I. INTRODUCTION

Parking & Transit Services (PTS) is a self-supporting service organization dedicated to balancing the competing parking and campus access needs of a diverse, public, metropolitan research university.

These campus access, parking and vehicle control regulations are published and enforced at all ASU campuses to facilitate the safe and orderly operation of all wheeled and motorized vehicles on campus.

Everyone is encouraged to support travel reduction measures by using public and university transit and/or carpooling, bicycling or walking whenever possible.

ASU employees, students and guests who drive and park at Arizona State University (ASU) are responsible for reading and fully understanding these regulations. To help employees, students and guests avoid citations, PTS encourages any questions to be directed to PTS Customer Relations offices if clarification of policies is needed.

A. Authority

1. By authority of Section 15-1627, Arizona Revised Statutes, as amended, the Associate Vice President of Business and Finance has general responsibility for approving and adopting the following rules and regulations for the control of vehicles on all property owned and/or managed by ASU. The Arizona Board of Regents (ABOR) intends that ASU Parking & Transit Services shall be financially self-supporting through receipt of fees from all persons who park at ASU.

2. The Director of Parking & Transit Services, or his/her designee, is responsible for assigning parking areas on the campus; assessing and collecting fees and fines; appointing members of the Parking Citations Appeals Board; and adopting hearing and appeal procedures compatible with these regulations. Furthermore, the Director, or his/her designee, is authorized to establish any necessary fees for limited special access in order to facilitate the conduct of ASU business.

3. The Director of Parking & Transit Services, or his/her designee, may exercise discretion to deal with special circumstances not covered by these regulations.

II. DEFINITIONS

Unless the context dictates otherwise, the following definitions apply to these regulations:

A. Permit, Parking Permit or Decal: An original graphic design or label created annually and issued by ASU PTS authorizing a person parking privileges on ASU property in a designated lot or area. The following may also be referred to as “permit” in these regulations:

   a. Day Pass, Scratch-Off, Temporary Permit or Event Pass: An original graphic design or label created, as needed, and issued by ASU PTS authorizing a person short-term parking privileges on ASU property in a designated lot or area.

   b. Virtual Permit: In designated lots, ASU PTS allows for paperless parking by utilizing the vehicle’s license plate as the authorization to grant parking privileges.

B. Disabled-Accessible Stall: Parking space marked by blue curb, sign, and/or international disabled symbol.
C. Holidays: Ten (10) designated calendar dates when the entire university is closed; Does NOT include class breaks i.e. Spring Break. (New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day plus one additional day)

D. Impoundment: Immobilizing (booting) or towing a vehicle for violation of these regulations.

E. Impoundment fee: Monetary charge imposed by ASU for impoundment in addition to towing service and storage charge.

F. Gate Access Card: A card issued by ASU PTS to permit holders for access into an assigned, gate-controlled parking lot. It may be used only once in a 15-minute interval and will not allow access into any other lot.

G. Parking: A vehicle that has ceased to move, whether attended or unattended.

H. Parking Stall: Space marked by white- or yellow-painted parallel lines for parking a vehicle.

I. PTS: Parking & Transit Services.

J. Visitors: Persons not affiliated with ASU.

K. Cross-Parking: A privilege that allows ASU permit holders to park outside their assigned structure, lot or zone in the evening/non-peak hours. Some permits are not eligible to cross-park, and each ASU campus has designated structures, lots and zone in which cross parking is allowed. Please view parking information on the PTS website at http://parking.asu.edu for more details.

L. Transit, Platinum or U-Pass: An original graphic design or label created annually and issued by ASU PTS authorizing an ASU faculty, staff or student transit privileges on most Valley Metro buses and light rail.

III. PARKING

A. Registration

1. Requirements. Everyone who parks or expects to park a vehicle on any ASU campus, including ASU service vehicles, either regularly or occasionally, must register each vehicle with PTS by purchasing and displaying a valid ASU parking permit while the vehicle is on campus. Only one valid permit may be displayed at a time on a vehicle. Registration must occur before a vehicle is parked in any ASU permit lot, structure or zone. Permits for any of the four ASU campuses should be purchased through My Transportation Account. Customers paying by check or cash may purchase a permit in person at their campus Customer Relations office.

a. COMPLIANCE AGREEMENT: Signing a parking permit application form and/or obtaining a permit online certifies that the individual agrees to obtain, read and comply with Arizona Vehicle Emission laws, refund policy and the current PTS Rules and Regulations. Permits and passes remain the property of ASU Parking & Transit Services, and may not be transferred, altered, reproduced or sold for any reason by the permit holder. Parking privileges are revocable at any time.

Signing a transit application form and/or obtaining a transit pass online certifies that the individual acknowledges that if their affiliation changes with the university they may no longer be eligible for their current transit pass, transit pass refund policy and the current PTS Rules and Regulations.

b. LICENSE PLATE CHANGES: It is the responsibility of the individual who has changed vehicles and/or license plates after initial registration to promptly submit the change of vehicle license number in writing to Parking & Transit Services. All vehicles/license numbers must be registered to this permit at Parking & Transit Services PRIOR to the permit being displayed on the vehicle. Permit holders can ADD new vehicle information by using My Transportation Account at parking.asu.edu; however, the removal of information must be done in one of the following ways: via fax, e-mail, U.S. mail, or in person at the Customer Relations office, accompanied by a photo I.D. Customers are responsible for any
citations issued to the vehicle after they add it to their account until they successfully sever the vehicle relationship from their account. Vehicles may not be removed from an account if customer stills owns the vehicle.

c. SALE OF VEHICLE: To avoid responsibility for subsequent citations issued to a vehicle that has been sold or traded, please advise your State Motor Vehicle division. This can be done by completing the back of your state vehicle registration form and submitting it to your state MVD office.

2. Duration of Permits.

a. In general, parking permits are valid from Aug. 16 or the date of purchase, whichever is later, to Aug. 15 of the following year. Fees for permits purchased after Sept. 4 will be prorated. Fall semester permits are valid from Aug. 16 or the date of purchase, whichever is later, to Dec. 31 of that year.

b. Multi-year and pay-as-you-go permits are available in select parking facilities. The time period that these permits are valid for can be set by the customer or may be printed on the permit. Customer will agree to these terms on the parking application or during the online purchase process.

c. Student U-Pass. In general, student U-Passes are valid from Aug. 16 or the date of purchase, whichever is later, to the date of Spring Commencement. U-Pass rate is prorated once – on Jan. 1 – and refunds are prorated as described in Section C below. Summer U-Passes are typically valid from the Monday after Spring Commencement until Aug. 15, with no refunds.

d. Platinum Passes. In general, Platinum Passes are valid from Aug. 16 or the date of purchase, whichever is later, for three years until Aug. 15. The expiration date is printed on the Platinum Pass.

3. Students

a. Bill to Student Account. Students may elect to bill their parking permit and transit pass purchases to their student account. The student should visit https://students.asu.edu/tuitionandbilling or contact Student Accounts Office for payment and billing questions. Any refunds will be processed on the student account.

b. Students who elect the bill to student account option and receive refunds for any other purchases or payments made via cash, check or credit card will have the refund posted through their student account.

4. Faculty and Staff

a. PAYROLL DEDUCTION POLICY: Employees are responsible for all payroll deductions from the date of purchase until the permit has been paid in full. The full purchase price of the permit must be paid, regardless of payment method, unless employment is terminated and the permit is returned before the established spring return deadline for all permit holders, March 15. Permits may not be returned anytime thereafter to stop payroll deductions unless employment is terminated or employee is on approved sabbatical, military leave or FMLA leave. If an employee is no longer eligible for payroll deduction, then the employee is responsible for any missed deductions and/or the outstanding balance due on the permit from the date of the last payroll deduction. Employee Platinum Passes may be returned at any time to stop payroll deductions.

b. OUT-OF-STATE LICENSE PLATES: In accordance with ARS 28-2001, all Arizona residents must obtain Arizona vehicle registration unless he/she is a student or a member of the active military service assigned to the Department of Military Science or the Department of Aerospace Studies. All vehicles, regardless of the state registered, must acknowledge compliance with the State of Arizona Emissions Standards in order to receive a university parking permit to park on campus.
B. Parking Areas, Permits and Fees

In general, a permit is required to park on the ASU campuses, unless otherwise posted. Days and times vary in specific lots; therefore, please adhere to the posted signs at all ASU campus parking lots and structures.

1. Parking Options

a. CONTRACTORS and DELIVERY/SERVICE VENDORS:
   a. Temporary parking permits and campus access passes shall be purchased from the Parking & Transit Services Customer Relations office. Rates will vary depending on location. Annual parking permits are also available.
   b. Contractors shall coordinate their parking needs with their assigned ASU project manager and the project manager will request parking permits.
   c. Delivery vehicles can utilize free loading zones (yellow curbs) that are available adjacent to most buildings for short-term (20-minute) loading and unloading of equipment. Access to campus malls and sidewalks must be coordinated with the campus parking manager or PTS special events unit.
   d. Service vehicles needing mall or sidewalk access must coordinate with the campus manager or PTS special events unit. For emergency access, the ASU department coordinating emergency response (i.e. Facilities Management, UTO, etc.) must inform PTS Dispatch as soon as possible.
   e. Golf carts may not be brought onto ASU property without coordination and approval with PTS director or designee if carts are to operate outside of marked construction zones.

b. ASU SERVICE VEHICLES: All ASU owned or leased department vehicles that are licensed and marked as ASU vehicles, including carts, are required to maintain an ASU Vehicle parking permit. These permits can be purchased at an ASU campus Customer Relations office. All ASU Vehicle permits are eligible to park along any ASU campus green curb and in non-resident permit lots. View the ASU Vehicle/Cart Enforcement & Education Policy (REV. 3/2013)

c. DEALER PLATES: In accordance with ARS 28-4532, dealer plates cannot be registered to a parking permit.

d. ACCESSIBLE PARKING: Signed parking stalls for accessible parking are available in most campus parking lots. Vehicles must display a valid ASU Accessible Parking Permit or a current, state-issued disabled plate or placard when parking in any marked accessible stalls on any ASU campus. Please notify ASU Parking & Transit Services at 480.965.0641, Menu Option 2, when an accessible space is occupied by an unauthorized vehicle.
   • An ASU Accessible Parking Permit is intended for the exclusive use of the individual issued the disabled plate or placard and subject to revocation if improperly used by others. ASU Accessible-Only parking permits must park only in the appropriate signed accessible stalls.
   • In permit-only parking facilities, an ASU Accessible parking permit or valid ASU permit for that lot and a current state-issued disabled plate or placard must be displayed.
   • In mixed-use parking facilities, an ASU Accessible parking permit or current, state-issued disabled plate or placard must be displayed and appropriate parking fee must be paid, as applicable. In visitor-only parking facilities the appropriate parking fee must be paid.

e. LEASED/RENTAL VEHICLES: Vehicles on long-term lease (six months or more) may be registered to a permit upon presenting a copy of the lease. Rental vehicles may park when displaying a purchased temporary parking permit. These may not be added via My Transportation Account and must be handled in a Customer Relations office.
f. MOTORCYCLE: Any type of motorcycle, scooter or moped (hereafter “motorcycle”) that has a VIN number and is required to be licensed with the Department of Motor Vehicles is required to display a valid ASU motorcycle parking permit when parked on ASU property. Motorcycles are not authorized to be parked or secured to campus bike racks and are restricted to roadway usage only; they are prohibited from being driven on any campus sidewalk, path or mall.

Surface motorcycle permits are valid only in surface motorcycle lots on the ASU campuses, as well as in Lot 59 areas (on the Tempe campus). To park a motorcycle in a parking structure, you may purchase a motorcycle permit that allows for motorcycle parking in any structure or motorcycle lot on the ASU campus. You may also purchase a parking structure permit (e.g. an Apache Blvd. Structure permit would allow you to park in this facility's covered motorcycle spaces). Parking structure permit holders may purchase a "conversion" permit (one that would allow for a permit holder to alternate between parking a motorcycle and parking a vehicle in their assigned parking lot or structure). A conversion permit may be requested at the Customer Relations office and these may also park in any surface motorcycle lot.

g. RESIDENCE HALLS: Only vehicles registered to residence hall students may display a residence hall permit. If an individual moves out of a residence hall, the residence hall permit must be exchanged for an available non-residence hall permit. Residence hall permits may not be renewed. Residence hall lots at all campuses require a residence hall permit at all times, including weekends.

Overnight parking is only authorized for vehicles displaying a residence hall permit in assigned lots or garages.

h. TEMPORARY PERMITS: Faculty, staff and students possessing a valid ASU parking permit, and whose vehicle becomes inoperable, may obtain a FREE ASU Temporary parking permit for a loaner vehicle for no more than two working weeks. A temporary permit will authorize parking in the same lot that the regular permit authorizes.

i. VEHICLE IDENTIFICATION: University personnel shall be able to easily view the vehicle’s license plate or vehicle identification number (VIN). Vehicles parked in a manner to inhibit this ability may be subject to immediate impoundment.

j. VISITOR PARKING:

(1) Visitor Responsibility. Arizona State University welcomes visitors to the campus. Residence hall visitors must display a temporary visitor permit to park in Residence Hall lots (subject to space availability). On the Downtown Phoenix, Polytechnic, Tempe and West campuses, these residence hall visitor permits can be purchased at the PTS Customer Relations office. Visitors who violate ASU regulations are subject to citation and visitors who habitually violate these regulations are subject to vehicle impoundment.

(2) Metered Parking. Metered parking is intended for use by short-term visitors. Metered stalls may be used by anyone who pays the appropriate fee. ASU parking permits are not valid at parking meters. Do not park at an expired or malfunctioning meter, as this is grounds for citation. Customers must adhere to the posted hours of enforcement. Sanctions may escalate with each additional or repeated violation. Meters must be paid Mon-Sat 7am – 10pm, excluding university observed holidays.

(3) Visitor Lots. Visitors to any of the four ASU campuses can make parking arrangements prior to arriving on campus by purchasing a visitor day pass online with a credit card and printing the pass from their personal computer using My Transportation Account. Visitors may also park at one of the attended parking lots or structures or pay-by-space lots. No overnight parking is permitted in most of these areas unless posted signs state otherwise. See posted rates and
enforcement hours at each location or view the “Hourly & Daily” webpages on the PTS website at http://parking.asu.edu.

k. RED CURBS/EMERGENCY LANES: Red curbs throughout campus are restricted at all times and are considered emergency lanes for emergency service vehicles. Parking along any portion of a red curb is prohibited at all times. Vehicles left unattended will be cited and may be immediately towed or relocated. Emergency lanes must be maintained at all times on campus malls and sidewalks, vehicles left unattended in these lanes will be cited and may be immediately towed or relocated.

I. LOADING ZONES (Yellow Curbs): Loading zones are authorized for use by any vehicle for a maximum of 20 minutes. Commercial loading zones are available only to marked, delivery vehicles for up to 20 minutes unless a vendor or extended loading zone pass is displayed.

m. SERVICE VEHICLE SPACES (Green Curbs): Service vehicle spaces are authorized for use by any university owned or leased vehicle displaying a current Service Vehicle permit. Some spaces are designated for Golf Carts only, and carts must display a current Service Vehicle or Vendor Golf Cart permit. Day Golf Cart Use-only spaces do not allow for overnight parking; golf carts parked in these spaces between 11pm – 6 am are subject to citation and may be relocated.

n. Campus Malls & Sidewalks: University-owned property where non-pedestrian devices or vehicles are permitted to be operated or parked. Non-university owned motorized vehicles must display PTS issued mall access permits to access and park on any designated campus mall or sidewalk. Vehicles left unattended without proper permit will be cited and may be immediately towed or relocated.

o. Oversize Vehicles: All vehicles must be parked within the stall and must not obstruct access to the drive lane or garage ramp. Vehicles extending into the stall lines, encroaching into the drive lane or preventing other vehicles from adequately maneuvering within the parking facility may be cited.

- Height: Most parking facilities have a 7’7” ceiling clearance – or lower – and may not be able to accommodate some lifted vehicles or vehicles with racks/other devices on the roof. The Packard Drive South and Fulton Center garages accommodate vehicles up to 8’2” on the first floor.
- Compact Spaces: Vehicles in spaces marked Compact Vehicle must fit entirely within the parking space. For traffic safety, they cannot encroach into the drive lane.
- Garage Ramps/End of Aisle: Vehicles longer than 18’ in total length that cause a safety concern for vehicular traffic because of their parking location on a garage ramp or in a space at the end of an aisle will be asked to relocate to other areas of the parking facility. Vehicles that continue to park in this manner may be subject to enforcement per PTS rules & regulations.

C. Transactions and Placement

1. Permit Purchases.
   a. Permits may be purchased online 24 hours a day, seven days a week at My Transportation Account or at an ASU PTS Customer Relations office during regular business hours. Permits may be renewed for the upcoming permit year each spring. Failure to renew in the spring forfeits your parking privilege in the same lot during the upcoming year.

   b. Payment methods. The following payments methods are accepted by PTS:
2. Placement. A "windshield" permit shall be fully affixed to the lower left (driver’s side) windshield of an automobile entirely by its own adhesive. A hanger permit shall be displayed by hanging it from the rearview mirror or on the driver’s side dashboard. The permit shall be facing outward so as to be clearly viewed by the parking enforcement staff. It is the responsibility of the driver to ensure that no objects (i.e. sun shades, air fresheners, etc.) obscure the view of the permit so that the permit number and safety features can be validated. The hanger is movable to other vehicles/license plates that are registered to that permit with Parking & Transit Services PRIOR to being displayed on the vehicle. Motorcycle permits shall be attached by the permit’s own adhesive to the top of the front fender or to the front fork in a conspicuous place, or to a conversion hanger attached to the motorcycle in a conspicuous place.

3. Vehicles Using Covers. If a vehicle cover is used, the owner has the responsibility of ensuring that the license number of that vehicle is displayed and clearly visible on the cover. The cover must also be easily raised to view the permit. Permits can also be affixed to car cover itself (adhesive or stitching) or to the lock of the cover as long as it is visible.

4. Replacement Permits and Gate Access Cards. Replacement permits or gate access cards may be purchased for a specified fee (includes lost, stolen, destroyed, damaged or melted). If a permit is found, it should be returned immediately to Parking & Transit Services. A vehicle displaying a lost or stolen permit will be cited, impounded and referral to dean of students or OHR. If a new vehicle and license plate is obtained, the permit holder may add this information to their account via My Transportation Account. If a new vehicle is obtained and the original license plate is retained, the permit holder is to notify the Customer Relations office. See sec. III. A.1.c.

5. Permit Refunds. Permit fees are refundable between the day of the purchase and March 15 of the following year (Sept. 30 of the fall semester if it is a Fall Semester-Only permit), provided that the permit or the identifiable remnants (i.e. at least two of the serial numbers printed on the permit) and gate access card, if applicable, are returned to Parking & Transit Services. No refunds will be made after March 15. Refunds will be prorated based on the day the permit or the identifiable remnants are received by the Customer Relations office. Refunds are not given at the PTS office. Your refund will be processed through the University Cashier’s office. After any outstanding charges on your University account are satisfied, you will then receive the refund from ASU for any remaining balance, if applicable.

   a. Multi-year permits paid in full and returned for refund between March 15 – Aug. 15 will not receive any refund for the current permit year, but will receive refund for any remaining full years prepaid.
   b. Eco Pass/Pay-As-You-Go permits can be returned for a full refund prior to their effective dates or within five (5) days of purchase if confirmed in system that permit WAS NOT used.
   c. Exceptions:
      1. Military leave: permits purchased prior to Spring Commencement may be returned for a prorated refund prior to Spring Commencement based on the date of leave from the University provided by the Registrar’s Office or Office of Human Resources. Permits purchased may not be eligible for refund but will be reviewed on a case-by-case basis. Permits purchased on payroll deduction can be returned to stop deductions.
      2. Medical leave: employees on approved medical leave may return permits to stop payroll deduction and preserve their parking location.
      3. Medical withdrawal: students with approved medical withdrawal may receive a prorated refund based on the date of their withdrawal (prior to March 15).
6. Transit Refunds. Student U-Passes are refundable between the day of the purchase and Jan. 31. Summer U-Passes are not refundable. Platinum Passes are refundable between the day of purchase and March 15. However, if a Platinum Pass is purchased via payroll deduction, the pass can be returned at any time to stop payroll deductions.

   a. Multi-year permits paid in full and returned for refund between March 15 – Aug. 15 will not receive any refund for the current permit year, but will receive refund for any remaining full years prepaid.
   b. Exceptions:
      1. Military leave: permits purchased prior to Spring Commencement may be returned for a prorated refund prior to Spring Commencement based on the date of leave from the University provided by the Registrar’s Office or Office of Human Resources. Permits purchased may not be eligible for refund but will be reviewed on a case-by-case basis. Permits purchased on payroll deduction can be returned to stop deductions.
      2. Medical withdrawal: students with approved medical withdrawal may receive a prorated refund based on the date of their withdrawal (prior to Jan. 31).

7. Permit Removals/Cancellations. Parking permits and gate access cards shall be removed from a motor vehicle and returned to PTS under the following circumstances:

   a. change in vehicle ownership
   b. permit expiration
   c. receipt of a new permit for the same time period
   d. leave of absence from ASU or any situation that stops/interrupts payroll deduction for parking permit(s)
   e. any situation where classes will no longer be taken at ASU (e.g. graduation)
   f. vehicle owner terminates association with ASU
   g. permit is cancelled for cause

IV. VIOLATIONS AND SANCTIONS

A. Individual Citation Responsibility

Arizona State University makes the following reasonable presumptions:

1. The person(s) obtaining a valid ASU permit is responsible for all citations issued to each vehicle registered to that permit or any vehicle displaying that permit.

2. If anyone with the same address as the registered owner(s) is determined to be associated with the University, then that person is presumed to be the operator of the vehicle receiving a parking citation and is responsible for said citation and/or;

3. The registered owner of a vehicle will be responsible for all citations issued to that vehicle if no other person at that address is determined to be associated with the University.

B. Violations

The following situations constitute violations of ASU’s parking rules and regulations for which the stated sanctions can be imposed. Please note that the fine amounts escalate for some violations as additional violations are incurred. For
example: The fine amount for a first-time violation may be $0, then increase to $30 on the second violation, then up to $50 on the third or fourth violation. Below are the violations and their related fine amounts from lowest to highest:

<table>
<thead>
<tr>
<th>Citation Code</th>
<th>Violation Description</th>
<th>WARN/GMB</th>
<th>1st Citation</th>
<th>2nd Citation</th>
<th>3rd Citation</th>
<th>4th+ Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code 1</td>
<td>Failure to Pay Fee</td>
<td>WARN</td>
<td>$0 or $15.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$100.00</td>
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<td>Code 2</td>
<td>No ASU Permit</td>
<td>WARN</td>
<td>$0 or $30.00</td>
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<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Code 3</td>
<td>Improper Use of Permit</td>
<td>GMB</td>
<td>$0 or GMB</td>
<td>$30.00</td>
<td>$50.00</td>
<td>$75.00</td>
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<tr>
<td>Code 4</td>
<td>Improper/Failure to Display</td>
<td>GMB</td>
<td>$0 or GMB</td>
<td>$0 or GMB</td>
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<td>$20.00</td>
</tr>
<tr>
<td>Code 5</td>
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<td>$75.00</td>
<td>$100.00</td>
</tr>
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<td>Code 6</td>
<td>Loading Zone Violation</td>
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<td>$75.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
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<td>Code 7</td>
<td>Reserved Stall Violation</td>
<td>N/A</td>
<td>$100.00</td>
<td>$150.00</td>
<td>$175.00</td>
<td>$250.00</td>
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<td>Code 8</td>
<td>Service Vehicle Stall</td>
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<td>ADA Violation</td>
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<td>No Carpool Permit</td>
<td>GMB</td>
<td>$0 or GMB</td>
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<td>$30.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Code 11</td>
<td>Alternative Fuel Stall</td>
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<td>$0 or GMB</td>
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<td>$50.00</td>
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<td>Code 12</td>
<td>Campus Mall Violiation</td>
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<td>Code 13</td>
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<td>$250.00</td>
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<td></td>
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<tr>
<td>Code 20</td>
<td>University Vehicle Violation</td>
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<td>Non-Appealable Fines</td>
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<tr>
<td>Code 30</td>
<td>Unauthorized Entry/Exit*1</td>
<td>N/A</td>
<td>$150.00</td>
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<td>$250.00</td>
<td>$250.00</td>
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<tr>
<td>Code 31</td>
<td>Lost/Stolen/Counterfeit/Altered Permit*1</td>
<td>N/A</td>
<td>$300.00</td>
<td>Required to buy permit at full value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code 32</td>
<td>Relocation Fee</td>
<td>N/A</td>
<td>$75.00</td>
<td>$100.00</td>
<td>$200.00</td>
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<td>Code 35</td>
<td>Boot/Tow Warning</td>
<td>N/A</td>
<td>$0</td>
<td>N/A</td>
<td>N/A</td>
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<td>Code 36</td>
<td>Tailgating Tow Warning</td>
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<td>Code 40</td>
<td>Impound Fee</td>
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<td>$200.00</td>
<td>$250.00</td>
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<td>Code 41</td>
<td>Tow Storage Fee</td>
<td>N/A</td>
<td>$1.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**WARN** = Manual warning issued only to vehicles with no prior ASU account history

**GMB** = Waives first violation fee for vehicles with no prior ASU account history

*T The Tailgating (or Gate-Running) Policy is to deter vehicles from entering or exiting a parking structure by driving directly behind a valid vehicle entering/exiting the structure on the same gate cycle. This is usually done by persons without a valid permit or gate card, or permit holders that have lost their access card, and are attempting to enter or exit the parking structure without authorization or payment. This is a safety hazard and is also considered a theft of services. Violators endanger themselves and the vehicle they are tailgating behind and risk possible damage to the parking equipment. A Dean’s referral may be issued for students who commit this violation. University employees may
be reported to their supervisors, college dean or VP for violation of Employee Conduct and Work Rules, SPP 801. Please report abuse to 480.965.0641.

Additional administrative sanctions may be assessed including but not limited to referral to dean of students, referral to Office of Human Resources, full permit value or costs for replacement or repair of parking equipment.

Vehicle may be immediately impounded per the Parking & Transit Boot/Tow Policy.

C. Impoundment

ASU Parking & Transit Services (PTS) encourages students, faculty, staff and guests of the university who plan to park on campus to be familiar with, and to act in accordance with, university parking rules and regulations. It is necessary for PTS to enforce these regulations, in some cases to the extent of booting or towing violators, in order to ensure a safe campus parking environment and to provide appropriate parking accommodations for paying customers. The most effective way to avoid having a vehicle booted or towed is to adhere to all posted regulations and pay for, or appeal, citations in a timely manner. Additionally, please be aware of the following regulations:

1. PTS has the authority to relocate or tow any vehicle in an emergency situation.

2. A dean’s referral may also be issued for students who commit the violations described in sections C.3 and C.4 below or accumulate excessive citations in violation of campus parking regulations.

3. Vehicles are subject to being booted or towed for:
   - Having $160 or more in unpaid parking citations on account.
   - Parking in an accessible parking stall without the proper permit.
   - Parking and leaving a vehicle in an emergency lane (red curb).

4. PTS reserves the right to immediately tow vehicles off ASU owned or leased property for the following reasons:
   - Displaying a lost, stolen, altered or counterfeit permit. (Parking permits are the property of ASU. PTS reserves the right to request that the permit be forfeited immediately and the individual may be subject to additional administrative sanctions (i.e. Dean Referral, refusal of parking services and additional fines.)
   - Tailgating: Unauthorized entry or exit (tailgating) into or out of a parking structure without the proper permit or avoiding payment in a visitor lot.
   - Not displaying a license plate, Vehicle Identification Number (VIN) or other form of identification, including intentional concealment of the VIN.
   - Parking in a closed or barricaded lot/Removal of barricade equipment.
   - Unauthorized parking in a reserved parking stall.
   - Failing to move a vehicle during the seven (7)-business day payment/appeals grace period following a tow warning.
   - Remaining 72 hours after being booted (ARS 15-1627).
   - Vehicles that have received a boot/tow warning and exceed $300 in parking fines beyond the warning pay period will be towed on site, or
   - Vehicles that have accumulated $160 in parking fines and registered owner is identified as not being affiliated with the university (visitor).
5. If a vehicle is booted/towed, the owner (lienholder) can:

   a. Pay the citations and resulting tow fees to PTS and then retrieve the vehicle.
      • A Boot Processing fee results in a minimum fine of $100.00 and accumulates with each boot thereafter.
      • A Tow Processing fee is $95.
      • Account balances are to be paid in full to the PTS Dispatch Office. PTS accepts cash, MasterCard or Visa. Owners of vehicles that have been booted/towed will be required to provide state or federal issued photo ID and proof of vehicle registration. Upon receipt of payment for all outstanding account balances and related towing charges, the vehicle will be released to the owner.

   b. Let the vehicle remain in the tow yard where additional storage fees will accumulate in addition to the unpaid parking and related towing charges.
      • If full payment is not received by the time of the tow, unpaid account balances will continue to accumulate. A $25.00 storage fee will be added after every 24-hour cycle until the account is paid in full and the vehicle is released. Vehicles that are not retrieved within a reasonable period of time are subject to becoming the property of the tow yard.

6. After an account has been paid in full and the vehicle has been released, an owner may request an appeal for citations issued within the previous seven (7) days. Fees associated with the boot/tow may not be appealed. Hearings cannot be guaranteed to be scheduled on the same day.

D. Notice
Signs posted at all lots and reserved spaces constitute notice that parking is controlled by these regulations and warning that violators shall be subject to sanctions. Parking in violation of these regulations will result in impoundment of the vehicle. The vehicle will be released only after payment of the towing service charge, storage, and impoundment fee, as well as any outstanding parking citations due to ASU Parking & Transit Services. Photo ID and proof of vehicle ownership are required.

E. Additional Penalties and Sanctions
Violators of parking regulations, including those who avoid or neglect to pay outstanding parking fines, shall be subject to additional penalties and sanctions including, but not limiting to: Code of Conduct Sanctions, oral or written reprimand, disciplinary probation, loss of ASU privileges (including parking), suspension from ASU, encumbrance of academic records, salary withholding, vehicle impoundment, or termination of employment.

F. Repeat Offenders

Repeat offenders who habitually violate the same parking regulation(s) are subject to escalating fine amounts if citations are received within the previous 12-month period.

V. CITATION PAYMENT PROCESS

A. Process
All citations are due and payable upon receipt. Citations can be paid for online at My Transportation Account or in person at the Parking & Transit Services office at the campus from which the citation was issued. Payment may also be
rendered via U.S. mail using the envelope that accompanied the citation. Fines will not be considered satisfied until paid in full.

A late fee of $10 will be assessed per citation that is unpaid after 30 days. Outstanding citations will accrued late fees every 30, 60 and 90 days, after which time any balance may be sent to a collection agency.

All fees must be paid directly to PTS. Payments through ASU Interactive or Cashiering Services will not be accepted. Financial aid payments will not clear citation fees from a student's account, although outstanding citations will create restrictions on student services such as obtaining transcripts and registering for classes.

PTS will attempt to mail customer statements to the address of record with the University or address on motor vehicle department’s Registered Owner page on a monthly basis reflecting outstanding balances. These can also be viewed by accessing one’s parking account at My Transportation Account.

### B. Impound

Impound payments can be made at the Customer Relations offices at the Downtown Phoenix (University Center building), Polytechnic (Quad 4) and West (Welcome Center building) campuses until 4:30 p.m., Monday – Friday. On the Tempe campus, impoundment payments can be made at Parking Dispatch, located on the lower level of the University Towers Parking Structure, until 10:30 p.m., Monday – Thursday, and until 8:30 p.m. on Friday. For afterhours payment, call the Tempe campus Parking Dispatch office at 480.965.0641. Payments should not be made online, as release paperwork must be processed to retrieve vehicle and storage fees may continue to accumulate.

### C. Payroll Deduction

After exhausting all administrative and legal remedies, any and all parking fees or fines owed to ASU by university employees are subject to collection by payroll deduction.

### VI. APPEALS

If you have received a citation that you believe has been issued in error, or that there are grounds for dismissal of the citation, ASU Parking & Transit Services provides avenues for appealing the citation.

As of July 1, 2015, the following citations can ONLY be appealed if the responsible customer felt they were issued in error; any other reason will not be considered and the appeal will be automatically cancelled. These citations are also not eligible for consideration of seven (7)-day waiver.

<table>
<thead>
<tr>
<th>Citation Code</th>
<th>Violation Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code 1</td>
<td>Failure to Pay Fee</td>
</tr>
<tr>
<td>Code 2</td>
<td>No ASU Permit</td>
</tr>
<tr>
<td>Code 3</td>
<td>Invalid Permit for Location</td>
</tr>
<tr>
<td>Code 4</td>
<td>Improper/ Failure to Display</td>
</tr>
<tr>
<td>Code 5</td>
<td>Improper Parking</td>
</tr>
</tbody>
</table>

Appeals may be submitted through My Transportation Account, in person, by mail, or fax. All appeals must be received within seven (7) calendar days from the date the citation was issued, exclusive of the day of issuance.

The appeals process will begin with a first-level review, conducted by the ASU Parking & Transit Services Appeals office. Should a person find the ruling to be unsatisfactory, he/she may proceed with a second-level, then third-level review, if necessary.
Learn more about the appeals process by visiting the PTS website at http://parking.asu.edu.

VII. MISCELLANEOUS

A. Responsibility. This parking pass licenses the holder to park one vehicle as directed. Permits and (gate access cards) are not transferable in any manner. Resale is prohibited and will subject both buyer and seller to fines and possible disciplinary action (e.g. Dean’s Referral). Falsification of information on parking applications may result in the recall or cancellation of a parking permit, and may also subject the individual to fines and/or disciplinary action.

The University assumes no liability arising from fire, theft, damage to or loss of the vehicle or any article left therein. Only a license of space is granted and NO BAILMENT is created. Acceptance of a parking permit constitutes acknowledgement by the holder that he or she has read and agrees to the provisions of ASU’s Parking Rules and Regulations.

B. Impaired Vehicles. In the event a vehicle breaks down and must be parked in an unauthorized area, the vehicle’s driver should immediately notify ASU Police by calling 480.965.3456 or by using an emergency call box. Disabled vehicles must be removed within 24 hours. For free assistance with battery jumps or retrieval of keys locked in vehicles parked on ASU campus property, call PTS Dispatch at 480.965.0641 (Tempe), 602.495.1500 (Downtown Phoenix), 480.727.2775 (Polytechnic) or 602.543.3258 (West).

C. Lot Closures/Event Parking. It may occasionally be necessary to close certain lots because of construction, athletic or special events scheduled by ASU (e.g. football, basketball, concerts, etc.). Such events shall be designated by Parking & Transit Services. PTS will endeavor to notify permit holders through public notice prior to such closures and provide information on alternate parking. If PTS is unable to reach the owner of a vehicle and it becomes necessary, a vehicle may be relocated at the owner’s expense.

Current Tempe campus permit holders may park in their assigned lots for events only if that lot is south of University Drive. There is no charge for parking in non-residence hall lots south of University Drive during specified events when a current ASU parking permit is properly displayed. If the event is south of University Drive, PTS will make every effort to accommodate permit holders in their assigned lot or direct them to alternate parking.

D. Signing. Vehicles must be parked ONLY where spaces have been designated and within a legal parking space. The temporary absence of a sign or gate arm at the entrance of a parking area does NOT indicate free parking or the removal of the parking restrictions for that area. If restrictions are altered, notices will be posted by PTS and changes will be effective as posted.

NOTE: Rules, Regulations and fees are subject to change.

Rev. 5/24/16