

CAMPUS PARKING & TRAFFIC REGULATIONS

Last Revised: 01/31/23



THE UNIVERSITY OF ARIZONA

Parking & Transportation
Services



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Introduction

Parking at the University of Arizona campus is limited and in great demand. Parking & Transportation Services (PTS) at the University makes every effort to provide adequate parking. However, limited space, increasing enrollment, and new facility construction often make parking a challenge for visitors, students, and employees of the University. Parking rules exist to ensure an orderly campus environment and a fair allocation, and use of, available parking space. The rules are not intended to punish but to educate. Parking rules are regulatory and should be interpreted fairly. These rules should ensure parking is orderly, fair, and convenient to all within the limits of the available space and facilities.

Article I. General Information

The University of Arizona Parking and Traffic Regulations are enforced year-round. This includes the summer. Additionally, regulations are enforced at times when classes are not in session. Permit requirements are waived on official University holidays and rules will be enforced the same as on a weekend day. Winter Recess and Spring Break are not considered University holidays. A valid parking permit or pass is required to park on the University of Arizona campus during restricted hours. Visitor parking is available in hourly pay parking spaces located on streets and in lots and in most parking garages.

The responsibility of finding a legal parking space rests with the vehicle operator. A parking permit does not guarantee a parking space. However, it does grant the privilege to park in one space in the designated area when parking is available. Inability to find a space does not constitute a license to violate these regulations. If a permit holder cannot find a parking space, he/she should contact Parking & Transportation Services dispatch office at (520) 621-1108 for guidance. Use of emergency flashers does not excuse illegal parking or otherwise relieve the operator from compliance with these regulations.

The University of Arizona assumes no responsibility or liability for the care or protection of any bicycle, vehicle, or its contents while it is parked on university property. The University also assumes no responsibility or liability for the care or protection of any vehicle or its contents during its removal or subsequent storage resulting from violations of these regulations.

For the purposes of these regulations, any person doing business with the University or working within the University area (but not subject to the Board of Regents Conditions of Service or the Classified or University Staff System) may be treated as affiliated with the University for parking purposes. Companies operating on campus for commercial purposes must obtain prior approval from the Executive Director of Parking & Transportation Services or designee.

It is the responsibility of all permit holders and individuals driving, walking, or operating transportation devices on campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

Section I.1 Lost & Found

Items found on Cat Tran campus buses, in garages, and surface lots are taken to the University of Arizona Police Department (520) 621-8273 during the next business day.

Article II. Authority

Arizona Revised Statute 15-1627, as amended, grants The University of Arizona the authority to adopt these Campus Parking and Traffic Regulations for the control of vehicles on campus.

All violations occurring on campus streets may be subject to moving traffic violation citations issued by the University of Arizona Police Department under Title 28 of Arizona Revised Statutes.

If any portion of these regulations is declared unlawful or unconstitutional, the remaining portions shall remain in full force and effect. The administration of these policies and regulations is delegated to the Executive Director of Parking & Transportation Services.

Article III. Hours of Control

The hours of control for enforcement of parking areas on campus will vary with the type of area and its designated use. Signs at the facility entrance shall be considered accurate if there is a conflict with these regulations.

Section III.1 Lot/Zone/Street Areas

Only permit holders are permitted to park in Lot/Zone/Street areas during the hours posted at the entrance(s) or on the street. A valid permit must always be displayed for parking privileges unless you are assigned to a Permit-by-License Plate area which requires your license plate be linked to your account. Your license plate will be your “permit” and can be scanned by our License Plate Reader (LPR) technology to determine whether you are authorized to park at that location. In most of these areas, permits are required from 7 a.m. to 5 p.m., Monday through Friday, or depending on the area, 7 a.m. to 9 p.m. Always check signage posted to ensure you are complying.

Section III.2 Parking Garages

Gated Parking Garages

An RFID unit is required to enter/exit garage. Only permit holders are authorized to park in gated parking garages after visitor hours. Assigned garage permits are valid 24 hours a day, 7 days a week (24/7) and must always be displayed if a physical permit has been issued. Weekday visitor pay parking is available, generally, in all gated garages from 5 a.m. to 12 a.m. but are subject to change. Always check posted signage for the most current operating hours.

Weekend visitor paid parking is available at Second Street garage from 8 a.m. to 5 p.m. but subject to change. Always check posted signage for the most current operating hours.

Gateless Parking Garages

There are no physical gates present at the entry/exit and no physical permits are issued for these facilities. Parking and Transportation has implemented License Plate Recognition (LPR) technology where your license plate is your permit. Gateless garages are controlled 24 hours a day. Customers are required to possess either a garage permit or have an active hourly pay parking session which can be purchased using the Passport Mobile App.

Permit Holder: It is important the permit holder maintains current license plate information in their parking portal account.

Hourly Pay Parking: License plate information is also required when using the Passport Mobile App.

Section III.3 Passport Hourly Pay Spaces

Most Passport hourly pay parking spaces are enforced from 7 a.m. to 9 p.m., Monday through Friday except for some garages which are enforced 24 hours per day, five days a week (24/5). There are a few locations where regulation hours are different. All vehicles parking in a Passport hourly pay parking space must pay during posted hours. Displaying a university parking permit does not exempt payment through the Passport app. Signage at the location will state the times of enforcement. Passport hourly pay parking spaces that are reserved for disabled parking are restricted to vehicles displaying a disabled plate or placard 24/7. Passport signs that are covered or bagged indicate a special restriction. This restriction supersedes hours of enforcement. Vehicles are prohibited from parking in Passport hourly pay parking spaces that are covered, bagged, or blocked with cones or other barricade equipment.

Section III.4 Restricted Spaces

The following are examples of restricted and prohibited spaces. They are restricted for the designated purpose and require permits or have defined time limits. Most restricted spaces are enforced 24/7. However, specific hours of control are posted on each sign.

1. Disabled
2. Load/Unload
3. Service
4. Carpool
5. Zipcar
6. Reserved
7. Department Reserved
8. UA State Vehicle Reserved

9. Compact Vehicles

10. Fire lanes

11. Commercial

Section III.5 Special Events

Parking & Transportation Services has the authority to reserve parking lots and garages in part or whole for the purpose of allowing parking for special events. There may be special event fees charged to use these areas or they may be reserved for special event permits or ticket holders. Vehicles parked in violation may be subject to citation and in some cases, towed.

Section III.6 Maintenance, Emergency, Special Access Needs

The University reserves the right to close any campus parking area at any time if it is deemed necessary for maintenance, safety, or to meet other special access needs. Emergency personnel and emergency maintenance personnel performing duties may deviate from these regulations as required to conduct emergency activities prescribed by, or necessary to, the University. Personnel performing routine or scheduled maintenance must obtain prior approval from the Executive Director of Parking & Transportation Services or designee prior to deviating from these regulations. These vehicles must display an exemption permit which can be requested, authorized, and issued by PTS.

Article IV. Parking Permits and Registration

Glossary of Terms:

Legal space: Designated by two white lines in paved lots. In unpaved lots, vehicles shall be parked perpendicular to the concrete wheel stop or bumper block.

Radio Frequency Identification (RFID): a device used to communicate with garage gate systems allowing entry and exit.

Waitlist: Placing yourself on a waitlist holds your place in line. If a permit becomes available in your preferred location, you will be notified via your UArizona email.

Waitlist Letter (eBill): When a permit is assigned, an eBill will be placed under the View Your Letter section of the Parking Portal. The eBill outlines the permit location assignment, cost, and deadline date to purchase. Customers will be notified via University email address (@email.arizona.edu or @arizona.edu) to view eBill and follow purchase instructions.

Section IV.1 General Requirements

University faculty, staff, students, and affiliates

- a. Verification of University of Arizona employment, student enrollment or affiliation
- b. Payment of any outstanding citations
- c. Payment of permit cost

If nonaffiliated, and deemed eligible, an application is required.

Section IV.2 Permit Registration

University employees, students, and affiliated individuals currently holding permits may register for the upcoming permit year starting in late spring.

1. **Renewal - Payroll:** University employees on payroll deduction with a permit in late spring, are offered a permit for the coming school year. A permit will be assigned if payment is made by the given deadline. Employees on payroll deduction are given the first opportunity to place themselves on a waitlist for a different parking location.
2. **Renewal – Non-Payroll:** Non-payroll employees, students, and other affiliates with a permit in late spring are offered a permit for the coming school year. A permit will be assigned if payment is made by the given deadline. These customers may place themselves on a waitlist for a different parking location before open sales.
3. **Prior to Open Sales,** the waitlist is closed. The waitlist is processed (run) and new location assignments are issued to current permit holders based on availability. Exchange for a new permit location is allowed during this period for current permit holders.
4. **Open Sales:** Starting in July, new permit holders may purchase available permits through the Parking Portal. No exchanges allowed during this period.
5. **If location requires a physical permit,** they will be mailed out:
 - a. Phoenix Biomedical Campus Lot 10002 – Mid July
 - b. Phoenix Biomedical Garage – Customer will be emailed instructions on how to obtain an activated garage access card from the Security Desk in HSIB
 - c. Main Campus – Mid July
6. **Waitlist and Exchanges:** Starting in October, the waitlist for available locations will be open and permit location exchanges are allowed.
7. **Upon purchase,** a permit will be issued and processed to be mailed out, if applicable. If permit is an exchange, the customer must contact our office to process the exchange. The customer is responsible for paying the difference in price.
8. **RFID unit must be returned upon termination of association with the University and/or non-renewal of the garage permit.** Failure to return the RFID will result in a fee assessed to the permit holder.

9. Change in Vehicle or License Plates: Parking & Transportation Services **shall** be notified of any changes in address, ownership or license plate information on vehicles registered with the University. Failure to do so may result in permit holder being held responsible for subsequent citations and/or impoundment of vehicle. Further, it may result in the loss of parking privileges or loss of registration for future parking permits.
10. Permit Mailing & Email Address
 - a. University employees and students must update their mailing address through UAccess. Allow one (1) business day for parking system to update.
 - b. Email address: All Parking & Transportation Services renewal and eBill communication is sent to official University email (@email.arizona.edu or @arizona.edu).
 - c. All non-University customers must notify Parking & Transportation Services of any address or email change within 10 business days of the change.

Section IV.3 Permit Types

When displayed, a permit allows the permit holder to park only in the area designated, unless posted signage directs otherwise. These permits do not guarantee a parking space, but the right to park when a legal space is available. Only one vehicle may be on campus at a time utilizing your parking permit.

Parking & Transportation Services reserves the right to adjust these conditions and may allow a vehicle an alternate method of displaying parking permits due to special circumstances. Pre-approval by the Executive Director of Parking & Transportation Services is required for all exceptions.

How to Display Each Permit Type

Permit-By-License Plate: A physical permit is not required for Permit-By-License Plate areas. You will not receive a permit in the mail, instead, your license plate is your parking permit. Vehicle information must always be up to date in the Parking Portal. Multiple vehicles may be registered to your account, but only one may be parked on campus using your parking permit.

Your vehicle's license plate must be fully visible from the driving lane to be properly displayed. Backing into or pulling through a parking space is prohibited.

Hangtag: Designed to hang from vehicle rearview mirror. The permit may be displayed face up on the driver's side dash. It is the responsibility of the operator of the vehicle to ensure the permit number, type, and expiration date (if applicable) are in full view and not obscured by window coverings or treatments. Remove permit before driving on street.

Garage RFID Unit: Designed to adhere to the interior lower left-hand corner (driver's side) of the front windshield.

Lot/Zone/Street Parking Repositionable Sticker: Designed to be affixed to the interior lower left-hand corner (driver's side) of the front windshield. The permit must be affixed in such a manner that

the permit number is in full view and not obscured by any window coverings or treatments. A sticker placed face down on the dashboard is not a valid display.

Motorcycles and Moped Plastic Sticker: The permit must be affixed on or near the rear fender by the license plate or on the right front fork of the motorcycle/moped. The permit number must always be in full view.

Glossary of Permit Types

1. **Garage Permit** (ex: Cherry Garage, Highland Garage)

Permit allows the holder to park only in assigned garage 24/7. Permit does not allow access to surface parking or restricted permit spaces (e.g., time limit spaces, reserved permit spaces, service vehicle spaces, etc.).

2. **Lot/Zone/Street Permit** (ex: Lot 6090, South of 6th Street, 1000 E 4th St)

Permit allows the holder to park only in the area assigned during posted hours. Permit does not allow access to garage, hourly pay spaces without payment, or restricted permit spaces (e.g., time limit spaces, reserved permit spaces, service vehicle spaces, etc.).

3. **Flex Lot 8106**

Allows any permit holder to park in the lot, but only for 2 hours maximum. This does not include the Passport parking spaces on the eastern portion of the lot along the wall. Passport parking spaces require payment until 9 p.m.

4. **Service Permit: Contractor-Annual, Off-Campus Vendor and University Department Permit**

Permit allows holder to park in designated Service Vehicle spaces while conducting official University business and is restricted to two hours. Permit does not allow access to park in garages, regular permit spaces in lots/zones/streets or Passport hourly pay spaces.

This permit may not be used by an employee, student or individual as a personal parking permit. If found in violation, the permit will be revoked indefinitely.

5. **Short Term Contractor Permit**

Contractor permit must be approved by Parking & Transportation Services prior to issuance. Permit allows short term parking in Service Spaces or approved location. This permit does not allow deviation from these regulations. (e.g., Exceeding the Service Space 2-hour limit)

This permit may not be used by an employee, student or individual as a personal parking permit. If found in violation, the permit will be revoked indefinitely.

6. **Department Reserved**

Permit is restricted to patient or research affiliated parking and only for the duration of scheduled appointment. The UA department reserving the space(s) will manage reservations. Any other purpose must be approved by the Executive Director of Parking & Transportation Services.

7. **Retiree Permit**

Permit allows a retired employee to park in Zone 1 and South of 6th Street lots at no charge. During athletic or other special events when lots are reserved, retiree will be accommodated in South of 6th St. lots west of Mountain Ave. or any non-reserved Zone 1 lot.

Status in UAccess must reflect Official UA Retirement status. Any other status for termination does not qualify for a permit. Parking privilege is for retiree only. Others attempting to park on campus using a retiree permit are subject to citation and impoundment.

A retiree who returns to work at .50 FTE or greater must return the Retiree Permit to Parking & Transportation Services and may purchase a regular permit to park on campus.

Retiree holding a state disabled license plate or disabled placard may park in any disabled spaces located in lot/zone/street parking on campus and in Park Avenue, Tyndall Avenue, and Highland Avenue garages on a space-available basis. Disabled retirees must display their state disabled placard and the retiree permit when parking in a campus disabled space.

8. UA Disabled Permit



Permit allows holder to park in Disabled spaces requiring a University of Arizona permit.

In addition to possessing a Motor Vehicle Division (MVD) issued disabled plate/permit/placard (proof in your name required), employees and students must purchase a University disabled parking permit.

A metered or Passport hourly pay disabled space requires payment during posted hours.

There are two levels of service available to disabled permit holders:

- Level 1** – allows parking in all lot/zone/street parking throughout campus in disabled spaces only.
- Level 2** – allows parking in all lot/zone/street parking and garages throughout campus in disabled spaces only.

UA Temporary Disabled Permit

There are two ways to obtain a University temporary disabled permit:

- a. MVD Temporary Placard
Bring in current University permit and MVD temporary placard to Parking & Transportation Services. A University temporary disabled permit will be issued for the same duration as the MVD temporary placard. Non-University permit holders will be charged according to permit period. To extend the permit period, a new MVD temporary placard must be brought into Parking & Transportation Services.
- b. Application for Temporary Disabled Permit

Individuals who do not have an MVD temporary placard must fill out an APPLICATION FOR TEMPORARY DISABLED PARKING PERMIT. The form must be completed by an authorized physician or by Campus Health Center. Bring in current University Permit and Application to Parking & Transportation Services. A University disabled permit will be issued up to 6-months. Non-University permit holders will be charged according to permit period. To extend the permit period, an individual must bring to Parking & Transportation Services an MVD issued temporary placard. The University temporary disabled permit will be extended for the same duration period.

A metered or Passport hourly pay disabled space requires payment during posted hours.

9. Summer Permit

Permit allows parking in designated locations beginning in May. Permit cost is pro-rated based on annual permit price.

10. Evening Permit

Permit allows parking in garage and lot/zone/street areas during a specific timeframe.

- a. Garage: Valid Monday-Friday, 3:30 p.m. to 12 a.m.
- b. Lot/Zone/Street: Valid Monday-Friday, 2:30 p.m. till posted closing time.

11. Park and Ride Permit

Permit allows off-campus permit holders (Lots 9004, 9006, 9007 and 9008) to park their vehicle in a specified lot and board the Cat Tran bus to ride into campus.

- a. A boarding pass is required to ride the Cat Tran from a transit stop specified for Lot 9004 and 9007 permit holders. The pass is issued to the permit holder at time of purchase.
- b. Customer is responsible for reviewing Cat Tran pick-up and drop-off times, which can be found at <https://parking.arizona.edu/cattran/>

12. Park and Walk Permit

Permit allows off-campus permit holder (Lot 9003) to park their vehicle in specified lot and walk to campus.

13. Cat Tran Boarding Pass

Cat Tran's Orange route requires the purchase of a boarding pass. You may purchase through the Parking Account Portal.

14. President's Club Permit

Permit is issued by the University Foundation. It allows the Presidents' Club members to park on an occasional basis in Zone 1 lots, South of 6th lots, and parking garages on a space available basis. All meter and Passport hourly pay spaces require payment during the times posted. President's Club parking privileges are available only to President's Club members and are not for personal use by students, employees, or other family members. Employees or students who may be members of the President's Club are still required to purchase a University of Arizona parking permit to park in university controlled lots or garages on a regular basis.

15. Press Permit

Permit allows occasional use by members of the news media only during **official business**. Permit is valid in surface lots, Passport hourly pay spaces, or other prearranged locations. Garage parking on a space available basis except in Second Street Garage and during special event parking restrictions. Usage will be monitored. Please observe posted signs. Permit is not valid in:

- a. Service, disabled, loading zones, no parking areas, or any reserved spaces.
- b. During any event when parking is controlled (reserved or pay at entry)

Parking for media personnel during sporting events may be arranged through ICA. Media parking during other events may be coordinated through the Parking & Transportation Services Visitor Program section.

Permit may not be used by an employee, student or individual as a personal parking permit. If found in violation, the Press Permit will be revoked indefinitely.

16. **UA State Permit**

Permit allows state vehicles to park overnight in a specified parking lot and gives access to service permit spaces during the day with a two-hour time restriction.

There are four levels of state vehicle permits:

- Level 1 - Central campus—provides a parking space between Speedway and 6th St.
- Level 2 - South of 6th/Zone 1—provides a parking space within the campus planning boundary north of Speedway or south of 6th St.
- Level 3 – Lot Specific – provides parking space within a specific lot.
- Level 4 - Off campus—provides a space at an off-campus parking lot.

17. **Employee Occasional Use Permits: Restricted to University of Arizona Employees**

Main Campus: Garages

Preloaded card allows permit holder to park in specific garages for up to (20) days.

Space in the garage is not guaranteed and based on availability.

Disabled option available upon request email PTS-ParkingInformation@email.arizona.edu

- Valid placard or disabled license plate registered to permit holder is required for this option.

No refunds.

Cannot be combined with an annual or academic parking permit.

Not valid in any gateless garage environment.

Phoenix Biomedical Campus – Semester Surface Lot

Permit allows holder to park in Lot 10002 any two days of the business week.

Accessible spaces - Valid placard or disabled license plate registered to permit holder is required for this option

Space not guaranteed and based on availability.

No refunds.

Cannot be combined with an annual permit,

Not available for PBC Garage or Lot 10003

Permit Rules & Regulations

The University will issue permits for designated areas of the campus. Individuals may purchase only one automobile permit. Any vehicle parked in lots designated for permit parking must always clearly display a current University parking permit for that area. If a permit is held in a Permit-By-License Plate location, vehicle information must always be up to date in the Parking Account Portal.

Parking permits must be removed from vehicles under the following conditions:

- a. When the owner's association with the University is terminated.
- b. Expiration of the period for which the permit is issued.
- c. Change of vehicle ownership.

Term of Permit

Permit is valid during the valid dates indicated on the permit or repositionable sticker. For Permit-By-License Plate locations, permit valid dates are outlined on purchase receipt and on the Parking Permit Rates page of our website. All permits are valid based on receipt of payment in full. If permit holder does not renew a permit with an RFID unit, RFID units must be returned to Parking & Transportation Services by no later than September 30 or be accessed a fee.

Transfer of Permit

Permit is permanently assigned to the purchaser and may not be transferred to another person. The resale or transfer of a permit is considered a Prohibited Use of a Permit violation subject to a \$400.00 fine. Also, any citations and associated fines received while using a "resold or transferred" permit will be the responsibility of the original purchaser and placed in their parking portal account.

If found in violation of this regulation, in addition to the above stipulated fines, the permit holder's priority renewal privileges for the following permit year and refund eligibility are forfeited.

To obtain a new permit, the customer will need to start a new permit registration process through the Parking Account Portal.

If permit is no longer needed, the permit must be returned to Parking & Transportation Services and the permit holder may be eligible for a prorated refund.

Replacement Permit

Permit holder is responsible for the security of their permits, RFIDs, and gate cards. Vehicles should always be locked, and windows rolled up all the way. Convertible and soft-top vehicle owners may request a sticker that affixes to the windshield or may have their permit encased in Plexiglas (for a fee) by Parking & Transportation Services. The encased permit can be affixed to the steering wheel.

Lost/Stolen Permit/RFID

Lost or stolen permits are NOT replaced by Parking & Transportation Services free of charge. If the permit is stolen, a police report must be filed with the law enforcement agency in the jurisdiction of the theft. The police report case number must be attached to the Parking & Transportation Services Lost/Stolen form. If the permit holder subsequently recovers the lost/stolen permit, it must be returned to Parking & Transportation Services immediately. Failure to inform Parking & Transportation Services that the lost/stolen permit has been recovered or subsequent use of a reported lost/stolen permit will result in immediate impoundment of the vehicle displaying the

permit. If the lost/stolen permit is recovered by the owner and used, the permit holder may be held responsible for all resulting citations and fines.

Permits and RFID units that are lost in the mail must be reported as such within 30 days of mailing.

Sold or Traded Vehicles

The permit holder has the responsibility for removing permits prior to selling or trading a vehicle. Permit holder must contact Parking & Transportation Services to update vehicle information to continue to use the permit. If the permit was not removed from the vehicle, a Lost/Stolen Permit form must be filed with Parking & Transportation Services to purchase a replacement permit for a fee.

If the permit holder attempts to remove a repositionable permit but it is damaged in the process, the permit is deemed defective and will be replaced at no charge. If this occurs, the customer is required to bring to Parking & Transportation Services all identifiable remnant pieces of the original permit to receive a replacement.

False Registration

Only Parking & Transportation Services is authorized to sell parking permits. No person shall obtain, attempt to obtain, or use an altered, stolen, lost, or counterfeit parking permit or a permit issued upon false information. Giving a false name, address, ID number, or other false information shall constitute false registration.

Violation of this provision may result in fines, impoundment, suspension, or revocation of campus parking privileges. In addition, a referral to the Dean of Student's Office or appropriate Dean, Director or Department Head may be made.

Revocation of Parking Privileges

Parking permits are the property of the University and may be recalled and parking privileges revoked by the Executive Director of Parking & Transportation Services (or designee) when any of the following occur.

- a. The circumstances under which the permit or gate card was issued change or no longer exist.
- b. A permit or gate card is used by an unauthorized person or in an unauthorized manner.
- c. A parking permit application is falsified.
- d. A counterfeit, altered, lost/stolen permit or gate card is used.
- e. A driver disregards a verbal notice from a Parking & Transportation Services employee not to park in or drive through designated areas.
- f. A check or draft is returned as uncollectable.
- g. The permit fee is unpaid.
- h. When the owner's association with the University is terminated.
- i. Issuance of six or more citations within the current Permit year to any vehicle registered to a University of Arizona permit holder.
- j. Upon repeated violation of traffic regulations within campus parking structures.

When parking privileges are revoked, no prorated refund will be given.

Payment Methods

Online Parking Portal Payment Options:

Credit/Debit Card, Employee Payroll Deduction Plan and Student Bursar Account

Parking & Transportation Services Office Payment Options:

Credit/Debit Card, Employee Payroll Deduction Plan and Student Bursar Account

A service charge will be collected for insufficient funds. A payroll deduction plan is available for qualified University employees. Permit cost may be transferred to student bursar account for a \$20 non-refundable fee. Fee waived if purchase is made online.

Garage Visitor Payment Options:

Credit/Debit Card or CatCa\$h

Signage at entrance indicates if garage does not take cash and only accepts card type payments.

Pro-Ration Date for Permit

Pro-ration for permit purchase begins on the permit's valid date.

Unallowable Expenditures FSO Policy 9.10

University funds cannot be used for university parking fees and permits for faculty, staff, or administrators' personal use.

Refunds

A permit that is no longer needed should be returned to Parking & Transportation Services. Permits may be returned for a pro-rated refund through the last business day in April. The balance of any fees and fines owed Parking & Transportation Services will be deducted from any refund due.

Official Sabbatical Leave

Employees, mostly Faculty, who are on official sabbatical, as defined by the Provost Office or Central HR, can return their parking permit, stop payment, and have the same permit upon their return. There may be circumstances in which the parking location in which they were parking is no longer available or because of other circumstances we cannot reissue that specific parking location. In these cases, Parking & Transportation Services will make the most equivalent assignment, as determined by the department. Employee must submit documentation from the Provost's Office or Central HR that indicates their official sabbatical status.

Article V. Enforcement

Section V.1 Knowledge of Rules

It is the responsibility of all individuals who bring a vehicle to campus to read and fully understand these regulations. This is without respect for whether the individual possesses a parking permit. Lack of knowledge of these regulations does not excuse violations and will not relieve the violator of responsibility for citations.

Section V.2 Signage

Signs located at the entrance to campus parking areas indicate the type of permit required, the hours of control and special regulations. Vehicles must be parked ONLY where spaces have been designated and within a parking space. There may be conflicts among these regulations or map designations and on-site signs that specify parking instructions. In those instances, the on-site signs always take precedent. Where there are multiple restricted spaces together, these may be depicted by signs at the beginning and end of the restricted area. Drivers should be alert to both temporary and permanent signage displaying parking instructions, including Passport hourly pay parking spaces that are covered, bagged, or blocked with cones or other barricade equipment.

Section V.3 Legal Parking Space

A legal parking space is designated by two white stall lines in paved areas, by concrete bumper blocks or wheel stops in unpaved lots (vehicles must be parked perpendicular to concrete bumper block or wheel stop), or by signs for parallel parking.

When vehicle tires are parked on white stall lines, it is the discretion of the Parking Service Officer to issue a citation for Over the Line violation when it prevents a driver or passenger in the adjacent vehicle from safely entering or exiting their parked vehicle.

Section V.4 Responsibility of Citations

1. Permit holders shall be held responsible for citations that are issued to any vehicle displaying or registered to their permit without regard to who is operating the vehicle displaying the permit.
2. The registered owner or primary driver of any vehicle brought to the campus is responsible for any citations issued to the vehicle. It is the responsibility of the registered owner to notify Parking & Transportation Services immediately if the vehicle is stolen or if it is sold to another party.
3. When it is determined that a University of Arizona employee or student has the same address or last name as the registered owner of a vehicle with outstanding citations, a review will be performed to determine who is the responsible party.

Based upon the information obtained from the University of Arizona and the State Department of Motor Vehicles, the University of Arizona affiliated employee or student may be held responsible for those citations, rather than the registered owner.

4. Drivers of State/Federal vehicles are responsible for knowing and abiding by all federal, state, local and University motor vehicle, and traffic regulations. Drivers of State/Federal vehicles will be held individually responsible for parking citations. Departments leasing or owning vehicles may also be held responsible if the individual driver responsible for a particular citation cannot be determined.
5. Citations received while conducting official business for a person's department are the responsibility of the operator of the vehicle.

Section V.5 Motorcycle and Moped Parking

Motorcycles, mopeds, and motor driven cycles must park only in areas designated for motorcycles, except for Passport hourly pay parking spaces or areas pre-approved by the Executive Director of Parking & Transportation Services. Where motorcycle spaces are individually marked, only one motorcycle is permitted per space. If there is more than one motorcycle parked in the space, all shall be cited. Motorcycles are prohibited from parking or operating in bicycle parking areas or in garages at all times, except for the dedicated motorcycle parking area located on the south side of the Main Gate garage and the west side of the Park Avenue and Sixth Street garages. Vehicles are always prohibited from parking in motorcycle parking spaces.

Section V.6 Impoundment of Vehicles and Non-Pedestrian Devices

When any vehicle or non-pedestrian device is determined to be in violation of Campus Parking and Traffic Regulations, it is subject to citation, impoundment or immobilization, or any combination, at the owner's expense. In addition, vehicles or non-pedestrian devices may be impounded or immobilized based on unpaid/past due citations. Motor vehicles and non-pedestrian devices will be released to the registered owner or their duly authorized agent only after all the following conditions are met:

- a. All outstanding citations and impoundment fees are paid.
- b. A picture I.D. is presented.
- c. Parking permit is relinquished if requested by a Parking & Transportation Services official.

During non-business hours, Parking & Transportation Services will release vehicles and non-pedestrian devices only after all outstanding citations and a non-refundable administrative fee are paid.

Section V.7 Liability

The University of Arizona assumes no responsibility for the care and protection of any bicycle, vehicle, or its content(s) any time it is on university-owned or leased property, or when the vehicle is impounded or immobilized.

Article VI. Parking Violations

Section VI.1 Permit Violations

1. Parking a vehicle in an area for authorized permit holders only without displaying a current University of Arizona parking permit for that area.
2. Displaying a permit that is no longer current and valid.

3. Failure to clearly display a current University of Arizona permit or displaying the permit in such a manner that parking personnel cannot read the permit type, expiration dates and permit number.
4. Parking in an area not specifically authorized by the permit being displayed.
5. Displaying a permit that is not linked or associated with vehicle license plate.

Section VI.2 Parking in No Parking Areas

1. Parking a vehicle outside a legal space or parking in an area not authorized for parking, to include crosshatched area or red bumper block. Vehicles must be parked between two stall lines in paved areas or by signs authorizing parallel parking or by parking perpendicular to bumper blocks in unpaved lots.
2. Parking in an area not designated as a legal space(s) or signed as No Parking.
3. Parking in such a manner as to obstruct areas necessary for vehicular or pedestrian movement (e.g., thoroughfares, driveways, pedestrian walkways, or parking lot aisles).
4. Parking a vehicle on a marked bicycle path or in such a manner as to obstruct bicycle traffic.
5. Parking a vehicle on a landscaped area(s) (e.g., gravel, dirt, or lawn).
6. Parking a vehicle in such a manner as to obstruct trash collection areas.
7. Parking in a building, on sidewalks, malls or other areas not specifically designated for parking.

Section VI.3 Parking at a Red Curb or in a Fire Lane

Motor vehicles are prohibited from parking alongside of, on top of or perpendicular to any red line/curb/hydrant or sign designating an area as emergency access even if the driver remains in the vehicle.

Section VI.4 Parking in or Blocking Access to a Space for the Disabled

1. Parking in a space designated for the disabled and failing to display a state issued plate/placard or appropriate UA Disabled permit without the proper University permit.
2. Blocking disabled access ramps or areas (designated by crosshatching).

Section VI.5 Pay By Phone Violations

1. Parking in an out of service area.

2. Parking in a Passport hourly pay space that has been reserved, covered, or bagged to indicate a special restriction or designated as no parking. Parking in a Passport hourly pay area that has been reserved to indicate a special restriction or designated as no parking.

Section VI.6 Parking Overtime Violations

Listed below are the time-restricted parking spaces located on campus. These are controlled 24/7. Parking over the allotted time is a violation.

- a. 2-hour short term parking space
- b. 2-hour Service Vehicle space
- c. 20-minute zone space
- d. 10-minute garage repark to pay cashier space
- e. 15-minute courtesy parking

Section VI.7 Improper Parking

1. Parking a vehicle over the line, including occupying two spaces with one vehicle or parking in such a manner that prevents another vehicle from using an adjacent legal space.
2. Parking a vehicle in an Electric Vehicle Space. The following must be met to avoid an improper parking citation in the electric vehicle space:
 - a. Must be an electric vehicle.
 - b. The electric vehicle must be plugged in and utilizing the charging system. Electric vehicles parked in the space not utilizing the charging system will be subject to the issuance of an improper parking citation.
3. Parking in a Commercial/Government space without a Commercial or Government license plate.
4. Parking any personal vehicle in a Zip Car reserved parking space.
5. Parking in a space or area designated for special access. Violators may be subject to a fine and towed to a private towing yard or relocated to another University lot/zone at owner's expense.
6. Parking in a Reserved space designated for departmental use or by a permit holder. Violators will be subject to a fine and towed or relocated at owner's expense.
7. Parking in a Carpool parking area without a carpool permit.
8. Vehicle parking in a space designated as Motorcycle Only.
9. The driver of a motor vehicle may not park in a garage or lot/zone space in such a manner that prevents parking service officers from using license plate reading (LPR) technology for enforcement, unless in an area posted as Back-In only. A good rule of thumb is pull vehicle into an authorized space with rear license plate facing out towards the drive approach lane to ensure the license plate is visible and readable to the LPR Mobile enforcement officer.

Section VI.8 Prohibited Parking

1. Parking a vehicle on a street against the direction of traffic flow or in an aisle in a parking garage or surface lot.
2. Parking an oversized vehicle/SUV, Truck or Van in a compact car space or a space designated for passenger cars only, resulting in vehicle extending beyond the stall lines and/or creating a safety hazard.

Section VI.9 Disregarding a Parking Control Device

Bypassing a parking control device used to prohibit or restrict access to an area such as a barricade, cone, parking sign, or PTS personnel stationed at entry or exit. This includes entering a parking area other than by the established entry/driveway. Leaving a garage without payment or following another vehicle out of gated garages (tailgating) without payment. Violators may be subject to a \$400 fine.

Section VI.10 Parking Garage Violations

1. Parking a vehicle in any visitor parking garage during hours of operation without payment of daily fee.
2. Bypassing an access control gate at either the entrance or exit to avoid payment of daily parking fees is prohibited. Violators shall be subject to a \$400 fine and the vehicle may be towed or immobilized.
3. Allowing your permit to be used by another vehicle, so more than one vehicle enters or exits the garage at a time is prohibited. Violators shall be subject to a \$400 fine and the vehicle may be towed or immobilized.
4. Parking in a gated parking garage without a valid garage parking permit Monday-Friday from 2 a.m. to 5 a.m.
5. Gateless parking garages are controlled 24 hours per day, Monday-Friday, in South Stadium, Highland Ave., and Health Sciences parking garages. These parking garages require a permit or payment through the Passport hourly pay parking app.
6. Parking a vehicle over the line, including occupying two spaces with one vehicle or parking in such a manner that prevents another vehicle from using an adjacent legal space.
7. Driving the wrong way against the flow of traffic.

Section VI.11 Persistent Parking Violator

Is defined as someone who accumulates six or more (paid or unpaid) parking citations during the current permit year. Upon issuance of the sixth citation, the vehicle will be immobilized and/or impounded for each subsequent violation.

Section VI.12 Improper Application or Use of Parking Permits

Improper application of a permit is defined as using a permit for other than its authorized purpose. This includes, but not limited to:

1. Displaying or making use of an altered, stolen, lost, counterfeit or improperly transferred permit.
2. Using a permit or pass to which the user is not entitled; this includes a permit wrongly obtained by falsifying information or eligibility for use.
3. Falsifying a report regarding a lost or stolen permit.
4. Intentionally falsifying a permit application.
5. Use of a disabled parking permit by other than the registered owner of the permit.

Section VI.13 Other

1. Failure to follow an audible or visual signal from a Parking & Transportation Services employee or any police officer.
2. Parking overnight on campus facilities for the purpose of habitation in the vehicle.
3. Use of campus property to repair vehicles.
4. Tampering with or removing any boot device placed on a vehicle.
5. "Abandoned vehicle" means a vehicle, motorcycle, trailer, or semitrailer that is of a type subject to registration under ARS Title 28 whether lost, stolen, abandoned or otherwise unclaimed and that has been abandoned on a public highway, public property or elsewhere in this state, including private property. Evidence that a vehicle was left unattended for a period of forty-eight hours within the right-of-way of any highway, road, street, or other public thoroughfare or for a period of seventy-two hours on public or private property or elsewhere in this state is prima facie evidence of abandonment.

Violation of the above rules will subject the violator to a monetary fine and/or vehicle impoundment (See section VIII for collection procedures and additional fees on unpaid accounts).

Any type of falsification or improper use of a University of Arizona parking permit or the issuance of six or more citations, whether paid or unpaid, within a fiscal year may be cause for revocation or

suspension of parking privileges for any affiliated individual. Attempting to park or allowing others to park in parking garages without payment and any failure to follow posted traffic patterns may result in the suspension or revocation of campus parking privileges. The Executive Director of Parking & Transportation Services reserves the right to make the decision regarding suspension or revocation in these instances.

Article VII. Moving Violations

Section VII.1 Adherence to Required Traffic Control Devices

Unless otherwise directed by Parking & Transportation Service personnel or a police officer, the driver of a vehicle shall obey the instructions of an official traffic control device applicable to the driver that is placed in accordance with University of Arizona policy and the rules and regulations of Parking & Transportation Services. The maximum speed in campus parking structures and lots is 15 MPH. There is a zero-tolerance policy for violation of moving regulations.

These traffic control devices include, but are not limited to:

1. Speed limit signs
2. Directional arrows on the ground surface or on signage
3. Directional restriction signs (No Left Turn, Right Turn Only, Do Not Enter, Road Closed)
4. Yield Signs
5. Stop Signs

Section VII.2 Reasonable and Prudent Speed

1. A person shall not drive a vehicle in a parking structure at a speed greater than is reasonable and prudent under the circumstances, conditions, and actual and potential hazards then existing. A person shall control the speed of a vehicle as necessary to avoid colliding with any object, person, vehicle, or other conveyance in compliance with legal requirements and the duty of all persons to exercise reasonable care for the protection of others.
2. The maximum speed provided in this section (15 MPH) is reduced to the speed that is reasonable and prudent under the conditions present and with due regard to the actual and potential hazards existing.

Section VII.3 Tailgating

The driver of a vehicle shall not tailgate out of any university parking garage. Tailgating is defined as:

1. Following another vehicle out of a gated parking garage without payment or use of a valid permit.
2. Removal of a gate arm by the driver or passenger of a vehicle.

3. Bypassing a gate arm that is not functional.
4. Leaving a gateless garage without payment.

Violators will be subject to a \$400 fine, immobilization and/or tow.

Section VII.4 Driving the Wrong Way

The driver of a vehicle shall not drive the wrong way against the posted flow of traffic in any university garage. This presents a serious hazard with the potential of injury to yourself and others; consequently, these rules are strictly and consistently enforced with a zero-tolerance policy.

Violation of any Campus Parking and Traffic regulations may subject the violator to a monetary fine, revocation of permit privileges, and/or vehicle impoundment (See Article X for collection procedures and additional fees on unpaid accounts).

Article VIII. Golf Carts and other Motorized Vehicles

Section VIII.1 Definition

“Golf Carts and other Motorized Vehicles” are transportation devices that utilize battery power to fully or partially propel its operator, this includes but is not limited to, golf carts, service carts, motorized scooters, motorized bicycles, Segway, hover boards, and similar vehicles. This definition does not pertain to assistive devices such as motorized wheelchairs.

Electric cars, hybrid vehicles, and any other alternative fueled vehicles are automobiles and all rules applicable to cars apply. These vehicles are not considered “Golf Cart and other Motorized Vehicles.”

Section VIII.2 Operator Requirements

A valid driver’s license is required for operating golf or service carts on campus. All operators are required to review regulations and must be registered with Risk Management. More information about their requirements can be found at: risk.arizona.edu.

Section VIII.3 Golf Carts

1. Required Equipment on golf carts

University owned Golf Carts:

- a. Vehicle number and license plate
- b. Emergency brake
- c. Ignition shutoff
- d. Headlights and taillights
- e. Mirrors
- f. Seat belts

- g. University of Arizona Safe Driving Sticker
- h. Vehicle number assigned by Motor Pool

Non-University owned Golf Carts:

All golf carts not owned by the University of Arizona operated on campus must be street legal.

2. Golf Cart Parking

University Golf Carts:

- a. Must park in designated Service or Golf Cart parking areas.
- b. May park in areas designated for carts north of the Administration Building.
- c. Shall not block fire hydrants, fire department connections, or obstruct fire lanes.
- d. Shall not park on sidewalks, bike paths, disabled paths, or block curb cuts.
- e. Shall not be attached to bicycle racks or parked in a manner blocking access to bicycle parking.

Non-University Golf Cart Parking

Must display a parking permit issued from Parking & Transportation Services and park in a legal space in that designated parking area.

Section VIII.4 Operation of Golf Carts and Other Motorized Vehicles

1. Shall observe all motor vehicle traffic laws (speed limit, stop signs, one-way streets, etc.).
2. Shall not be operated in such a manner as to endanger passengers, campus community, or property.
3. May not be driven in areas that are restricted by signage.
4. Golf carts may not be driven on Speedway, Campbell, Sixth or Euclid, but may cross these streets at an intersection controlled by a traffic signal light.
5. Must reduce speed when driven in areas of high pedestrian usage.
6. Operators and passengers must always wear seatbelts.
7. Shall not exceed the manufacturer's rated load limit for the vehicle.

Bike lane usage:

1. Golf Carts may be driven in campus bike lanes.

2. Golf Carts must be driven in the roadway, as any other vehicle, when using any through-way or street (as defined in the Arizona Revised Statutes).
3. Other motorized vehicles, except those prohibited by Arizona or Tucson City Statute may use bike routes.

Section VIII.5 Motorized/Electric Bicycles

1. Definition: Motorized/Electric Bicycles shall be construed to mean any motorized, gas powered bicycle or tricycle that is equipped with a helper motor that has a maximum piston displacement of 48 cubic centimeters or less, or an electric motor of less than 750 watts (1hp), that may also be self-propelled and that is operated at speeds of less than 20 mph. A motorized bicycle that does not have pedal-assisted power shall be considered a Motor Driven Cycle.
2. A motorized/electric bicycle shall adhere to all the regulations as set forth herein while being operated on the University of Arizona campus.
3. A motorized/electric bicycle utilizing any campus bike lane/path/route, or any campus street may not exceed 20 mph.
4. To assure the safety of the campus community, the operation, storage, or abandonment of any motorized/electric bike owned by a shared-use mobility company is prohibited, unless expressly approved by the University. Proper vetting and review of such programs by the University is a necessary step to ensure that the operators regularly inspect and maintain the safety of the rental bikes, have responsible and sustainable business practices, and are committed to comply with University processes and policies.

Section VIII.6 Mopeds

1. The operator must be licensed (Class D) and the vehicle registered and insured.
2. For the purpose of these regulations, mopeds are considered Motor Driven Cycles and subject to Section 5.05.

Section VIII.7 Other Non-Pedestrian Devices

Non-pedestrian devices are defined as motorized or non-motorized equipment designed to propel or transport people using human power, electricity, or fuel.

Examples of non-pedestrian devices include, but are not limited to:

- a. Roller and inline skates
- b. Scooters (electric and non-electric, owned by either an individual or shared-use mobility company)
- c. Segway® personal mobility devices or transporters
- d. Skateboards
- e. Hover boards (a self-balancing one or two-wheeled board)

1. The above listed non-pedestrian devices (except electric scooters) can be ridden on sidewalks, bike paths, and in any area not prohibited by signs and/or regulations.
2. Persons operating such devices must always yield to pedestrians and obey all traffic signs. It is the operator's responsibility to operate equipment in a safe and controlled manner.
3. Using non-pedestrian devices on stairs, landings, handrails, benches, bike racks, University structures, or in parking garages for "acrobatic stunts" is prohibited on campus.
4. Any person legally defined as disabled and utilizing a non-pedestrian device as their means of transportation is exempt from any non-pedestrian device regulation that would be in violation of ADA accessibility requirements/use.
5. A non-pedestrian device used as a disabled vehicle must be registered through Parking & Transportation Services and receive a disability symbol/permit to attach to their non-pedestrian device indicating that it is authorized for use on campus as such.
6. Electric scooters (excluding handicap scooters) are prohibited on the University of Arizona property and may not be operated on the campus nor brought into any campus building.
7. Electric scooters are defined as an electric powered stand-up "kick" scooter sized to accommodate most adults. Electric scooters that are found in use, parked, or abandoned on campus are subject to impoundment (See section 5.06 Impoundment of Vehicles and Non-Pedestrian Devices). This applies to electric scooters owned either by an individual or a shared-use mobility company, unless expressly approved by the University.
8. Proper vetting and review of shared-used mobility programs is required by the University prior to operating on campus.
9. If any persons or property are damaged or injured from the use of electric scooters owned by a shared-use mobility company, the University of Arizona would seek to hold the shared-use mobility company responsible to the fullest extent possible, as such damage or injury would be related to use of an unauthorized vehicle on campus.

Article IX. Operation of Bicycles

Every person operating a bicycle shall obey traffic control devices and rules of the road applicable under Arizona state laws ([§ARS 28-812](#) et seq.) and these regulations.

Section IX.1 Where to Ride

1. Ride on streets or bike paths, but never on the sidewalk. Riding on the sidewalk is dangerous to you (because drivers do not expect to see bikes on the sidewalk) and to others (because sidewalks are not wide enough to accommodate multiple bicyclists and pedestrians).
2. Operating bicycles in parking structures is prohibited.

Section IX.2 How to Ride

In accordance with [ARS §28-815](#) and [ARS §28-817](#), cyclist shall:

1. When on roadways, always ride in the same direction as traffic; never ride against traffic.
2. When on shared use paths, always ride on the right of the striped bike path.
3. Follow all posted traffic signs and devices.
4. Use hand signals (show left, right, and stop).
5. Yield to pedestrians.
6. Operate bicycles at speed appropriate to the bike path, underpass, or roadway conditions.
7. Be equipped with a white front light, and a red rear reflector or, preferably, red light that attaches to the bike and is visible from 500 feet away.
8. Any person under the age of 18, must wear a bike helmet while operating a bicycle.

Section IX.3 When to Walk Your Bike or Non-Pedestrian Device

Some areas of campus require that you walk your bike. This is to accommodate high pedestrian and bicyclist volumes in a contained space and/or to show respect to a space designated as a memorial.

Section IX.4 Bike Parking

Bike parking is conveniently located throughout the campus. Free unsecured parking is available to all students, faculty, employees, and community members. Secure parking is available upon assignment for students, faculty, and employees.

1. Free bike parking is available with your own U-lock at bike racks.
2. Bike Valet is a free service, no lock required. Parking is available between 7:45 a.m. and 6 p.m. on days class is in session excluding summer and winter break. Bike registration is required.
3. Bike Enclosure: \$35 annual fee, lock required. Rental periods are valid for one year. Request may be submitted online at bike.arizona.edu.
4. Bike Locker: \$100 annual fee, no lock required. Rental periods are valid for one year. Request may be submitted online at bike.arizona.edu.
5. Do not park your bike in a restricted area:
 - a. In University buildings
 - b. To another bike

- c. To a tree or plant
- d. To a water, steam, or gas pipe or electrical fixture
- e. To a fence, signpost, railing, bench, or emergency safety device
- f. In any other area where bike parking is specifically prohibited through signage

For a map of campus bike amenities and parking visit: <https://parking.arizona.edu/parking/maps/>

Parking & Transportation Services is not responsible for theft or damage to bicycles. Bikes are parked at the owner's risk.

Section IX.5 Bike/Non-Pedestrian Device Impoundment

1. The University maintains the right to impound any non-pedestrian device/bicycle, at the expense of the owner, rider, or claimant, which is classified as lost/stolen, stored, abandoned, or operated in violation of these regulations. Non-pedestrian devices/bicycles may also be impounded for unpaid citations. The University maintains the right to remove security devices attached for impoundment purposes.
1. Impounded non-pedestrian devices/bicycles may be claimed at the Parking & Transportation Services office. Assistance during University business hours is available from Customer Relations. Evening and after-hour assistance are available from PTS Dispatch. Services are not available during University holidays and closures.
 - a. Customer Service Lobby
 - i. Academic Periods: Monday through Friday from 8 a.m. to 4 p.m.; except for Thursdays from 9 a.m. – 4 p.m.
 - ii. Non-academic periods: Monday through Friday from 8 a.m. to 4 p.m.; except for Thursdays from 9 a.m. – 4 p.m.
 - b. Enforcement Dispatch
 - i. Academic Period: Monday through Friday from 4 p.m. – 11 p.m.
 - ii. Non-academic Periods: Monday through Friday from 4 p.m. – 7 p.m.
2. Non-pedestrian device/bicycles will be released after the claimant:
 - a. provides proof of ownership,
 - b. registers the non-pedestrian device/bicycle, if applicable; and
 - c. pays all outstanding citations, impound fees, storage fees and any other outstanding fees or citations.
3. Sales of unclaimed non-pedestrian devices/bicycles

Emails will be sent to known owners/registrants when non-pedestrian devices/bicycles have been impounded. Notices shall be left at the site where the non-pedestrian device/bicycle was impounded on non-registered devices/bicycles. Non-pedestrian devices/bicycles unclaimed 45 calendar days after the original date of impoundment shall be considered abandoned and may be disposed of by the University.

Section IX.6 Bike Registration

Free bicycle registration is offered to the University and Tucson communities. Although bike registration is not required, and non-registered bikes are allowed on campus, all employees and students are encouraged to register their bicycles. Registering your bike records the necessary information to recover lost or stolen bikes.

<https://parking.arizona.edu/bicycle/registration/>

Section IX.7 Non-Motorized Citations

The Non-Motorized Citation Fine Schedule can be viewed by clicking on the following link:

<https://parking.arizona.edu/citations/citation-information/>

Article X. Pedestrians

Section X.1 Where to Walk

1. Where sidewalks are provided, a pedestrian shall not walk upon the roadway or street. Where sidewalks are not provided, pedestrians shall, where applicable, walk on the left side of the roadway/street facing traffic.
2. Pedestrians are prohibited from walking in bicycle lanes, routes, or specifically designated areas.
3. Whenever a traffic control device controls traffic, pedestrians are to adhere to the appropriate signal displayed. If the signal is not working, pedestrians are to proceed into the crosswalk with caution.
4. When entering a crosswalk, a pedestrian shall not step into the path of a motor vehicle or bicycle when such motor vehicle or bicycle constitutes a hazard.
5. Pedestrians are prohibited from crossing a street at any point other than a marked or unmarked crosswalk.

Article XI. Citations, Appeals, and Diversion

Section XI.1 Payment of Citation

Payments for outstanding citations may be made at the Parking & Transportation Services Office, via our web site parking.arizona.edu or by mail at 1117 E. Sixth St, Tucson, AZ 85721. Students with citations charged to their UAccess student account need to make payments at the Bursar's Office. Citations that are subject to late fees cannot be appealed. Payment of citation waives the right to appeal and payment of a citation while under appeal voids the appeal.

Section XI.2 Unpaid Citations

Citations unpaid after fourteen (14) calendar days from the date issued are considered delinquent and subject to a \$20.00 late charge, in addition to the fine. Vehicles are subject to impoundment, at the owner's expense, for three (3) or more unpaid citations even if they are legally parked at the time (See Section X for collection procedures and additional fees on unpaid accounts).

Section XI.3 Appeals and Hearing

APPEALS NOT RECEIVED BY THE DEADLINE WILL RESULT IN LOSS OF THE RIGHT TO APPEAL.

1. A person who receives a University parking citation may appeal the citation via our website at parking.arizona.edu and logon to the parking portal. Appeals may also be submitted in writing by mailing to the Parking & Transportation Services Office. The appeal must be received within fourteen (14) calendar days after issuance of a citation, exclusive of the day of issuance. Tow fees, relocation & boot fees are not appealable and must be paid prior to the release of the vehicle. The following are generally not considered valid as a basis for appeal by Parking & Transportation Services as a reason to dismiss or modify a citation:
 - a. Lack of knowledge of the Campus Parking and Traffic Regulations
 - b. Only parked improperly for a brief period of time
 - c. Only parked improperly with hazard lights
 - d. Late to class or appointment
 - e. No other place to park
 - f. A note of explanation was left on the windshield
 - g. Other vehicles were parked improperly
 - h. Failure of parking officer to ticket previously for similar offenses
 - i. Inability to pay the amount of the fine
 - j. Citation not written for others in same or similar situation
2. A second level hearing is an opportunity to discuss your appeal in person with an Appeals Officer. If your first level adjudication was denied and you have information not yet disclosed and wish to present it at a second-level hearing, contact our office at (520) 626-7275 no later than the due date listed in your first level adjudication email to schedule an appointment. An appeals retainer in the amount of the citation is required when scheduling. The retainer may not be paid by Payroll Deduction or Bursar. Failure to request a second-level review by the listed due date waives the right to any further review of the citation. If the second level appeal is denied, the retainer will be applied as payment for the citation. If your first level adjudication is overturned, you will be issued a refund of your retainer amount.
3. An unfavorable decision from the Appeals Officer may be appealed to the Parking Hearing Board. The Board is comprised of university employees and student representatives that do not work for Parking & Transportation Services. The Board is an independent and impartial body charged with providing a fair hearing on appeals.
 - a. The hearing request must be made within seven (7) calendar days after the unfavorable decision by the Appeals Officer. Requests for a hearing should be made to the Parking & Transportation Services Administrative Office at (520) 621-3550.

- b. A person who requests a hearing before the Board may request that the citing officer attend the hearing for purposes of examination. Failure of the appellant to appear during any of these proceedings where an appearance is requested or required will result in a waiver of any further appeals and the forfeiture of the retainer.
4. Late appeals: requests for late appeals submitted after the 14 calendar days from the issue of the citation.

These will only be accepted if the customer provides extenuating circumstances that prevented the submission of the appeal within the fourteen (14) day period.

Section XI.4 Judicial Review

Any person who has received a final ruling from The University of Arizona Parking Hearing Board may have that ruling reviewed by the Superior Court of Pima County in accordance with the provisions of the Administrative Review Act, Title 12, Chapter 7, Article 6, and Arizona Revised Statutes. As provided by that act, the appellant must file the complaint within 35 calendar days of the Parking Hearing Board's decision. There is a filing fee assessed by the court system for this process.

Section XI.5 Diversion Programs

Diversion Program

1. A person who receives a university parking citation may have the option to participate in our Diversion Program. This program allows you to either reduce or eliminate the fee associated with a parking citation. The program is an online, self-paced multiple-choice test. On average, it will take approximately 2-3 hours to complete.
 - a. Only one request to participate in Diversion per permit year will be granted, and the request must be made within fourteen (14) calendar days from the date the citation was issued.
 - b. Opting for the Diversion Program waives the right to appeal the violation regardless of outcome.
 - c. Paying for the citation while participating in the Diversion Program will void test results and future opportunity to participate in the program within the permit year.
2. To enroll in the Diversion Program, visit our web page at parking.arizona.edu. We will process your request in the order received. A member of the Parking & Transportation Services staff will review your request ensure eligibility and then email you with further instructions within one week.

Disabled Parking Space Diversion Program

1. A person who receives a parking citation related to the misuse of a disabled parking space on campus may have the option to participate in our Disabled Parking Space Diversion Program.

This program allows you to reduce the fee associated with the parking citation. This program is available online and consists of a short quiz after watching the Disabled Parking Space video.

- a. Only one request to participate in the Disabled Parking Space Diversion Program per permit year will be granted, and the request must be made within fourteen (14) calendar days from the date the citation was issued.
- b. Opting for the Disabled Parking Space Diversion Program waives the right to appeal the violation regardless of outcome.
- c. Paying for the citation while participating in the Disabled Parking Space Diversion Program will void test results and future opportunity to participate in the program within the permit year.

Article XII. Resolution of Unpaid Accounts and Returned Checks

Section XII.1 Unpaid Parking Account and Returned Checks

If a person has a past due debt and/or outstanding returned checks at the University, the following billing and collection actions may be taken if applicable:

- a. Impoundment of vehicle
- b. Encumbrance of student records, transcripts, and diploma
- c. Cancellation of class enrollment
- d. Collection by payroll deduction
- e. Referral to the Dean of Students for disciplinary action
- f. A report of non-payment may be sent to the appropriate Dean's, Department Head's or
- g. Director's Office for appropriate action
- h. Collection by State of Arizona Debt Set-Off Program
- i. Referral to a collection agency and reported to a credit bureau

No specific order or priority of the foregoing actions is implied or required. If you fail to pay on time and The University of Arizona Parking & Transportation Services refers your account(s) to a third party for collection, a collection fee of up to 33.3% or the maximum allowable by law, whichever is lower, will be assessed and will be due and owing at the time of the referral to the third party.

Under Arizona law there is no statute of limitations on unpaid parking citations. Therefore, citations remaining unpaid shall be subject to collection, regardless of the date of the citation.

Current students will be billed automatically to their UAccess Student Account for any outstanding parking citations. Employees will be notified by mail or through the University email system. All other billing notices will be sent to the last known address listed with Parking & Transportation

Services. It is the student's, employee's, or other University of Arizona affiliate's responsibility to notify Parking & Transportation Services of a change in address. You may notify us via email at PTS-ParkingInformation@email.arizona.edu.

Section XII.2 IOUs for Garage Exit

If a customer is unable to pay for their exit at a garage, they may defer payment and request an "IOU" from a Parking Service Officer. An "IOU" is a non-violation citation in the amount of a full day rate in a garage when the customer is unable to pay for parking. Customers have fourteen (14) calendar days to pay the IOU via their Parking Account Portal, under the Citation section. These are subject to a late fee if not paid within fourteen (14) calendar days.

To request an IOU, call Dispatch at (520) 621-1108 or push the assistance button at the entry/exit gate. You may also request an IOU from one of our Wildcat Ambassadors who monitor the garages.