



# Your Guide to Parking 2016 /2017

Sarasota-Manatee Campus  
Effective August 1, 2016

## General Information

Parking permits are required to park on the University of South Florida Sarasota-Manatee Campus 24 hours a day, 7 days a week. Parking lots are for use by students, faculty, staff, university vendors and guests. Some lots also have designated visitor parking spaces. Parking rules and regulations, including the requirement for permits, are in effect 24 hours a day, 7 days a week. **Students, faculty, staff and vendors 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 USF campus of primary assignment. USF Sarasota-Manatee permits may be purchased online at <http://www.usfsm.edu/parking> or in person or by mail at:

USF Sarasota-Manatee, Parking Services Department (PSD)  
8350 N. Tamiami Trail, B116, Sarasota, Florida 34243  
Phone: (941) 359-4203  
PSD's regular office hours are 8:30am to 5:00pm Monday through Friday

### Visitors

Visitors may use reserved "Visitor Spaces," or if their length of stay will exceed the one hour time limitation 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, 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 Guide 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: <http://www.usfsm.edu/parking>.

### Finances

The State of Florida does not provide funding for university parking programs. Instead, revenue earned from parking permit sales 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 programs.

### Registration Regulations

- Any vehicle parked on the USF Sarasota-Manatee Campus night or day, full-time or part-time, must be registered with the PSD 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. Students must display a valid permit on their vehicles as of the beginning date of each academic term.
- New non-student 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 must display a valid permit (i.e., visitor, courtesy, vendor) 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 the PSD to facilitate vendor/contractor work projects.
- A person who is currently registered with the PSD and temporarily not in possession of his/her permit must obtain a temporary courtesy parking permit before parking on campus (limit of three (3) courtesy permits per semester).

### 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, vendors, and visitors; protect pedestrians; and ensure emergency access to all buildings. Violation of these regulations can result in the issuance of 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.
- Permits on registered vehicles assist the Campus Security Team in identifying who belongs to the campus community and locating vehicle owners in the event of an emergency.
- The PSD will make every effort to ensure that a parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to there being a 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. The 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 the PSD.

## General Parking Guidelines

- Parking is permitted only within marked spaces. The absence of “No Parking” signs or curb markings does not mean that parking is allowed.
- 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 vehicular/pedestrian traffic, block access to wheelchair ramps, interfere with normal campus operational activities, or 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, as determined by the PSD, to non-USF System owned vehicles shall not be performed on campus.
- Unauthorized parking in RESERVED spaces is prohibited.
- A vehicle parked and remaining at the same loading zone or timed space will not receive more than two tickets for overtime violations in the same calendar day.
- All loading/unloading zones have a 15 minute time limit.
- Only authorized vehicles may park in disabled spaces. Parking in spaces designated for the disabled must follow the rules in the Disabled Parking section of this Guide.
- 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 the PSD and shall display an appropriate parking permit. The maximum time allowance for parking in this manner is seven (7) calendar days.
- Vehicles may not be parked overnight without the prior approval of the PSD. Vehicles may not

be used as overnight domiciles, except under emergency conditions and only with the prior approval of the PSD.

- Special Events & Maintenance: The Parking Services Department (PSD) and the Facilities Planning and Management Department (FP&M) have authority to close streets, lots and parking spaces to facilitate special events, and to perform necessary maintenance. Please contact the PSD when planning a special event on campus to receive proper parking permits and assignments. No department has the authority to close any lots without first obtaining permission from the PSD.
- It is important that USF Sarasota-Manatee maintains good relationships with our neighbors. Please do not park on the properties adjacent to the USF Sarasota-Manatee Campus. The managers of those properties may tow vehicles at their discretion. The University has no ability to provide any security services for people or vehicles once they are off of campus property. The campus lots have lighting and blue emergency telephones wired directly to the Campus Police Department.

### Display of Parking Permits

- Only valid permits may be displayed.
- When the vehicle is parked, repositionable permits must be affixed, right side up, on the lower-left, driver's side of the windshield by removing the protective covering. Alternate methods to affix permits, i.e., tape, suction cups, sleeves, etc. are not permitted. Hangtag permits must be displayed hanging from the vehicle's rearview mirror with the logo side facing out.
- All permits must be unobstructed and clearly visible from the exterior of the vehicle. Note: 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 the PSD at (941) 359-4203 for possible options.
- Permits may not be transferred from registrant to another vehicle operator who would otherwise be required to register their vehicle.
- Repositionable permits may be transferred between same-owner vehicles only.
- 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, other open vehicles, or for other reasons as approved by the PSD. The decal must be permanently affixed to either the left rear bumper or the lower-left driver's side windshield of the vehicle (outside only). Improper display of the decal will result in a citation being issued and a fine being charged.
- Adhesive decals are required for all two-wheeled motor vehicles and must be displayed on the front or rear fender or front fork of the vehicle unless otherwise approved by the PSD.
- USF System institutions' permits may not be reproduced, altered, or transferred by anyone other than the PSD. To request replacement or exchange of a USF System parking permit, contact the appropriate campus's Parking Services Department.
- The person who owns or registers a vehicle is responsible for assuring that 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 the PSD has been notified that a permit has been lost or stolen.
- Permits declared lost or stolen will immediately become invalid. An affidavit must be completed for lost or stolen permits, or in the event that the permit was sold with the car. If recovered, the permit will be reclaimed by the PSD and destroyed. Any vehicle bearing a lost/stolen permit is subject to immediate immobilization and/or towing, even if the vehicle bearing the permit is owned by the person who has reported the permit as being lost/stolen.
- Any vehicle parked on USF Sarasota-Manatee Campus property is parked at the risk of the operator.

The USF Sarasota-Manatee PSD is not responsible for the loss of, or damage to, any vehicle parked on campus property.

### Disabled Parking

- All spaces designated for the disabled are reserved 24 hours a day, 7 days a week.
- Disabled persons may park in any disabled space with an appropriate State-issued disabled placard/license plate and a valid USF permit. Both the disabled placard/license plate and the USF permit must be visibly displayed.
- Any employee or student with a temporary physical disability which impedes walking who has authorized medical documentation from a physician may apply to the PSD for a special disabled parking permit which will allow them to park in designated disabled parking spaces. Holders of special disabled permits are required to notify the 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. Permission to operate a vehicle on the USF Sarasota-Manatee Campus may be revoked for a period of up to twelve (12) months and the operator notified by the 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.

The 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, or counterfeit decal/permit - \$175 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 an immobilization device (boot) - \$175 fine (replacement or repair cost to device, eligible to be towed, and/or loss of campus parking privileges)
- False Registration - \$175 fine (parking for one year restricted to distance lots 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 Visitor or 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 \$15 will be added to outstanding citations after fourteen (14) calendar days

- Non-Pickup Permit Processing Fee - \$15

### **Regulations for Motorcycles, Bicycles & Mopeds**

- All motorized two-wheeled vehicles must have valid permits and be registered with the PSD.
- Motorcycles cannot display automobile permits at any time. 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, overpasses, 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 fourteen (14) calendar days of the date the citation was issued. Payment received after that time is subject to a late fee of \$15.
- Amounts due Parking Services which are still outstanding after 45 calendar 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 notification being provided to the 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 four (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 the owner/department fails to respond to the PSD within 72 hours. The owner/department is required to pay the outstanding citations, the immobilization fee, and the applicable towing charges prior to claiming their vehicle. The fact that a previously immobilized vehicle has been removed from the area without authorization from the PSD shall be prima facie evidence that the registered owner has tampered with the immobilized vehicle.

Owners of immobilized vehicles may make restitution during the PSD's regular 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 the PSD before the owner's towed vehicle may be reclaimed from the towing company. The release slip will be issued after vehicle immobilization fees and outstanding citation fees are paid at the PSD. In addition, the owner 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 the 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 PSD for reconsideration. Only the person, or the registrant of the vehicle, cited may appeal to the PSD or the Parking Citation Final Appeal Committee. Any person wishing to appeal a citation must do so within fourteen (14) calendar days from the date the citation was issued. **IF AN APPEAL IS NOT SUBMITTED WITHIN FOURTEEN (14) CALENDAR DAYS FROM THE DATE THE CITATION WAS ISSUED, THE RIGHT TO APPEAL IS FORFEITED.** Appeals may be made in writing, or electronically at: [www.usfsm.edu/parking](http://www.usfsm.edu/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 the PSD and the Parking Citation Final Appeal 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

The Student Government Association (SGA) Judicial Branch facilitates student parking appeals at USF Sarasota-Manatee. Students may choose to have their initial and/or final appeals reviewed by the Parking Services Department (PSD) or by the SGA Supreme Court. Those dissatisfied with the appeal decision may petition for a final review of the citation within fourteen (14) calendar days of the initial appeal decision. Information about the student appeal process is available on the appeal form and is posted on the PSD web site. The SGA Supreme Court and the PSD work together and are jointly responsible for facilitating this process. When the SGA Judicial Branch is on hiatus or break, such as between terms, and conditions require a speedy resolution, the PSD will process the appeals.

The PSD facilitates all other parking appeals at USF Sarasota-Manatee. Those dissatisfied with the decision of the Appeals Mediator may petition for review of the citation by the Parking Citation Final Appeal Committee within fourteen (14) calendar days of the appeal decision. The Parking Citation Final Appeal Committee is comprised of faculty, staff and students.

Before filing 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 the Parking Citation Final Appeal Committee is based on parking rules and regulations and constitutes the **FINAL DECISION**. If the appealed citation has been paid and 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 arrangements 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 2016 - 2017**

*(Note: There have been no increases in permit rates for 2016 – 2017)*

Staff Permits - Annual.....	\$129.00
Staff Permits - Semester.....	\$ 64.00
Student Permits - Annual.....	\$100.00
Student Permits - Semester.....	\$ 50.00
Motorcycle – Annual .....	\$20.00
Daily Permits.....	\$3.00
Special Staff Permit - Semester Only* .....	\$37.00

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 special permit is only valid on the USF Sarasota- Manatee Campus and is not valid on either the USF Tampa or the USF St. Petersburg campus. 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**

Please contact the Parking Services Department (PSD) IMMEDIATELY if a permit is lost or stolen

**Staff and Student Permits**

First replacement.....	\$24.00
Second replacement.....	\$24.00
Third replacement.....	Full Price

**Staff and Student Permit Eligibility**

- The term STAFF includes employees in GEMS salary plans for adjunct faculty/medical residents (06); post-doctoral fellows (08); administration (21); faculty (22); staff employees (23); executive service (24); and non-student full-time, part-time and temporary employees.



- For the purpose of these regulations, the term STUDENT includes all persons, other than staff, as defined above, enrolled with the USF System 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 home campus.
- Student permits shall be purchased for the home campus. 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 USF Sarasota-Manatee Campus.
- Parking rules and permit prices vary between the USF campuses. Students who have designated USF Sarasota-Manatee as their home campus with the Registrar's Office who are taking more than 50% of their classes at USF Tampa or USF St. Petersburg should contact the Parking office at those campuses to find out which campus permit they should purchase. Determination will be made on a case-by-case basis and the USF Sarasota-Manatee PSD may be consulted for further guidance.
- Regular USF Tampa and USF St. Petersburg permits are valid on the USF Sarasota-Manatee Campus; however, Park 'n Ride or Special permits from other USF campuses are not valid on the USF Sarasota-Manatee Campus.
- Reciprocity between the campuses is subject to change each year. Parking privileges for the USF Tampa and USF St. Petersburg campuses will be posted at: <http://www.usfsm.edu/parking> and should be consulted before permit purchase if use on multiple campuses will occur.