General Information

Make Healthy Transportation Choices. The university supports and encourages alternative modes of transportation. Riding a bicycle, walking, sharing rides, and using public transportation all reduce the impact vehicles have on campus and the environment. Bus schedules and maps are available in Wheelock Information Center and in the Security office. For help planning your bus trip, visit the Pierce Transit trip planner website at http://tripplanner.piercetransit.org. Thank you for doing your part to reduce traffic congestion and pollution. The university supports the state of Washington’s Commute Trip Reduction efforts.

The use of motor vehicles on the University of Puget Sound campus is a privilege and not a right. This privilege is extended to those who operate vehicles in a safe and responsible manner and it requires strict adherence to state and local laws, as well as university regulations. All members of the campus community are expected to comply with the parking and traffic regulations described in this brochure. Understanding of, and compliance with regulations, will eliminate unnecessary expense and inconvenience.

Parking on campus is limited and not guaranteed. Security Services is responsible for the administration and enforcement of campus parking and traffic regulations. Security is located at 3206 N. 15th St. 253.879.3311.

Definitions of terms used in this brochure:

Campus means all property owned or controlled by the university.
Faculty and staff includes all regular University of Puget Sound employees and excludes student and temporary staff.

Motor vehicle or vehicle includes automobiles, trucks, motorcycles, mopeds, and all other motor-driven conveyances.

Registered vehicle means a vehicle is on record with the University of Puget Sound Security Services and displays a current parking permit.

Students are persons enrolled at the university, part time or full time.

Visitors are persons not enrolled at or employed by the university.

Registration of Vehicles

All persons enrolled at or employed by the University of Puget Sound who wish to park motorized vehicles in university parking lots must register their vehicle(s) with Security Services each academic year. Registrations for the academic year begin on August 2nd and must be completed by the start of fall semester or before parking a vehicle on campus. Persons may register up to three vehicles to park on campus each year. University identification is required and must be presented at the time of permit pick-up. Parking permits must be affixed on the outside of the rear window on the driver’s side of the vehicle. All permits expire annually at the end of the academic year and must be renewed by the beginning of fall semester. Any changes in registration information such as a new license plate number, new address, etc. must be updated immediately.

Temporary parking permits may be obtained at no charge for replacement vehicles, loaners, visitors, etc. Daily visitor parking passes are available at Security Services and the Wheelock Information Center.

When a parking citation is issued against a vehicle, the fine shall be paid by the person who is the registered holder of the campus parking permit or by the registered legal owner of the vehicle if the vehicle is not registered with the university.

The loaning of a vehicle does not relieve the registered owner/operator of the responsibility to comply with university parking and traffic regulations or the subsequent citation. It is the responsibility of the registered owner/operator of the vehicle to inform borrowers of their responsibility to adhere to university parking regulations.

Prohibited Parking

Prohibited or impound areas are:
A. Red zones are no parking areas and are for emergency vehicles only. Any vehicle parked in a red zone is subject to citation and immediate impound. Red zones are enforced 24 hours a day, seven days a week.
B. Yellow zones are for loading, unloading, and service vehicles only. Any vehicle parked in a yellow zone for longer than 15 minutes is subject to citation and impound. Vehicles parked in yellow zones must show visible signs of being loaded and or unloaded. Yellow zones are enforced 24 hours a day, seven days a week.
C. Neighborhood streets on all sides of campus are restricted parking areas and are not to be used for parking at any time by vehicles operated by students, faculty, or staff. Please park in university lots only.
D. Jones Circle is reserved exclusively for visitors to the university. Please see section D under Parking Allocation for more information about visitor parking.
E. Miscellaneous. It is expected that vehicle operators will exercise common sense and park in designated spaces or stalls. Parking a vehicle such that it impedes traffic, obstructs others’ view, and/or creates a safety hazard is grounds for citation at the discretion of the observing officer.
Designated Parking Areas

Campus parking lots (except as noted in restricted parking areas listed above) are divided into three types and designated accordingly:

A. Faculty and staff parking
B. Resident student parking
C. General parking

All lots are designated by signs at the entrances. The map in this brochure also describes lot designations.

All campus parking is on a first come, first served, space available basis. Available parking is not guaranteed. Commuter students are encouraged to use the Fieldhouse parking lot, where space is always available.

Unless otherwise stated, parking is enforced between 8 a.m. and 5 p.m., Monday through Friday while classes are in session. This includes fall and spring breaks and reading and finals periods. Parking lot violations are not issued during the semester and summer break. Visitor lot, fire lane, loading zone restrictions, and designated parking spaces, are enforced year round.

Parking is allocated on the following basis:

A. Students
1. Resident students are those living in any university-owned residential facility. Resident students may park in lots marked “Resident Student Parking” and lots marked “General Parking” as defined on the attached map.
2. Commuter students are those living off campus in non university-owned housing. Commuter students may park in lots marked “General Parking” as shown on the attached map. Commuter students are encouraged to use the Fieldhouse parking lot.

B. Faculty/Staff
1. Faculty and staff may park in any lot designated for faculty and staff or in any of the “General Parking” lots.

C. Carpool/Shared Vehicle Parking
1. Spaces marked “Registered Carpool Parking Only” or otherwise restricted are assigned to individual faculty, staff, or program participants. The appropriate permit must be displayed.
2. Parking is enforced in Registered Carpool and Shared Vehicle spaces 24 hours a day, seven days a week.
3. Contact Security Services for information and registration.

D. Visitors
1. Visitors may park in Jones Circle, located at N. 15th and Lawrence streets, without a visitor pass for a maximum of one day. Visitors parking in other campus lots must display a visitor pass, which can be obtained at Security Services or from most departments on campus.
2. Visitors who receive a parking citation should contact Security Services immediately. Instructions are posted on the citation.

E. Persons with Disabilities
1. State designated disabled parking spaces are reserved for vehicles displaying the appropriate state license plate or placard. Parking is enforced in these spaces 24 hours a day, seven days a week. Persons with disabilities may also park in Jones Circle, but must display a state-issued disabled license plate, dashboard card, or other state-approved form of authorization. Violators may be cited by the university or by Tacoma Police. Security Services cannot authorize or issue disabled parking permits.
Regulations
Vehicle operators are to comply with all parking and traffic ordinances for the city of Tacoma. In addition they should observe:

A. The maximum speed limit on campus is 15 MPH unless otherwise posted.
B. Motor vehicles, including mopeds, may not be operated on university walkways without special permission.
C. Vehicles operated in an unsafe or reckless fashion may result in sanctions against owners or operators by the university. Individuals can lose parking privileges for up to one year and/or may be required to surrender their parking permit.
D. No mopeds or motorcycles should be taken inside any building.
E. Vehicles must be parked only in marked slots.
F. Vehicles must be parked in spaces designated by their permits only.
G. Double parking, blocking, or impeding traffic is strictly prohibited.
H. Due to space limitations, the university cannot accommodate oversized or recreational vehicles. As a general rule, such vehicles cannot register to park on campus. Violators are subject to citation and/or impound.
I. No disabled or inoperative vehicle shall be left on campus in excess of 72 hours without consent from Security Services. Persons in violation of this regulation may have vehicles impounded by Gene’s Towing, located at 9212 South Tacoma Way, Tacoma, WA 98499, 253.588.1757. Neither the university nor its staff shall be liable for loss or damage resulting from impounding.
J. There is no long term vehicle storage on campus - with the exception of winter break, when Security Services reserves a lot for on-campus student vehicle storage. Students must contact Security Services separately and register their vehicle for this service. Vehicles may not be stored on campus over the summer.

Sanctions
The university reserves the right to levy fines or impound illegally parked vehicles at the vehicle owner’s or driver’s risk and expense.

Violation charges and procedures:
A. The fine for a citation is $20 unless otherwise noted below under Special Sanctions.
B. All citations must be responded to within three (3) business days after the date received.
C. Upon receiving a third citation and upon every subsequent citation, vehicles may be impounded by Gene’s Towing at the request of security staff. Vehicles are impounded at the vehicle owner’s or operator’s risk and expense. In addition to towing fees, the owner/operator is responsible for the parking citation(s) leading to impoundment.
D. Student parking citations are forwarded after 7 days to student accounts. All students must pay fines on-line through their CASCADE web account – your student finances. Please note: Student citations are posted weekly to their CASCADE account. Students may pay the citation amount on-line before the citation is posted if they choose.
E. Faculty and staff must pay citation fees at Student Financial Services during business hours. Faculty or staff citation fees unpaid for more than 30 days are deducted from regular monthly paychecks.

F. Special Sanctions
1. Vehicles cited in Jones Circle, registered carpool/shared vehicle, disabled spaces and unregistered vehicles will be assessed a $25 fine.
2. Vehicles driving or parking on walks, grounds, or landscaping may be cited or impounded at the discretion of Security Services. The owner/operator of the vehicle may also be charged for landscaping repair costs and may be sanctioned by the Dean of Students Office.
3. Persons who alter, steal, or are in possession of stolen or altered University of Puget Sound parking stickers may lose parking privileges for one year and are subject to University sanctions.
4. The university reserves the right to bar any vehicle from university property.
5. Students may be referred to the Dean of Students for disciplinary action for habitual or extreme violation of parking or traffic regulations.

**Appeals**

Appeal for waiver or cancellation of a parking citation must be done online. Follow the links on our Web to appeal a parking/traffic citation/s. All appeals must be received within three (3) business days after the date of the citation. Citations can not be appealed after three (3) days.

The Director of Security or other designated persons will review and respond to appeals. All decisions are final.

Appeals will be:
- Canceled—No record and no payment of citation necessary.
- Waived—No payment necessary, but citation stays on campus vehicle parking record.
- Denied—Payment is required and citation stays on the vehicle record.

Persons who receive a parking citation and feel they have justification for where they parked, are encouraged to use the appeal process.

**Miscellaneous**

A. Please lock unattended vehicles at all times. Never leave keys and portable valuables in vehicles. Parking in lighted areas is advised. The use of a steering wheel locking device is recommended.

B. The university (Security or Facilities Services) does not provide vehicle access. Contact a private locksmith or service for this service. AAA members may also have benefits for these services.

C. Bicycle owners do not need to register bicycles to park them on campus. However, bicycles should be parked in bicycle racks or inside designated bicycle rooms only. All bicycles should be locked when unattended. “U-locks” are highly recommended.

D. Any damage to, theft of, or theft from vehicles should be reported to Security Services immediately.

E. University of Puget Sound is not responsible for damages or theft involving vehicles parked on or near university property.

F. Crime prevention materials are available at Security Services.

G. Skateboard riding is prohibited on campus property.

H. All dogs must be on a leash and cleaned up after.

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