTOR SCOOTER AND MOPED PARKING PERMITS**

Available to:

- University faculty, staff and students who wish to park only in motorcycle parking spaces
- A UO identification card is required at the time of purchase.

• **CARPOOL PARKING PERMITS**

Available to:

- Groups of three people or more who wish to travel in one vehicle to campus
- At least two people must be eligible for a student or faculty/staff permit. The third person may work in the immediate surrounding campus area.

• **VISITOR PERMITS**

Available to:

- Visitors, faculty, staff and students
- Visitor permits are available at the Department of Parking and Transportation.

• **COMMERCIAL PARKING PERMITS**

Available to:

- Off-campus, commercial and business representatives who bring a vehicle or several vehicles to campus at least once a week for business transactions
- Permit requirements:
 - All vehicles using a commercial establishment's permit must be registered with the Department of Parking and Transportation.

• **CONSTRUCTION PARKING PERMITS**

Available to:

- Contractors working on construction projects on campus
- Permit requirements:
 - Permit availability depends on the nature of the construction contract and open appropriate parking.
 - Construction permits are valid only in open, unmarked parking lot spaces. They are not valid in Service Vehicle, metered or otherwise marked spaces.

- Construction contractors must have their University of Oregon Facilities Services project manager submit the parking permit request to the Department of Parking and Transportation.
- GOVERNMENT AGENCIES
 - Government vehicles with “E” plates may park in any non-reserved space in any student or faculty/staff lot, or at any meter for the duration of that meter (five hours at a five-hour meter, etc.).
 - Government agencies without “E” plate vehicles may apply for a commercial permit at no cost at the Department of Parking and Transportation.
- EMERITI PARKING PERMITS

Available to:

 - Emeriti faculty and retired University employees whose years of service and continuing connections with the University make a meaningful contribution
 - Permit requirements:
 - 5 years of service to the University
 - Not receiving compensation from the University
- PARKING SPACES FOR THE DISABLED
 - All faculty, staff, students, and visitors who have a DMV Disabled Persons placard and who purchase a University of Oregon parking permit may park in any ADA space on campus.
 - If further accessibility options are needed, the Accessible Education Center or the Office of Affirmative Action and Equal Opportunity are available to review individual situation and determine if a different parking accommodation is appropriate.
- ~~GENERAL~~ **EMPLOYEE** RESERVED PARKING SPACES

Available to:

 - University employees who pay the established fee ~~whose duties require frequent travel to meetings and other events off campus during the regular business day.~~

Requirements:

~~Reserved space applicants must obtain department head or dean approval and describe the reason a reserved space is needed.~~

 - Spaces are reserved 7 a.m. to 6 p.m., Monday through Friday, unless the applicant demonstrates a need for a space during the evening or over the weekend.
 - An additional fee applies with “at all times” reserved spaces.
 - **There is a limited number of reserved spaces available. They are approved on a first-come, first-serve basis.**
- OVERNIGHT PARKING PERMITS

Available to:

 - A limited number of overnight permits are available to on-campus residents who bring a vehicle to campus and would like to park between midnight and 5 a.m. in designated areas.
 - **Permit** Requirements:
 - University of Oregon ID is required at time of purchase.
 - University housing room assignment letter is required at time of purchase or equivalent proof of ~~dormitory~~ **residence hall** residency.

Limitations:

- Parking is limited to cars and motorcycles that only take up one parking space. Motor homes, recreational vehicles, trailers and boats are not allowed.

IV. PERMIT REFUNDS AND REPLACEMENTS

- REFUNDS
 - Only permits of at least 3 months in duration are eligible for refunds.
 - Individuals who purchase a permit may return it within ten business days for a full refund. The permit must be returned to the Department of Parking and Transportation.
 - After the ten day period, individuals can receive a partial refund for any unused month.
- B. REPLACEMENTS
 - Individuals who lose their parking permit may purchase a replacement at the Department of Parking and Transportation. They must sign an affidavit stating the permit was lost and that they will forfeit the original permit if found.
 - Individuals who have their permits stolen must report the theft before receiving a replacement. They must complete an affidavit form stating the permit was stolen, include the case number. If the original is recovered, it must be forfeited to the Department of Parking and Transportation.
 - Permits are only valid for use in vehicles registered at the Department of Parking and Transportation. Vehicles that do not display the proper permit will be cited. The permit holder is responsible for any and all citations issued in connection with his or her permit.

V. PENALTIES FOR PARKING AND TRAFFIC OFFENSES

- ~~Tickets~~ Citations issued by the University of Oregon must be paid at the Business Affairs Office or the Department of Parking and Transportation within 10 days of the ~~ticket~~ citation date.
- Parking citation fines double if unpaid within 30 days of date of issue.
- Making payment:
 - Checks should be made out to the University of Oregon.
 - Failure to pay a fine or to make a timely appeal may result in billing for faculty and staff members or deductions from student accounts.
- ~~Monetary penalties and fines permitted under OAR 571-10-005 et seq. and assessed under OAR 571-60-005 Special Fees, Fines, Penalties, Service Charges as amended may be deducted from student deposits, and from faculty or staff salaries or from other funds in the possession of the institution as provided by ORS 352.360(2) as amended.~~
- Vehicles linked to multiple unpaid citations, parked in reserved spaces not connected to that vehicle or parked in tow-away zones may be immobilized or towed and impounded at the owner's expense.
- Drivers with a number of repeated violations or with driving and parking behavior that poses a threat to campus safety may be subject to more serious sanctions.
- The University Traffic Appeals Officer and/or the University Traffic Appeals Board may recommend to the appropriate University officials that disciplinary action be taken against students or employees, that parking or driving privileges be restricted or suspended, or that parking registration be withdrawn.

VI. PARKING CITATIONS

Violators of parking rules on campus may be assessed the following fines:

- Blocking driveways, entrances, alleys; parking in service drives or restricted areas; improper parking or parking in yellow zones \$35.00

- Counterfeiting, altering, defacing, or for giving false information in an application or hearing, or for misuse of any permit \$250.00
- Transferring a parking permit to another vehicle for which the permit is not issued \$100.00
- Use of lost/stolen permit (marked in system as no longer valid) \$250.00
- Designated visitor lot or space \$25.00
- No UO permit \$40.00
- Permit issued, not displayed (warning on first violation) \$10.00
- Permit issued, not valid for area \$35.00
- **Parking in front of a** fire hydrant or in a posted fire lane \$75.00
- **Parking** illegally at a hooded meter \$75.00
- **Parking on a** lawn, sidewalks, campus landscaped area or any area outside clearly delineated parking spaces where such parking causes actual or potential damage to natural or landscaped features. This is in addition to cost of damage to property. \$45.00
- Multiple violations, after 5 or more unpaid incidents, additional fine \$50.00
- On university property, vehicle towed for other violation \$75.00
- Over time parking: lot meters, street meters, posted 24-minute zones \$20.00
- Loading zone \$20.00
- Posted or reserved space \$75.00
- Parking in space designated for disabled parking \$470.00
- Taking the space of two or more vehicles \$35.00
- Vehicle has been booted for repeated parking violations \$50.00
- Unauthorized removal or damage to a vehicle immobilizing device \$250.00
- Impound Administrative Fee \$100.00

VII. **TRAFFIC PARKING CITATION PETITIONS AND APPEALS**

- Individuals who receive parking or traffic tickets **citations** while on University property and who believe that the **ticket citation** was issued in error or under extenuating circumstances may petition for reconsideration.
- Citation petitions must be submitted within ten days of the date of the **ticket-citation**. They may be filed in person at the Department of Parking and Transportation, online at <http://parking.uoregon.edu> or at the address below:
 Office of Parking and Transportation
 University of Oregon
 1401 Walnut Street
 Eugene, Oregon 97403-1230
- Fines are put on hold while the citation is in the petition or appeal process. Payment of any fine assessed by the **Citation** Petitions Officer or the **Traffic Citation** Appeals Board is due within ten days of the final decision.
- A petitioner who is dissatisfied with the **Citation** Petitions Officer's response may appeal to the **Traffic Citation** Appeals Board. Such an appeal must be in writing and should allege that the decision of the **Citation** Petitions Officer was unreasonable or arbitrary or was not supported by substantial evidence. The appeal should be submitted to the Traffic Appeals Board at the address above within five days of the **Citation** Petitions Officer's decision.
- The **Traffic Citation** Appeals Board is made up of two faculty members, two members of the Officers of Administration or the classified staff, and two students. Three members of the Board make a quorum. The chair of the Board is selected at the first meeting every year. A majority vote of the members present is needed to overrule the decision of the Petitions Officer.

- In considering an appeal, the Board may affirm the Citation Petitions Officer's decision, dismiss the violation, find the individual not guilty of the charges, find the individual guilty of the violation or some lesser violation and impose an alternative penalty, or find the individual guilty but issue a reprimand or a warning or suspend payment of a penalty.