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. The university also has Zipcars (a car sharing company) available on-campus. Please consider a Zipcar membership before bringing a vehicle to campus. Visit zipcar.com/pugetsound for more information. Bus schedules and maps are available in Wheelock Information Center and in the Security Services office. For help planning your bus trip, visit the Pierce Transit trip planner website at 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. Visit pugetsound.edu/loggerscommute for more information about commuting to and from campus.

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 Services 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** include all regular University of Puget Sound employees and exclude student and temporary staff.

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

**Registered vehicle** means a vehicle is on record with the University of Puget Sound Security Services and displays a current parking decal.
Students are persons enrolled at the university, part time or full time. Resident students are those living in any university owned residential facility. Commuter students are those living off-campus in non-university owned housing.

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 (including motorcycles, scooters, and mopeds) in university parking lots must register their vehicle/s and provide accurate license plate information to Security Services each academic year. Registration for the academic year begins on August 1, and must be completed online at myPugetSound 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/decal pick-up. Decals are available at Security Services (3206 N. 13th St., near the main entrance to campus), Monday–Friday, 8 a.m.–6 p.m. Parking decals must be affixed on the outside of the rear window on the driver’s side of the vehicle. All decals expire annually at the end of the academic year and must be renewed by the beginning of fall semester. Changes in registration information, such as a new license plate number, new address, etc., must be updated immediately by contacting Security Services via email at security@pugetsound.edu.

Temporary parking permits may be obtained at no charge for replacement vehicles, loaners, or longer term visitors. These permits should be requested via email at security@pugetsound.edu.

Daily visitor parking passes are available at Security Services and Wheelock Information Center, Monday–Friday, 8 a.m.–5 p.m. Visitors should check in at either location with vehicle make, model, color, and license plate information.

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. All persons operating a vehicle on university property are subject to license plate and registered owner verification through the Washington State Department of Licensing.

**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 daily 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 is divided into five groups, and lots and parking decals are designated accordingly:

- **Commuter Student (C)**
- **Faculty/Staff (F)**
- **Clinic Patient (P)**
- **Resident Student (R)**
- **Visitor (V)**

All lots are designated by signage posted 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 Lot #6 at North 18th and Lawrence streets, where space is usually available. Please note, during the 2015–16 academic year, parking in Lot #3 will be limited due to the construction of the Athletics and Aquatics Center.

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 parking, fire lane, loading zone restrictions, and registered carpool parking spaces, are enforced year-round.

### Parking is allocated on the following basis:

#### A. Students

1. **Resident** students may park in lots posted “Resident Student” at the lot entrance and as defined on the attached map.

2. **Commuter** students may park in lots posted “Commuter Student” at the lot entrance and as defined on the attached map. (Commuter student are encouraged to use Lot #6.)

#### B. Faculty/Staff

1. Faculty and staff may park in lots posted “Faculty/Staff” at the lot entrance and as defined on the attached map.

#### C. Carpool/Shared Vehicle Parking

1. Spaces marked “Registered Carpool Parking Only” are restricted and assigned to individual faculty, staff, or carpool 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 carpool 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 the Information Center in the Wheelock Student Center.

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, Tacoma Police, or City of Tacoma Traffic Enforcement. 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. Non-university owned golf carts or utility vehicles may not be operated on university property without permission from the Director of Security or the Associate Vice President for Facilities Services.
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 spaces.
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 24 hours a day at the vehicle owner’s or driver’s risk and expense.

Violation charges and procedures

A. The fine for a citation is $25 unless otherwise noted below under Special Sanctions.
B. All citations must be appealed within three (3) business days after the date received to avoid charges. Parking citation fees are billed weekly to student accounts.
C. Upon receiving a third citation and upon every subsequent citation, vehicles may be impounded by Gene’s Towing at the request of authorized 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. Security Services is a cashless office. All fees must be paid online or at Student Accounts in Jones Hall, Room 019.

Special Sanctions
1. Vehicles cited in disabled spaces will be assessed a $50 fine.
2. Vehicles driving or parking on walks, grounds, or landscaping may be cited or impounded 24 hours a day 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 Student Affairs.
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 Student Affairs for disciplinary action for habitual or extreme violations of parking or traffic regulations.

Appeals

Appeal for waiver or cancellation of a parking citation must be done online and within three business days of receiving the parking citation. Persons who receive a parking citation and feel they have justification for where they parked, are encouraged to use the appeal process. Follow the instructions on our website or navigate to parking registration and citation history in myPugetSound to appeal a parking citation/s. Citations cannot be appealed after three (3) days. The Director of Security or other designated persons will review and respond to appeals and all decisions are final.

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

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 this service.
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. Bicycles may not be stored in outside racks over the summer.
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. Recreational skateboarding (using objects for stunts and/or obstacles) is prohibited on campus property. Students may use skateboards as a form of transportation.
H. All dogs must be on a leash and cleaned up after.