

Office of the Bursar

Parking Manual and Regulations



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UNIVERSITY OF ALASKA
DE 1895 - JUL 1, 1960
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INTRODUCTION

The Office of the Bursar is dedicated to meeting the highest expectations of the University community by promoting safe, convenient parking and is charged with maintaining order, enforcing regulations and providing professional services to all. Jointly, the staff consists of highly competent fellow-employees and students. We are committed to fair and courteous service to all our customers. We consider giving parking citations to be the least desirable option in encouraging compliance with the Board of Regents' Policy and University parking rules. We will treat our customers with a positive and respectful attitude at all times.

AUTHORITY

Board of Regents' Policy 02.09.03 provides authority to establish parking regulations and procedures. University Regulation 05.19.02 provides authority to collect fees from employees. Board of Regents' Policies 05.10.02 and 05.10.07 authorizes the president to delegate the authority to establish student fees such as those for parking to the chancellors or their designees.

UNIVERSITY LIABILITY

No liability is created by the granting of parking or vehicle operating privileges on property owned, leased, or otherwise controlled by the University. The University assumes no responsibility for the care or protection of vehicles or contents while operated or parked on University property.

SUPERCEDING INSTRUCTIONS

This manual is updated periodically as needed. Therefore, if a conflict arises between this manual and subsequent information contained in posted signs, brochures, website notices or other official publications, the most recent instructions will prevail. In the event of a misunderstanding or disagreement as to the correct interpretation of these procedures, we have established a formal appeal process to address any grievances.

MOTORIST ASSISTANCE PROGRAM

If you need help jump starting your vehicle, or if you lock your keys in your vehicle while at UAF/CTC locations, please call at 474-5053. A Parking Attendant will be dispatched to assist you. This complimentary service is available during our regular business hours Monday through Friday, 8:00 am - 5:00 pm. You will be asked to show photo ID and sign a liability release form.

GUESTS, VISITORS & SPECIAL NEEDS

Please contact the Office of the Bursar anytime you are hosting guests or visitors that park on campus. Permits for guests and visitors may be purchased through the Office of the Bursar located in Signers' Hall or from kiosk machines located in various campus locations. (Please see the campus map at www.uaf.edu/campusmap) It is our pleasure to accommodate special parking needs. If you anticipate any special parking requirements, please communicate that need to the Office of the Bursar. If a ticket is issued in error to a guest or visitor, please contact the Office of the Bursar immediately at 474-5053. We want to ensure that our guests leave with a positive impression of our campus community.

SECTION I – VEHICLE REGISTRATION & PARKING PERMIT/DECAL PURCHASE

WHO MUST PURCHASE AND DISPLAY A PARKING PERMIT/DECAL

Any motor vehicle parked on University, CTC or other leased property must display a valid UAF parking permit/decals. Visitors may park in paid meter spaces or Pay by Plate lots without a decal. Meters and Pay by Plate lots must be paid regardless of displayed permit/decals.

1. All affiliates* of UAF/CTC and the UA System-wide employees in Fairbanks require a permit 24/7 when parking on UAF/CTC property.
2. Student Recreation Complex (SRC) Users:
 - a. SRC users who would not otherwise be required to purchase a parking permit/decals by virtue of affiliation with the University as a student or employee may apply for an SRC parking permit at the SRC for a nominal fee. Until the permit is available, SRC users should purchase a temporary permit at the Kiosk in the Nenana lot or pay a meter.
 - b. With the SRC parking permit, SRC users may park in the Patty Center or Nenana lots while using the SRC.
3. All other persons associated with the University of Alaska Fairbanks on a full-time, part-time, or temporary basis including contractors, vendors and consultants must purchase parking permits/decals with limited exceptions. (See Exceptions)
4. Persons residing in campus housing must have a UAF Parking permit/decals for each private vehicle parked on campus or at their campus residence, including garage and driveways. MULTI-CAR USER (MCU) parking permits are not available for campus residents.
5. Official vehicles belonging to federal or state agencies with offices located on campus must display parking permits/decals.
6. Volunteers (decals or permit provided by department):
 - a. Long-term or Permanent Volunteers: Departments that benefit from long-term or permanent volunteers must purchase a parking pass/decals for their volunteers. For these purposes, long-term is generally defined as an expected volunteer period in excess of 30 consecutive calendar days. Parking Permits/Decals required for more than a month, but less than a full semester can be purchased on a pro-rated basis.
 - b. Short-term Volunteers: Parking permits for volunteers working from time to time, and for less than 30 consecutive calendar days must be purchased by the department benefited from the Office of the Bursar in Signers' Hall for a nominal daily fee.

*Affiliate: Any full-time, part-time, temporary or adjunct faculty, staff and students of the University of Alaska Fairbanks and UA System wide Administrative Offices located on the UAF main campus; employees working and students attending class at University leased facilities; and federal and state agency staff who work and park personal vehicles on campus.

EXCEPTIONS

1. Delivery trucks, maintenance contractors, repair, service and related vendor personnel (not sales staff) whose vehicles plainly identify the business and while conducting official deliveries or pick-ups may park in Vendor/Delivery spaces or specified loading zones not to exceed the posted time limit.
2. Visitors (general public, not affiliates) may park in lots designated "VISITOR/DECAL PARKING" or "Decal Required" lots if a valid parking permit is displayed during working hours (M-F, 7am-5pm). Parking meters and Pay by Plate lots must be paid by all users during the posted times: 8am to 5pm. Visitors may park in these lots after hours (after 5pm) and on the weekends without a permit.
3. Official law enforcement vehicles belonging to federal, state or local agencies, clearly marked as such and conducting official business are not required to display a decal or pay the parking meters or Pay by Plate. This exception will be closely monitored and if abused or misused by an individual or agencies may be revoked.

WHEN TO PURCHASE DECALS

1. Faculty and staff must purchase a new decal upon expiration of the old decal, or during annual issuance of new decals by mid-August each year, whichever is sooner. Faculty and staff may purchase a sustainable permit that will be auto-renewed annually using a pre-tax payroll deduction payment method for the cost of their decal.
2. UA employees (not student employees) may elect to take a pre-tax payroll deduction for the cost of their decal.
3. New employees, including temporary employees, must purchase and display their decal within 10 working days of commencing employment. Should your vehicle be cited for not having a decal in this 10 day period, please contact The Office of the Bursar at 474-7384 for immediate resolution.
4. Students must purchase and display their permit/decals prior to the second week of classes.
5. Decals are required for summer semester students and student employees not taking summer classes.
6. Whenever a previously registered vehicle is replaced; it is the owner's responsibility to register the newly acquired vehicle within 10 calendar days of the date the vehicle was obtained. Should the vehicle be cited for not having a parking permit during this period, please contact the Office of the Bursar at 474-5053 for instructions.
7. Drivers who purchase new vehicles without license plates or registration may use the Application for Title and Registration to register their vehicle on campus or the previous valid registration if it has been left with the vehicle.

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VEHICLE SALE, TRANSFER OR CHANGE OF STATUS

Any change in status, such as a new address, sale of car, purchase of another car, or change in license plates, must be reported to the Office of the Bursar within ten (10) working days of the change.

1. UAF decals and permits are not transferable to another individual. If the vehicle is sold, the decal must be removed. Please call the Office of the Bursar for instructions 474-7384.
2. A replacement parking permit/decal may be purchased for a minimal fee. If the old decal or identifiable portions thereof are returned to The Office of the Bursar, the cost of the replacement decal will be pro-rated. Otherwise, the full replacement cost may be charged.
3. A UAF decal becomes null and void upon sale of a vehicle. Using the decal to park on campus is fraudulent and the driver/owner's vehicle is subject to citation, relocation, immobilization, impound or loss of parking privilege.

SECTION II – PARKING DECALS

A parking permit does not guarantee the holder a parking space in a specific lot. Drivers should be aware that spaces in prime locations tend to fill up first. Transportation is provided from the outer lots to the main core area of campus or West Ridge. Lack of space in your chosen lot is not considered a valid excuse for violation of a regulation. All areas not specifically designated for parking shall be considered “No Parking” zones. The responsibility of finding an authorized parking space rests with the driver. Lack of parking spaces, vehicle mobility issues, inclement weather conditions or other disabilities are not considered valid excuses for violation of traffic and parking regulations.

REGULAR PARKING DECAL

Faculty and staff may obtain an annual decal for the period September 1 - August 31 or a Fall/Spring period of time, September 1 – May 31. Decals are also available on a monthly basis. Faculty and staff may elect a pre-tax payroll deduction plan. Adjunct faculty and employees contractually working half time (40 hrs. per pay period) or less may purchase a regular decal at a 50% discount upon verification of this status.

STUDENT PARKING DECAL

Students may purchase decals each semester at a rate determined by credit hours taken and student employment status. If you anticipate being on campus year round, either as a student or student employee, consider purchasing the annual decal.

Annual decals are available to students at a discounted rate. Faculty or staff who are taking classes are considered employees and are not eligible for student rates.

MULTI-CAR USER (MCU) HANGER

1. The MCU program offers the option for an affiliated individual to drive a different campus-registered vehicle on campus as he/she chooses. A single MCU identifying hanger is issued to the driver/owner and must be displayed by hanging from the rearview mirror of whichever vehicle is on campus. Ensure that only one MCU vehicle is on campus at any given time.
2. The MCU decal requires that the driver/owner remember to switch the hanger when one of the alternate registered vehicles is driven to campus.
3. If the hanger is forgotten, you are advised to contact the Office of the Bursar in Signers’ Hall for options. The vehicle could be subject to citation.
4. Additionally, other non-affiliated family members who may have occasional business on campus are subject to being cited if they park the secondary vehicle in “Decal Required” lots because the secondary vehicle will lack the MCU hanger. In such cases, should a citation be received, the individual should immediately contact the Office of the Bursar to show their ID and citation for resolution.
5. Faculty, staff and non-campus residents: The MCU program requires each vehicle to be registered with the Office of the Bursar up to a maximum of 4 vehicles. Until vehicles are registered with the Office of the Bursar, the MCU hanger is not valid.
6. The MCU program is not available to campus residents. Campus residents are required to purchase a regular decal for each private vehicle parked on campus or at their campus residence (this includes: in the garage or driveway).

GOLD LOT HANGER

1. Gold lots are reserved from September 1 through August 31 for a 12-month permit, and September 1 through May 31 for a 9-month permit. Student Gold Permits are available by the semester. Gold lots are reserved Monday through Friday from 7:00 am until 5:00 pm except during holidays when university is closed.
2. Gold lots users may be temporarily moved to other gold lots for short periods of time due to required construction project needs.

DECAL LOCATION

Decals must be permanently affixed as instructed on the decal (not taped) on the lower right hand inside corner (passenger side) of the windshield. The parking permit is not considered valid unless it is displayed properly on the vehicle. MCU Hangers are hung on the rear view mirror facing out or can be placed on the passenger side dashboard if they are unable to be placed on the rearview mirror.

DECAL UPGRADE/DOWNGRADE FOR MCU HANGER

The vehicle driver/owner may request a decal upgrade or downgrade at any time. The current decal must be removed and returned to The Office of the Bursar. The pro-rated cost of the original decal is adjusted to the purchase price of the new permit along with a minimal transfer fee.

SECTION III – PERMITS

PERMIT LOCATION

University-issued special and temporary permits must be placed on the passenger- side of the dashboard and the entire permit must be plainly visible from outside the vehicle. Permits may be purchased at the Office of the Bursar, Signers' Hall. Permits are non-refundable.

AUTHORIZED AND OFFICIAL VEHICLE ONLY PARKING (A/O)

1. Departmental A/O Parking Permit
 - a. The on-campus Shuttle buses run on a continuous basis as posted. When use of the Shuttle bus system will not meet the need, a department may request a permit that allows faculty or staff, while conducting University business away from their office, to park for up to 2 hours in an "Authorized & Official Vehicle Parking Only" space. The Permit does not allow parking in "Facilities Services Vehicles Only" spaces. The permit must be clearly visible on the passenger side vehicle dashboard.
 - b. Due to the limited number of Authorized/Official Vehicle spaces, the A/O spaces may not always be available. Vehicles displaying this permit must have a current UAF decal. Department heads must approve requests for A/O permits.
 - c. Facilities Services official vehicles are permitted to park in both the A/O spaces and Facilities Services spaces.
 - d. Parking in an A/O space while a person is at their normally assigned work location is prohibited. Use of an A/O permit for personal business, classes, lunch, or personal errands is prohibited.
 - e. Vehicles parked in excess of the 2-hour time limit may be cited.
 - f. Abuse of this privilege may result in revocation of the permit.
2. Service Contractors/Vendors A/O Parking
 - a. Service contractors and vendors with vendor permits that designate A/O parking and while conducting business for the University may park in the Official Vehicles Only (A/O) spaces, but not in Facilities Services spaces.
 - b. Sales personnel without vendor permits may not use A/O parking spaces.

TEMPORARY PARKING PERMITS

1. Temporary permits may be purchased for a single day, a short specified period (30 days or less), or a series of days as necessary to accommodate a guest of the University, a member of the public serving on a University committee, or other special need. The permit allows the holder to park in "Decal-Required" lots. The permit must be clearly displayed in the lower right hand corner of the windshield or dashboard area of the vehicle (passenger side), or in the case of a day pass – hanging from the rear view mirror.
 - a. Visitors, not otherwise affiliated with the University must have a valid permit during working hours (Monday through Friday, 8am – 5pm).
 - b. Frequent Users: Departments that expect frequent guests or visitors should order temporary parking permits in advance to avoid unnecessary ticketing of our University guests.
2. Employees & Students:
 - a. Temporary permits may be issued while an employee or student is awaiting DMV license plates or resolution of vehicle transfer decal problems.
 - b. Other requests for a Temporary Permit will be considered on a case-by-case basis.

3. Vehicle Temporarily Out of Service or Unavailable:

- a. Occasionally, a decal holder's vehicle may be unavailable due to repairs, visitors, other family member's need, or other reasons. Decal holders may contact the Office of the Bursar for a temporary permit for use with a dealer courtesy car, rental or another private vehicle. The permit provides the same privileges and restrictions as the original decal.
- b. When a second private vehicle is needed for more than 30 calendar days, the decal holder will be required to purchase an MCU permit, or a replacement decal for a nominal fee.

EMERITI PERMITS

UAF is grateful for the dedicated service provided by our Emeriti Professors. UAF Emeriti Professors are eligible to receive an Emeritus Permit. The permit will allow the professor's vehicle to park in Decal Required Lots, Authorized/Official Spaces. Emeriti Permits are currently issued with a one year expiration period. Use of an Emeritus permit by UAF employees or students is not permitted and may result in revocation of parking privileges.

STUDENT RECREATION CENTER (SRC) PERMITS FOR NON-UNIVERSITY PERSONNEL

This permit is for non-university affiliated SRC users only, and may be used to park in the Patty Center or Nenana lots. The permit must be prominently and fully displayed on the passenger side of the vehicle dashboard. Permits may be purchased at the SRC with proof of membership (SRC contract).

SECTION IV – DESIGNATED PARKING AREAS

Parking is only allowed in areas posted as parking areas. Any area not specifically posted to allow parking will be considered a “No Parking” zone.

DECAL REQUIRED PARKING

1. These areas can be utilized by visitors with a valid permit and anyone with a regular decal, MCU or Gold Decal. Meters, if any, must be paid during the times posted. Pay by Plate lots also need to be paid during times posted. Students, staff, faculty, and contractors must have the appropriate decal or permit to park at **any** campus location.
2. Signers’ and South Eielson Lots (short term parking only):
 - a. This lot is specifically provided for short-term, two (2) hour maximum (with additional hour extension), Pay by Plate parking for faculty, staff, students or visitors while conducting University business. Visitors who require parking for longer periods of time can park in the Taku and Nenana parking lots with a valid permit. Visitor vehicles must have a valid permit during working hours (M-F, 8-5p). Refer to the campus map for other parking locations.
 - b. This lot is not intended or designated for students attending class. Commuter student parking is provided in the Nenana lot. The Nenana Shuttle runs to the Wood Center South entrance.
 - c. Faculty and staff who work in the campus core area are not intended to park in the South Eielson or Signers’ lot while at their regularly assigned work location even if they use the Pay by Plate kiosk or use the Pay by Phone app. Parking is limited to two (2) hour maximum (with additional hour extension) per visit and is strictly enforced. Anyone using the South Eielson lot must pay at the kiosk or use the Pay by Phone app, Monday through Friday, from 8:00 a.m. to 5:00 p.m., except University holidays. All vehicles will be subject to the maximum two (2) hour maximum (with additional hour extension) time limit. Vehicles parked beyond the maximum limit, even though time may be remaining, will be cited.
3. No Overnight Parking: Several non-residential lots, as posted, must be vacated between 2:00 a.m. and 4:00 a.m., Monday – Friday. Overnight parking is not permitted and vehicles are subject to citation and/or towing. An exception is granted for Wickersham Hall Residents who may request a permit for overnight parking only in the Haida Lot.

ACCESSIBLE (ADA) PARKING

1. There is no additional fee for ADA parking; however, a regular parking decal or permit is required, for students, staff, faculty, and contractors to park in any available ADA space.
2. Accessible parking is provided in compliance with federal and state law for those who legally display Alaska Department of Administration, Division of Motor Vehicles disabled license plates or permits.
3. Assigned ADA parking is provided in limited numbers for individuals with severe impairments or serious medical problems, such that closest access to the facility is medically warranted. Spaces are reserved for specific individuals only. The license number of the authorized vehicle will be placed on the “Reserved for” sign in the space. For more information, please contact the Office of the Bursar.

RESERVED SPACES

Reserved parking spaces will be provided to departments only upon a demonstrated need that overrides the need to provide equal access to parking for students, faculty and staff. The need of the University – not the convenience of the individual – is the criterion. Approved spaces will be identified with an official sign.

Reserved space allocation is subject to annual review.

ON-STREET PARKING

On-street parking is prohibited unless specifically posted. Where posted, on-street parking requires a UAF decal. The current campus map serves as a guide for locating on-street parking on campus.

LOADING ZONES

Loading zones are for loading and unloading only, and within the time limits posted, usually no more than 10 minutes. If, at any particular time, you need more time to unload a large number of items, contact the Office of the Bursar to make necessary arrangements.

SECTION V – SNOW REMOVAL, MAINTENANCE OR SPECIAL EVENTS

GENERAL

From time to time during the year it is necessary to restrict or prohibit parking in various lots in order to remove snow, clean or maintain the parking lot, or for construction or special events on campus. Vehicles parked in these areas in violation of the posted restriction are subject to citation and relocation.

NOTIFICATION

1. Facilities Services: Academic and public lots, those other than lots designated for the residence halls, are posted 24 hours in advance of the operations or special event. Residence Hall lots are normally posted 48 hours in advance, but when there is heavy snowfall or other extreme situations the notification period may be reduced. Facilities Services posts notices where you may view the list of scheduled snow removal operations at <http://facilities.alaska.edu/uaf/fsweb/snow.cfm> or their Facebook website <https://www.facebook.com/UAFFS/>.
2. Residence Life: The Director of Residence Life is responsible for notifying resident students via postings, staff announcements, and other means deemed necessary and appropriate.

OPERATIONS SUPPORT

1. The Facilities Services Operations Superintendent will notify the Office of the Bursar of the scheduled time for parking lot snow removal or maintenance operations as soon as possible in advance of the scheduled operations.
2. To ensure operations crews are not delayed, enforcement staff will check the designated parking lots to see if all vehicles have been removed, normally 30 minutes to an hour before the posted time and during the lot closure. If vehicles are present they will be relocated to the Nenana or Taku lot.
3. Vehicle drivers/owners who contact the Office of the Bursar in search of their “missing” vehicle will be directed to the Nenana, Taku, or the closest lot deemed most appropriate to relocate vehicles.

THANKSGIVING – CHRISTMAS—SPRING BREAK PARKING

These breaks are a good opportunity for Facilities Services to clear snow and ice from campus parking lots. The lot closures will be posted as set out herein, but we realize many students are off-campus at these times. Campus motorists are at risk of having their vehicle relocated at the owner/driver’s expense. In addition to making arrangements with other students or co-workers to move the vehicle in the event of snow removal, campus motorists have the option of parking their vehicles in a temporary storage lot. A current decal is required. Contact the Office of the Bursar for more information.

SECTION VI – ENFORCEMENT, FINES & PENALTIES

COMPLIMENTARY CITATION WAIVER

As a courtesy to our newly arrived students, faculty and staff, the University extends a complimentary citation waiver should a new student, faculty or staff person receive any **Class 1 Violation** citation within 14 days of their arrival on our campus. If this happens to you, take the citation to the Office of the Bursar and request a complimentary waiver of the citation fee. Once your status is confirmed, the citation will be changed to a warning. No formal appeal is necessary.

ENFORCEMENT

The Office of the Bursar is solely responsible for enforcement of parking regulations for UAF.

1. Hours of Enforcement: Parking regulations are subject to enforcement 24 hours a day, seven days a week. Some parking lot restrictions are time specific, i.e. some lots may be restricted during normal business hours, and available for open parking after hours. Informational signs are posted.
2. The Office of the Bursar has authority over parking rules on campus.
3. Coordination with Residence Life: When vehicles are parked in violation of Residence Life reserved spaces or are otherwise causing a disruption to Residence Life operations, individuals with authority delegated by Residence Life will contact the Office of the Bursar to request citation and/or relocation of the vehicle.

VIOLATIONS AND FINES

Citation Responsibility

The Office of the Bursar will make every effort to cite the driver of the violating vehicle. If the driver is not known, the holder of the UAF parking decal or permit will be cited. If the vehicle is not registered on campus and the driver cannot be determined then the registered owner of the vehicle will be cited. The Office of the Bursar will change the citation to charge the driver if presented with sworn statements from the owner of the decal or vehicle, and the driver, that the person cited was not the actual driver. Removal of an improperly parked vehicle is an immediate priority. Violators can expect their vehicles to be commercially towed to an outer lot at the owner's/driver's expense. In addition to the tow cost and citation fine, at the discretion of the Office of the Bursar, unauthorized vehicles may also be immobilized or commercially impounded. (See immobilization and impound below)

Citation Class Violations

Vehicles in violation of the general regulations, outlined below, are subject to citation fines depending on the class violation including: Class 1 Violation (\$25), Class 2 Violations (\$35), Class 3 Violations (\$65) and Class 4 Violations (\$125) and Class 5 Violations (\$250). Some Class 3 and Class 4 violations may lead to criminal investigation and prosecution and/or disciplinary action.

CLASS 1 VIOLATIONS \$25.00:

#100 EXPIRED METER: No time showing on meter.

#101 OVERTIME PARKING: Exceeding posted maximum time limits, e.g. South Eielson, Plaza, or Security lots regardless of time showing on the meter. Exceeding the time posted limit for Authorized & Official Vehicle spaces, or the posted limit for loading zones.

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#102 IDLING VEHICLES: Idling a vehicle while attended or unattended in a posted "No Idling" zone.

#103 DECAL NOT PROPERLY AFFIXED OR DISPLAYED: Decal not properly affixed to windshield includes decals that are taped on, lying on the dashboard, or placed in other areas of the vehicle. Decals must be properly affixed to avoid improper transfer to another vehicle.

#104 PARKING OUTSIDE OF DESIGNATED PARKING AREA: Parking in a manner that overlaps more than one parking space. Parking outside designated parking lots or areas.

#105 NO PARKING ZONES: Parking in a "NO PARKING" zone.

#106 LOADING ZONES: Parking in loading zones while not engaged in loading or unloading.

#107 HANGER NOT PROPERLY DISPLAYED: Hanger not properly displayed.

#108 MISUSE OF ELECTRICAL OUTLETS: Parking electrical outlets may be used only for vehicle engine heaters and/or, on low or no emission electric or electric/hybrid vehicles, for charging batteries. The following use of electrical outlets is prohibited:

a. Vehicle interior electrical heaters.

b. Using electrical outlets of a space other than the one in which the vehicle is parked. If the outlet is inoperable contact Facilities Services at 474-7000.

c. Using building outlets for motor vehicles, unless designated for that purpose.

Vehicles misusing electrical outlets may be unplugged without prior notice to the owner/driver.

Use of a vehicle plug in requires a current parking decal or permit.

#109 VEHICLE REPAIRS: Major repairs and service of personal vehicles is not permitted in campus parking areas. Wrongful fluid disposal is prohibited. Oil, lubricants, antifreeze, or other motor vehicle fluids must be contained in approved receptacles only and the fluids must be disposed of in accordance with the manufacturer's recommendations. Failure to clean the areas of any residue or spills is prohibited.

#110 INOPERABLE OR PRESUMED ABANDONED VEHICLE: A vehicle that appears to be inoperable or abandoned may be ticketed, relocated or, as a last resort, impounded. In the case of resident student vehicles, action as deemed appropriate can be taken if the Director of Residence Life determines that the vehicle is a nuisance, a hazard, or an inconvenience to other student residents. Reasonable efforts will be made to contact the student or driver/owner prior to impounding a vehicle. A vehicle is presumed abandoned when:

a. It has been dismantled or damaged to the point that it is not in operable condition.

b. It does not display a current state registration and license plate.

c. It is parked in a parking area for over 30 days without moving or authorization from the Office of the Bursar. Faculty, staff, students may park their vehicles on campus for an extended period of time only while on University business. The Office of the Bursar must be notified (uaf_bursar@alaska.edu) prior to parking the vehicle. Notification must include dates, vehicle license plate number, registered owner, driver's name, phone number and location where vehicle will be parked.

#111 ROADS AND STREETS: Parking on University roads and streets not posted for parking. Any road or street not specifically posted for parking is to be considered a No Parking zone. (See campus map for locations of designated parking areas)

#113 EXPIRED PAY BY PLATE: Time expired on permit paid for by pay by plate.

#114 NOT VENDOR/ DELIVERY VEHICLE: Parking in vendor/delivery loading zone when not in a vehicle that plainly identifies the business conducting the official work.

CLASS 2 VIOLATIONS \$35.00:

#201 FAILURE TO MOVE A VEHICLE: Failure to move a vehicle or materials when notified directly or as notified by posting for snow removal, lot maintenance, special events or other.

#203 BUS STOPS: Parking in any posted bus stop.

#204 STAIRWAYS, WALKWAYS, CROSSWALKS, SIDEWALKS & TRASH RECEPTACLES: Parking at

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the head or foot of any stairway, parking in or partially in a walkway, crosswalk or sidewalk. Parking such that it blocks Refuse Truck access to dumpsters.

- #205 LOT ENTRANCES, EXITS OR TURN-AROUND AREAS: Parking in parking lot entrances, exits or turn-around areas.
- #206 OBSTRUCTING, DOUBLE-PARKING OR HINDERING TRAFFIC: Blocking a driveway or roadway, double parking, parking facing on-coming traffic, or parking in any manner obstructing or hindering the normal flow of traffic.
- #207 VISITOR ONLY PARKING: These parking lots or spaces are provided as a courtesy for University guests and visitors only. Unauthorized use is strictly prohibited. Parking in a Visitor Only lot or visitor only designated space is strictly prohibited for faculty, staff or students between 8 a.m. and 5:00 p.m. Monday through Friday, except University holidays.
- #208 PARKING IN RESTRICTED AREAS: Parking in any location in violation of the posted restriction such as: Reserved Spaces; Authorized & Official vehicles only spaces; Facilities Services spaces; construction vehicles only spaces; Transportation vehicles only spaces; Vendor only spaces.
- #209 UNATTENDED CHILD, IMPAIRED PASSENGER, OR PET: Leaving a child, an impaired passenger or a pet in a vehicle in conditions that, in the opinion of a reasonable person, pose a threat to the vehicle occupant. In this instance a commissioned the Office of the Bursar officer will be asked to assess the situation and respond appropriately.
- #212 PARKING OF OVERSIZED VEHICLE: Vehicles cannot be parked in such a manner that they take up more than one parking space or extend out into the parking lot and inhibit traffic flow.
- #213 DEPARTMENTAL HANGER MISUSE: Hangers do not permit individuals to park near their regular place of employment. https://uaf.edu/bursar/files/forms/parking-forms/Departmental_Permits.pdf

CLASS 3 VIOLATIONS \$65.00:

- #300 FAILURE TO PURCHASE A DECAL OR PARKING PASS: It is a violation if a person required to do so fails to purchase, renew or to display a parking decal or appropriate permit.
- #301 UNAUTHORIZED PARKING IN A RESERVED LOT: This includes Gold lots, as well as, Departmental Reserved lots such as Facilities Services, Residence Life and other University Departments. It is a violation for anyone without a Gold hanger to park in a parking lot marked for the specific Gold lot. Gold permit holders are asked to call the Office of the Bursar if an unauthorized vehicle is parked in their lot or space. We will respond quickly to ticket and/or relocate the vehicle and return the spot to the rightful occupant.
- #306 FIRE LANE VIOLATION: Parking in a fire lane or within 15 feet of a fire hydrant or wall hydrant is prohibited.
- #BTF VEHICLE IMMOBILIZATION: The decision to immobilize a vehicle is at the discretion of the Office of the Bursar.
 - a. For serious or repeated violations an immobilization device ("BOOT") may be attached to the vehicle. Citations may also be issued for violations that are concurrent with the decision to immobilize the vehicle.
 - b. When a vehicle is "booted" a fee is assessed for its removal. The fee is payable at the Office of the Bursar during business hours. The vehicle owner/driver is also responsible for any citation that may accompany the immobilization as well as any previous unpaid citations.
 - c. Failure to contact the Office of the Bursar by the close of business on the day the boot is attached may result in the vehicle being commercially towed to an outer lot at the driver/owner's expense or commercially impounded.
 - d. Unauthorized removal of or damage to a boot is a criminal offense.

CLASS 4 VIOLATIONS \$125.00:

#400 EVASION, FRAUD, OR FALSIFICATION: It is a violation to sell, give or exchange a decal to another individual with the intent to deprive the University of revenues or knowingly steal, counterfeit, alter or tamper with a parking decal or parking permit. The intentional manipulation of documents or previous citations to avoid a citation.

#402 DELIBERATELY IMPEDING A PARKING ATTENDANT IN PERFORMING HIS/HER DUTY:

Deliberate attempt to prevent a Parking Attendant from carrying out their assigned duty by means of verbal or physical interference, verbal harassment, intimidation, blocking a vehicle path, interfering with a commercial tow truck operator or other. Such interference may be cause for action by the UAF Police Department.

CLASS 5 VIOLATIONS \$250.00:

#500 ACCESSIBLE (ADA) SPACES OR RAMPS: It is a violation:

- a. To park any vehicle not properly identified for ADA in an ADA space.
- b. For any non-ADA driver, unless escorting, dropping off, or picking-up an ADA person, to park in an accessible space even if the vehicle is marked for ADA.

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TOWING/RELOCATION OF VEHICLE

1. When necessary to return a parking space to its rightful use, or to avoid delay of University operations the Office of the Bursar will call the UAF contracted Tow Company to relocate your vehicle to the Nenana or Taku lots. The University is not liable for any damage, expense or consequences arising from impound.
2. Once the towing contractor dispatches the tow truck, the University incurs a fee. Therefore, the vehicle driver/owner is liable for the towing fee even if the driver/owner retrieves the vehicle prior to the arrival of the tow truck. This may be in addition to any citations.
3. Only the actual cost of towing is assessed against the vehicle's owner/driver. No administrative surcharge is applied by the Office of the Bursar and there is no early payment discount available.
4. For serious or repeated violations (**e.g. failure to purchase decal**) the Office of the Bursar may determine that immediate relocation, immobilization or impound of the vehicle is warranted.

IMPOUND OF VEHICLE

1. The decision to impound a vehicle is entirely at the discretion of the Office of the Bursar. NOTE: Impound authority is granted to the Office of the Bursar under State law.
2. For serious or repeated violations the vehicle can be commercially impounded. Citations may also be issued for violations that are concurrent with the decision to immobilize the vehicle.
3. If your vehicle has been impounded you may contact the Office of the Bursar (474-5053) for information as to which tow company has your vehicle.
4. A commercial impound of a vehicle is an action taken by the University to have a vehicle immediately removed from campus. An impounded vehicle is no longer in the control, care, or custody of the University, nor is the University liable for any damage, expense or consequences arising from impound. Legal custody passes to the commercial towing company. Any and all arrangements including payments imposed by the commercial towing company are entirely the responsibility of the driver/owner.

PAYING A FINE

Payment may be mailed with the citation. Do not send cash through the mail. Payment may also be made by cash or check at the Office of the Bursar at Signers' Hall. Citations paid online within 14 days of issuance are discounted \$10.00. The early pay discount does not apply to towing charges.

PENALTIES FOR NON-PAYMENT

Persons with unpaid fines may be subject to denial of academic records, official transcripts or class registration; referral to a collection agency; garnishment of Permanent Fund Dividend (PFD); revocation of parking privileges; immobilization or impound of the vehicle. Unpaid fines, decal costs, or other penalties are an "Employee Obligation" of faculty and staff under University Regulation 05.19.02. Which may lead to disciplinary sanctions.

SECTION VII – APPEALS

YOU DON'T HAVE TO FILE AN APPEAL TO BE HEARD

You don't have to file an appeal to have someone listen to your concerns. Very often a person who gets a ticket doesn't want to file an appeal, but wants to make their concerns known. You can submit a message to the UAF Office of the Bursar or uaf-bursar@alaska.edu, the Bursar or designee will reply to all e-mails received.

APPEALS THAT ARE NOT SUPPORTABLE

The Office of the Bursar strives to provide fair and consistent enforcement of the parking rules for the overall safety and benefit of our parking customers. Occasionally, a citation is issued in error. When this happens, the Appeal process provides an opportunity to appeal the citation. However, justification for appealing does not include:

1. "I didn't see the sign."
2. "Others were parking there too."
3. "I was late."
4. "I couldn't find another parking space."
5. "The meter or Pay by Plate permit expired before I got back."
6. "There was no sign that said I couldn't park there."
7. "I only parked there for a few minutes."
8. "I've always parked there and you never gave me a ticket before."
9. "Other cars were parked there and they didn't get a ticket."
10. "I don't agree with the policy or regulation."
11. Other acknowledgements that the facts of the citation are correct.

PARKING CITATION APPEAL (Verbal Appeals Are Not Accepted)

On-line Appeal is the preferred method <https://uaf.edu/bursar/parkingservices/> The Citation Appeal Form is also available at the website.

1. If an individual disputes the facts of a parking citation, they must identify the specific issues in dispute and provide details that support the appeal. Parking Enforcement Appeal Committee (PEAC) will review the citation, any field notes and photos; interview the officer who issued the citation, and review the disputed facts or extraordinary circumstances set out in the appeal. Parking Enforcement Appeal Committee (PEAC) is a three person panel comprised of a member of the Office of the Bursar, Parking Services and student representative.
2. If an individual wishes to submit additional documentation, they can email information to the Bursar's office at uaf-bursar@alaska.edu (citation number in the subject field).
3. Any Parking Citation Appeal that lacks required information will be denied.
4. Parking Citation Appeals must be submitted from the website, post marked, or be personally delivered to the Office of the Bursar within 14 calendar days of the date the citation was issued. Late citation appeals will be rejected as untimely.
5. Parking Enforcement Appeal Committee (PEAC), will issue a written decision not more than 30 calendar days following receipt at the Office of the Bursar.
6. Parking Enforcement Appeal Committee (PEAC) will send the decision by e-mail, intra-campus mail or USPS mail to the address provided by the appellant on the appeal form. An e-mail address is preferred.
7. If Parking Enforcement Appeal Committee (PEAC) fails to electronically respond or postmark a response within the 30 day limit, the appeal is automatically granted and the fine eliminated.

HOW TO FILE AN APPEAL

1. Appeal of a Citation:
 - a. Complete a Parking Citation Appeal located at <https://www.uaf.edu/bursar/parkingservices/> within 14 calendar days of the citation issue date.
 - b. Print a hard copy from the web or pick up a copy of the form at the Office of the Bursar. Hard copies may be faxed to 474-5898 or sealed in an envelope clearly marked "PARKING APPEAL" on the outside and mailed through intra-campus or USPS mail to:
UAF OFFICE OF THE BURSAR
Box 757640
Fairbanks, Alaska 99775-7640
 - c. Deliver the envelope, in-person to the Office of the Bursar.
- D. Timely submittal of the appeal is the responsibility of the appellant. Late appeals may be rejected solely on that ground. Appellants are responsible to follow the status of their appeals to avoid delinquent payment.

EARLY PAYMENT DISCOUNT

The \$10.00 early payment discount remains available during the appeal process. However, if the appeal is denied, payments not made within 14 calendar days of issuance of the decision, or in accordance with an approved payment plan are delinquent and the discount expires. The early pay discount does not apply to tow charges.

DELINQUENT PAYMENTS

The Office of the Bursar issues statements as a courtesy to advise delinquent individuals of the status and balance of their accounts. The University's options to collect the balance owed include:

1. Denying the student access to registration, transcripts, graduation or other University privileges.
2. In accordance with Alaska Statute 14.40, the University of Alaska is authorized to garnish the Alaska Permanent Fund Dividend of a debtor with a past due balance of 180 days or more.
3. In accordance with University Regulation R05.19.02,
 - a. Initiating an involuntary payroll deduction for an employee on a per pay period basis, or deducting the amount owed in total from the next paycheck as the case warrants.
 - b. Terminating the employee for cause.
4. Cite, immobilize and/or impound the driver/owner's vehicle if it is found on campus.
5. Seeking payment through third party collection agents if deemed necessary. The University is not responsible for any adverse effect that use of a collection agent may have on the credit standing of the individual.

FINAL DECISION OF THE UNIVERSITY

The purpose of the appeals process is to thoroughly review the information provided, and after thoughtful consideration render a decision. The decision of the UAF Bursar's Office is final and a customer who files an appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter under any other procedure within the university.

SECTION VIII NON-MOTORIZED VEHICLES

BICYCLE REGISTRATION, USE & STORAGE

If you bring a bicycle to campus, the Office of the Bursar urges you to register it with the police department. Registering your bicycle increases the likelihood of recovery in case of theft. Bicycles are a popular mode of transportation and UAF encourages affiliates as well as visitors to use bicycles for transportation on campus to avoid hunting for parking spaces.

BICYCLE POLICY

1. Bicycles must be parked in the designated bicycle rack, parking areas, or secured bike lockers on campus.
2. Do not attach bicycles to trees, shrubs, signpost, lampposts, or railings.
3. Do not park a bicycle in a manner that infringes upon the normal flow of pedestrian or vehicular traffic.
4. Do not park a bicycle in rooms, offices, stairwells or hallways of UAF non-residential buildings.
5. Illegally parked bicycles may be cited and or impounded.
6. Any citations issued must be paid before bicycle is returned to owner.
7. Impounded or abandoned bicycles will be placed in a parking storage area for 90 days. The Office of the Bursar will make an attempt to locate owner. After the 90 days period the university will assume ownership.
8. The Office of the Bursar and the University will assume no responsibility for locks cut, for bicycle impoundment, liability for bicycles abandoned, left in improper locations, or bicycles not claimed in 90 days.

SAFE RIDING

1. Always ride with traffic. Riding against traffic is one of the major causes of accidents.
2. Bicyclists are subject to the same rules of the road as motor vehicles and are safest when behaving as one.
3. Signal your turns and moves so other bikes and cars will know what you are doing.
4. Ride in a straight line, to the right of faster moving traffic.
5. Use safety equipment, i.e. helmets, side reflectors on each wheel, reflectors on pedals, and light-colored, reflective clothing is a good idea.
6. Avoid road hazards. Watch out for pot holes, parallel-slat sewer grates, gravel, and ice and cross railroad tracks at right angles.
7. Always secure your bike to avoid theft.

SECTION IX – GENERAL INFORMATION

ENGINE HEATER PLUG-INS

1. Only a heavy-duty, rubber-coated (Arctic) extension cord may be used to connect a vehicle to an engine heater outlet. Inexpensive, plastic-coated extension cords become brittle with cold and may short out the outlet or an entire row of outlets.
2. Extension cords may not be run from inside buildings or across roadways, sidewalks, or other parking spaces.
3. As a matter of energy conservation, vehicles may not be plugged-in on a continuing basis when the vehicle is not in regular use.
4. Use of interior heaters is prohibited. Vehicles found to have operating interior heaters will be unplugged without notice.
5. Any vehicle plugged into University power must have a current decal or permit.
6. Vehicles plugged-in in violation will be cited and/or unplugged without notice.

TRAILERS

All vehicles pulling trailers are encouraged to park in the west end of our Nenana Lot. Individuals who have need to park a trailer on campus should contact the Office of the Bursar at 474-7384 to make arrangements before parking the trailer. The University does not provide long-term storage locations for trailers, RVs, boats, etc. Residents of campus who have need for this type of storage space should contact vendors in the Fairbanks area offering this type of service.

MOTOR HOMES & CAMPING POLICY

UAF appreciates the many visitors and tourists that come to our campus each year.

Some come as guests of campus residents, others simply to visit, and many to participate in our summer programs such as commencement, Summer Fine Arts Camp and others. Some of our visitors will arrive in motor homes and with travel trailers. While not wanting to compete with local campgrounds, we do recognize that our guests may occasionally overnight on campus. Although we are not equipped with dump stations, water hook-ups, or laundry facilities, we do want our overnight guests to be comfortable. The following guidelines will assist UAF in being a good host:

1. Visitors staying over-night in self-contained units are asked to park in the far back west areas of the Nenana lot, far back north side of Taku lot and the designated areas of the Museum lots. Maps are available online at <http://uaf.edu/campusmap/>. Long term (more than 3 days) overnight parking is not permitted.
2. Visitors who are guests of campus residential housing tenants may park in the residence driveways, or on the street in front of the residence, unless otherwise posted. In no event will the unit be allowed to obstruct traffic or safety.
3. Visitors who are sponsored by a department or who are a participant in a specific Summer campus event and anticipate a stay of more than three (3) days must obtain a permit from the Office of the Bursar. The sponsoring department should obtain a permit in advance of the scheduled event.
4. Visitors are encouraged to ride our campus buses. There is no charge for this service. Schedules and routes are posted in the Bus Shelters.
5. Individuals abusing camping policies may be investigated by the Office of the Bursar.

End of Parking Manual