



UNIVERSITY OF
SOUTH FLORIDA
SARASOTA-MANATEE

Your Guide to

Parking 2011/2012

Sarasota-Manatee Campus
Effective August 1, 2011

General Information

Parking permits are required to park at University of South Florida Sarasota-Manatee campus 24 hours a day, seven days a week. Permit types are used to designate parking locations on campus. Parking lots are for both staff and students. Some lots also have designated visitor parking spaces. These designations remain in effect 24 hours a day, seven days a week. Students and staff may not park in visitor spaces.

Individuals may purchase only one automobile permit. USF permits may be transferred between same owner vehicles only. A limited number of adhesive permits are available for those with soft-top vehicles and/or special circumstances only. **If you terminate your association with USF Sarasota-Manatee for any reason, please return your parking permit to the Parking Services Department (PSD).**

How to Get a Permit

All permits shall be purchased for the campus of primary assignment. USF Sarasota-Manatee permits may be purchased at the following location:

In person or by mail, Monday thru Friday 8:30 AM - 5:00 PM

**USF Sarasota-Manatee
Parking Services Department
8350 N. Tamiami Trail, B116
Sarasota, Florida 34243
Phone: (941) 359-4203
Online: <http://www.sarasota.usf.edu/services/parking>**

Visitors

Visitors may use reserved "Visitor Spaces," or if their length of stay will exceed the time limitations of the "Visitor Spaces," they may secure a temporary visitor permit from the PSD, the Main Reception Desk or Departmental Office Managers. Faculty, students, staff, vendors, Lifelong Learning Academy participants and those registered for any course on campus do not qualify for visitor parking access and may be issued citations for parking in spaces designated as Visitor Parking Only.

Rules and Regulations

The summary information contained in this brochure does not amend, modify or substitute for USF Parking Rules and Regulations. Copies of these regulations may be obtained by writing to the PSD. USF Parking Rules and Regulations are also available at our website: www.sarasota.usf.edu/ParkingServices.

Finances

The State of Florida does not provide funding for university parking programs. Instead, revenue earned from parking permit, meter, and citation fees are used to pay for parking systems on campus. The money goes for:

- Construction, improvement, and maintenance of university parking lots and garages.
- Debt payments.
- Salaries of staff to operate parking business and motorist assistance program.

Registration Regulations

- Vehicles used on campus by staff and enrolled students (regardless of number of hours), night or day, full time or part time, must be registered and must bear a valid permit.
- All registrants are responsible for providing a current address and keeping all information about vehicle ownership updated.
- There is no grace period for registration of vehicles and acquisition of permits. New and returning employees may obtain a temporary permit for thirty (30) calendar days from the start date of their employment. Proof of employment status is required.
- Vendors/Contractors and sales or service representatives must display a Staff permit on their commercial or privately owned vehicle to park on campus. These vehicles may be parked in any unreserved parking space. Special parking arrangements may be made through PSD to facilitate vendor/contractor work projects.
- Parkers with a current annual or semester parking permit may stop at the PSD for a one-day courtesy permit in the case of a misplaced permit.

Safety Tips

- Lock your vehicle when you park.
- Don't leave your vehicle unattended with the motor running.
- Don't leave money or valuables in your vehicle where they can be seen.
- Call Campus Security at (941)993-8548 for evening escort to your vehicle.
- Keep your keys in your hand when entering or leaving your vehicle.

- Be aware of your surroundings when entering or leaving your vehicle.
- Use the blue emergency phones provided in the parking lots to contact Campus Police in the event of an emergency.

Parking Enforcement

- Parking rules and regulations are designed to: provide orderly parking for faculty, staff, students, and visitors; protect pedestrians; and to ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization, or towing of your vehicle, or loss of parking privileges on campus. Only the PSD has the authority to waive or grant exceptions to these regulations.
- PSD will make every effort to ensure that parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to limited number of parking spaces on campus, enforcement of parking regulations is important even during off-peak periods. A concerted effort is made to enforce regulations as uniformly as possible.
- We appreciate your patience and consideration. Those who park illegally for the sake of convenience invariably cause inconvenience to others.

Traffic Regulations

- Motorists shall yield the right of way to pedestrians in a crosswalk.
- The campus speed limit is 20 MPH unless otherwise posted. Speed limit in parking lots is 10 MPH.
- It is unlawful to drive in the opposite direction of the normal flow of traffic.
- It is unlawful to remove, alter, or change any traffic control device, sign, barricade, or traffic cone.
- It is also unlawful to drive around barricades, traffic cones in the roadway, or enter parking lots that are closed by PSD.

Parking Regulations

- The absence of "No Parking" signs or curb markings does not mean that parking is allowed. Parking is permitted only with marked spaces.
- Parking on or over a marker line is prohibited. Vehicles parked parallel to a curb shall be within one foot of the curb and inside parking space markings.
- Vehicles shall not be parked facing traffic in those lots with angled parking. For those lots with straight in parking (90 degree) a vehicle may also be parked with the rear of the vehicle towards the closed end of the parking space.
- Where parallel parking is permitted, vehicles must be parked facing the flow of traffic.
- Vehicles shall not be parked in such a manner as to obstruct vehicle/pedestrian traffic, wheelchair ramps, to interfere with normal campus operational activities or to create a hazard.
- Double parking is prohibited at all times.
- Parking on grass, sidewalks, crosswalks, service drives, loading zones, truck spaces, or on streets or roadways, except where specifically marked for parking, is prohibited.
- Major repairs to personal (non-campus owned) vehicles shall not be performed on campus.
- A vehicle parked and remaining at the same meter, loading zone, or timed space will not receive more than two tickets for overtime violations in the same calendar day.
- Oversized vehicles such as trucks, trailers, motor homes, or any vehicle that occupies more than one standard car space or extends beyond the space shall be

parked in an area designated by PSD and/or Campus Police. The maximum allowable time for parking in this manner is three calendar days.

Display of Parking Permits

- Permits must be clearly visible from the exterior of the vehicle. Having tinted windows or using a sunscreen or a car cover does not preclude the necessity of ensuring the permit is plainly visible. If you have difficulty placing your permit where it can be seen from the outside, contact PSD at (941) 359-4203 for possible options.
- Repositionable permits must be displayed inside the vehicle on the lower-left, driver's side of the windshield with the permit clearly visible from the exterior of the vehicle.
- Permits may not be transferred to another vehicle operator who would otherwise be required to register their vehicle.
- Permits are transferable to any vehicle owned by the registrant.
- Dashboard permits, such as temporary visitor permits, must be placed on the driver's side of the dashboard and must be clearly visible from the exterior of the vehicle.
- Adhesive permits are only issued to those registrants with convertibles or other open type vehicles. The adhesive permit must be permanently affixed to the left rear bumper or the left side rear window glass of the vehicle (outside only).
- Only valid permits may be displayed.
- The person who owns or registers a vehicle is responsible for assuring the vehicle, regardless of who drives it, is parked in conformance with the rules and regulations and for knowing when the issued permit expires.
- All citations issued to a permit will be the registrant's responsibility regardless of which vehicle the permit is on at the time of the infraction, unless a lost/stolen affidavit form regarding that permit has been previously submitted to PSD.
- Any vehicle parked on campus is parked at the risk of the operator.

Disabled Parking

- All spaces designated for the disabled are reserved 24 hours a day, 7 days a week.
- Disabled parkers may park in any disabled space with an appropriate State disabled placard/license plate and a valid non-park-n-Ride USF permit. Both the disabled placard/license plate and USF permit must be visibly displayed.
- Any employee member or student with a temporary physical disability which impedes walking may apply with authorized medical documentation from a physician, to PSD for a special disabled parking permit not to exceed three (3) months. Holders of special disabled permits are required to notify PSD when assigned permits are no longer required.

Violations, Penalties and Fines

- Moving violations are referred to the Clerk of the County Court, for the county in which issued, by the Campus Police Department.
- In addition, permission to operate a vehicle on the campus (Sarasota-Manatee) may be revoked for a period of up to twelve (12) months and the operator notified by PSD whenever:
 - The person falsifies or misrepresents any information on any PSD documentation.
 - The person lends his or her vehicle to another person when the latter is not entitled to driving privileges.
 - The person/department required to register the vehicle does not respond to citations.
 - The person demonstrates actions that show a willful disregard for public safety or property, or engages in other types of disruptive behavior with another member of the campus community.

- The person owes a delinquent parking debt to USF.

PSD assesses fines and penalties for violations of parking regulations. Violations include the following:

- Unauthorized parking in a Disabled space - \$275 fine
- Blocking access to a Disabled space/ramp - \$275 fine
- Displaying an altered, stolen, lost, revoked, counterfeit decal/permit - \$125 fine, parking for one year restricted and/or loss of campus parking privileges along with referral to Student Affairs and/or Human Resources for disciplinary action.
- Unauthorized removal and/or damage to clamp - \$125 fine, replacement or repair cost to device and parking for one year restricted and/or loss of campus parking privileges
- Blocking a ramp - \$75 fine
- Unauthorized parking in a reserved space - \$75 fine
- Unauthorized parking in a service drive or on grass - \$40 fine
- No current decal/permit displayed - \$30 fine
- Unauthorized parking in State Vehicle Space - \$30 fine
- Failure to park in assigned lot - \$30 fine
- Blocking traffic - \$30 fine
- Parking in "No Parking" Zone/Barricaded area - \$30 fine
- Parking in an angled parking space facing traffic - \$15 fine
- Double parked/parked over line - \$15 fine
- Improper parking permit display - \$15 fine
- Overtime violation - \$15 fine
- A late fee of \$11 will be added to outstanding citations after 14 days.

Regulations for Motorcycles, Bicycles & Mopeds

- All motorized two-wheeled vehicles must have valid permits and be registered with PSD.
- Motorcycles cannot display automobile permits at anytime; Registered owners with both an automobile and a motorcycle who wish to park both on campus must have a permit for each.
- Drivers may not drive, park or ride scooters, mopeds or motorcycles on grass, sidewalks, overpass, or in the confines of buildings. Drivers may park motorcycles, scooters or mopeds in motorcycle designated spaces, however if all of these spaces are occupied they may park in vehicle parking spaces.
- A person propelling a bicycle by human power upon and along a sidewalk, or across a roadway, or upon and along a crosswalk, has all the rights and duties applicable to a pedestrian under the same circumstances, but the cyclist shall yield the right of way to any pedestrian and shall give an audible signal before overtaking and passing a pedestrian.
- The Campus Police will ticket bicyclists for moving and equipment violations. Bicycle regulations are outlined in F.S. 316.2065.

Payment of Parking Fines

- Payments may be made by mail, in person or on-line. MasterCard, VISA and Discover credit cards are accepted. Cash payments may be made in person only.

- Parking citations must be paid in full within 14 calendar days of the date the citation was issued. Payment received after that time is subject to a late fee of \$11.
- Amounts due Parking Services which are still outstanding after 45 days may be transferred to a collection agency, set off against staff pay checks and student records placed on hold and class registration prohibited.

Immobilizing/Towing Vehicles

Vehicles are subject to being immobilized or towed for the following reasons:

- Unauthorized parking in reserved or disabled spaces.
- Abandoning a vehicle (disabled or otherwise) for a period exceeding 72 hours. Disabled or abandoned vehicles must be attended to immediately with immediate notification made to PSD or the Campus Police after normal working hours.
- Parking in such a way as to disrupt normal University operational activities.
- Failure to respond to immobilization/tow notice
- Obstructing traffic
- Creating a hazardous condition
- Display of a counterfeit, stolen, altered, lost or revoked permit
- Excessive number of outstanding citations (more than 4)
- Attempted removal and/or damage to an immobilization device

Vehicles that have been immobilized by a mechanical boot are towed at the owner's/department's expense after operator/owner fails to respond to PSD within 72 hours. The owner/department is required to pay for the outstanding citations, and the immobilization fee and applicable towing charges prior to claiming their vehicle. The fact that a previously immobilized vehicle has been removed from the area without authorization from PSD shall be prima facie evidence that the registered owner has tampered with the immobilized vehicle.

Owners of immobilized vehicles may make restitution during PSD's office hours. Such payments will not be accepted after hours or through the weekend/holidays, so vehicles will remain immobilized until restitution is made on one of the next business days.

A signed release slip must be obtained from PSD before owner's towed vehicle may be reclaimed from the towing company. The release slip will be issued after vehicle registration fees and outstanding citation fees are paid at PSD. In addition, the owner or operator of the towed vehicle must provide proper identification to the towing company and pay the towing charges in cash to the towing company before reclaiming the vehicle from the towing company.

Contact PSD if your vehicle has been immobilized or towed.

Immobilization and towing of vehicles is a last resort! Please respond to parking citations and observe parking rules and regulations!

Appeals

Individuals who receive a parking citation and believe that extraordinary or mitigating circumstances warrant waiver of their parking fine may petition the Parking Services Department for reconsideration. Only the person/department or the registrant of the vehicle cited may appeal to the Parking Services Department or Parking Final Appeal

Committee. Any person wishing to appeal a citation must do so within fourteen (14) calendar days the date the citation was issued. If an appeal is not submitted within fourteen (14) calendar days from the date of the citation was issued, **THE RIGHT TO APPEAL IS FORFEITED**. Appeals may be made in writing, or electronically: www.sarasota.usf.edu/services/parking. Late fees do not accrue during the period that the appeal is under consideration.

The following are reasons that will not be accepted by Parking Service Department and the Final Appeals Committee as reasons to dismiss or reduce a citation. This is not an all inclusive list:

- Disagreement with the Traffic and Parking Regulations
- Ignorance of the regulation
- Stated inability to find a permitted parking space
- Operation of the vehicle by another person
- Stated failure to issue citations previously for similar violations
- Tardiness to class and/or appointment
- Inability to pay fine (lack of money)
- Displayed wrong or expired permit
- Traffic congestion
- Received bad verbal information
- Stated perception that designated parking area is not safe

Those dissatisfied with the decision of the Appeals Mediator may petition for review of the citation by the Parking Citation Final Appeal Committee within 14 days of the appeal decision. The Parking Citation Final Appeal Committee is comprised of faculty, staff and students. If one is going to file a final appeal consider the following: Make sure your reason for the appeal is not one of those listed above; And prepare a concise written and/or oral argument not to exceed five (5) minutes. The decision of this committee is based on parking rules and regulations and constitutes the **FINAL DECISION**. If the citation that has been paid is dismissed in the appeals process a refund will be issued through the appropriate University refund process.

Special Events, Camps, and Conferences

A well-planned event allows attendees to focus on the event and leaves them with an enjoyable experience and the feeling that they would like to return in the future. It is necessary for sponsors of the events to make arrangement for parking and secure permits for participants. Parking arrangements must be properly coordinated to make it part of this enjoyable experience. **This means that Parking Services must be consulted at the beginning of the planning process for the event.**

Parking Rates at USF Sarasota-Manatee 2011-2012

Staff Permits - Annual.....	\$106.00
Staff Permits - Semester.....	\$53.00
Student Permits - Annual.....	\$87.00
Student Permits - Semester.....	\$43.00
Motorcycle.....	\$15.00
Monthly Permits.....	\$21.00
Daily Permits.....	\$3.00
Special Staff Permit - Semester Only*.....	\$30.00
Lifelong Learning Academy	
- Quarter Only	\$18.00

Permit prices include sales tax.

* The Special Staff Permits are available to USF Sarasota-Manatee employees who earn less than \$30,000 on an annualized basis. Eligible employees typically are temporary workers, adjunct faculty or part-time staff. Parking Services will consult with the Human Resources department to evaluate each application. This permit is only valid on the USF Sarasota-Manatee campus and is not valid on the USF Tampa or USF St. Petersburg campuses. Employees who are eligible for this permit often change their employment status during the year, so this permit is only available on a semester basis and is not eligible for payroll deduction.

Replacement Cost of Lost or Stolen Permits Staff and Student Permits

First replacement.....	\$20.00
Second replacement.....	\$60.00
Third replacement.....	Full Price

Staff and Student Permit Eligibility

- Staff members are not eligible for student permits according to USF rules, even if they are both a student and an employee at the same time.
- For the purpose of parking, the term staff includes faculty, adjuncts, Administration (formerly A&P), Staff (formerly USPS) employees, full-time, part-time, licensees of the University, non-student OPS employees, and those students who work for the University thirty hours or more a week during a complete semester or a complete term.
- The term student includes all persons, other than staff, as defined above, enrolled with the University; day or night, full-time or part-time, regardless of the number of hours or days attending classes.

Use of Permits on Multiple Campuses

- Faculty/Staff permits shall be purchased for the campus of primary assignment.
- Student permits shall be purchased for the campus of primary assignment. To be eligible to purchase a USF Sarasota-Manatee student parking permit, the following conditions must be met: USF home campus must be listed as Sarasota with the Registrar's office; Must live within the USF Sarasota-Manatee service area (Sarasota, Manatee, Desoto, Charlotte & Lee counties); Must be taking at least 50% of classes at the Sarasota Campus.
- USF Sarasota-Manatee students are eligible to purchase USF Tampa or USF St. Pete permits from those campus Parking Services Departments. Regular USF Tampa and USF St. Pete permits are valid on the USF Sarasota-Manatee Campus, however Park 'n Ride permits from Tampa or St. Pete campuses are not valid on the Sarasota Campus.
- Reciprocity between the campuses is subject to change each year. Parking privileges for the USF Tampa and USF St. Pete campuses will be posted at: <http://www.sarasota.usf.edu/services/parking> and should be consulted before permit purchase if use on multiple campuses will occur.