# UNIVERSITY OF ALASKA FAIRBANKS
## PARKING MANUAL

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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. The University of Alaska Fairbanks Police Department (UAFPD) 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.

SUPERCEDED INSTRUCTIONS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 run out of gas, need help jump starting your vehicle, or if you lock your keys in your vehicle while at UAF/CTC locations, please give UAFPD a call at 474-PARK (7275). A Community Service Officer (CSO) will be dispatched to assist you. This complimentary service is available 24 hours a day, 7 days a week. 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 UAFPD immediately at 474-PARK (7275). 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, other than in paid meter spaces must display a valid UAF parking permit/decal.

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/decal 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/decal 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 (decal 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/decal 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 ONLY”, 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 must be paid by all users during the posted times: 8am to 5pm.

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. 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.

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 UAFPD at 474-PARK (7275) 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 working less than half time (40 hrs. per pay period) 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. 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 provides lower cost, as it allows 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. This is to ensure that only one MCU vehicle is on campus at any given time.
2. Many people who would otherwise qualify for an MCU permit nonetheless opt to purchase a regular decal for a secondary vehicle because the MCU permit is less convenient.
3. The MCU decal requires that the driver/owner remember to switch the hanger when one of the alternate registered vehicles is driven to campus.
4. If the hanger is forgotten, you are advised to purchase a temporary day permit from one of the kiosk machines located on campus or the Bursar’s Office in Signers’ Hall or the vehicle is subject to being cited.
5. 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 the Visitor Only, or Visitor/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 UAFPD to show their ID and citation for resolution.
6. 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.
7. 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. Gold lots are reserved Monday through Friday from 7:00 a.m. until 5:00 p.m. except university-wide holidays.

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.

DECAL UPGRADE/DOWNGRADE
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 decal 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, only one permit is issued to each unit business office. 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 whose vehicles clearly identify the business 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 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 may park in lots designated as “Visitor Only” or “Decal or Visitor” or “Decal Required” and must have a valid permit during working hours (M-F, 8-5p).
   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.
   c. Volunteers: (See Section I, A, 7, a. & b. Long-term and short-term volunteers)

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 & HONORARY PERMITS

1. 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 and metered lots; however, meters must be paid. 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.

2. Holders of UAF Honorary Degrees may be eligible for an Honorary Degree Parking Permit. An Honorary Degree Parking permit will allow the holder to park in the UAF Decal Required Lots, Authorized/Official Spaces. Additionally Honorary Degree Parking permit holders may park in a metered parking space without paying the meter. Honorary Degree parking permits are currently issued with a one year expiration period.

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, with proof of SRC membership (SRC contract), at the Office of the Bursar, Signs’ Hall.
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. “Decal Required” parking lots are restricted to vehicles displaying a current decal, MCU hanger or appropriate permit.

2. South Eielson Lot (short term parking only):
   a. This lot is specifically provided for short-term, one (1) hour maximum, metered parking for faculty, staff, students, or two (2) hour maximum, metered parking for visitors while conducting University business.
   b. This lot is not intended or designated for students attending class. Commuter student parking is provided in the Nenana, or Taku/Ballaine lots. The Nenana Express runs to the Eielson bus stop and the Taku Express runs to the Wood Center bus stop on a continuous cycle during scheduled hours.
   c. Faculty and staff who works in the campus core area are not permitted to park in the South Eielson lot while at their regularly assigned work location even if they pay the parking meter. Parking is limited to one hour per visit and is strictly enforced.
   d. Anyone using the South Eielson lot must pay the parking meter, Monday through Friday, from 8:00 a.m. to 5:00 p.m., except University holidays. The vehicle must be relocated to a different parking lot when the maximum one (1) hour time limit is reached. Vehicles parked beyond the maximum limit, even though time may be remaining on the meter, are subject to citation.

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.

VISITOR PARKING ONLY

1. Visitor Only parking spaces are located throughout campus. Parking meters must be paid. A two hour parking limit is strictly enforced Monday through Friday, from 8 a.m. to 5 p.m. except University holidays. Visitors who require parking for longer periods of time can park in the Taku and Nenana visitor 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 visitor parking locations.

2. Student, staff, faculty, or contractors are prohibited from parking in Visitor Only parking spaces Monday through Friday from 8 a.m. to 5 p.m. except University holidays.

VISITOR/DECAL REQUIRED

These combination 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. Students, staff, faculty, and contractors must have the appropriate decal or permit to park at any campus location.
HANDICAP PARKING

1. There is no additional fee for handicap parking (HCP); however, a parking decal, or permit is required, for students, staff, faculty, and contractors.

2. Handicap 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. Temporary handicap permits of one month duration are available for individuals who become disabled for a short term to use HCP spaces on campus.

4. Temporary handicap permits require written verification of the mobility disability from a physician for issuance and for each renewal requested.

5. Assigned handicap 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 you may subscribe to their Snow Removal Schedule list serve to receive e-mail notices of upcoming snow removal operations.
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. If vehicles are present they will be relocated to the Nenana or Taku lot.
3. Vehicle drivers/owners who contact UAFPD in search of their “missing” vehicle will be directed to the Nenana or Taku lots.

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 UAFPD 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 30 days of their arrival on our campus. If this happens to you, take the citation to UAFPD 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**

UAFPD 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. **As a fully commissioned law enforcement agency of the State of Alaska, UAFPD has authority over roadways, traffic laws, fire lanes, right of ways, handicap spaces, etc.**
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 UAFPD to request citation and/or relocation of the vehicle.

**VIOLATIONS AND FINES**

**Citation Responsibility**

Frequently enforcement staff does not see who parked a vehicle illegally. UAFPD 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. UAFPD 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.

**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.
#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 posted “NO PARKING” zone.
#106 LOADING ZONES: Parking in loading zones while not engaged in loading or unloading.
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#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 UAFPD.

Faculty, staff, students may park their vehicles on campus for an extended period of time only while on University business. UAFPD must be notified by e-mail to uaf-police-dept@alaska.edu or by writing prior to parking the vehicle. Notification must include dates the vehicle will be parked, vehicle license plate number, registered owner, driver’s name and 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)

CLASS 2 VIOLATIONS $35.00:

NOTE: Removal of an improperly parked vehicle described in violations 201 - 208 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 UAFPD, unauthorized vehicles may also be immobilized or commercially impounded. (See immobilization and impound below)

#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 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; or
decal required lots without a current decal or permit.
#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 UAFPD 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.

CLASS 3 VIOLATIONS $65.00:
NOTE: Removal of an improperly parked vehicle described in Class 3 violations is an immediate priority.
Violators can expect their vehicles to be commercially towed to an outer lot at the driver/owner’s
expense. In addition to the fine, UAFPD may determine that immobilization or commercial impound of
the vehicle is warranted. (See immobilization and impound below).
Some Class 3 violations may lead to criminal investigation and prosecution and/or disciplinary action.
#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 Spaces 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 UAFPD 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.
#304 IMPEDING A COMMUNITY SERVICE OFFICER (CSO): Intentionally or unintentionally
impeding a CSO.
#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 UAFPD
and 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 UAFPD or the Bursar Office 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:
NOTE: Removal of an improperly parked vehicle described in Class 4 violations 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 fine, UAFPD may determine that immobilization or commercial impound of the vehicle is warranted. Some Class 4 violations could lead to criminal investigation, criminal prosecution or disciplinary action.

#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.

#402 DELIBERATELY IMPEDING A UAFPD OFFICER OR COMMUNITY SERVICE OFFICER IN PERFORMING HIS/HER DUTY: Deliberate attempt to prevent a CSO from carrying out their assigned duty by means of verbal or physical interference, 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 HANDICAP SPACES OR RAMPS: It is a violation:
   a. To park any vehicle not properly identified for HCP in a HCP space.
   b. For any non-handicapped driver, unless escorting, dropping off, or picking-up a handicapped person, to park in a handicapped space even if the vehicle is marked for HCP.
TOWING/RELOCATION OF VEHICLE

1. When necessary to return a parking space to its rightful use, or to avoid delay of University operations UAFPD 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) UAFPD 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 UAFPD. 
   NOTE: Impound authority is granted to the UAFPD 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 UAFPD (474-PARK) for information as to which tow company has your vehicle. You may also contact UAFPD Dispatch at 474-7721.

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 in the envelope provided with the citation. Do not send cash through the mail. Payment may also be made by cash, check, or credit card 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 (PDF); 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 Chief of Police and staff at uaf-police-dept@alaska.edu, the chief or designee will reply to all e-mails received.

APPEALS THAT ARE NOT SUPPORTABLE
UAFPD 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 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, www.uaf.edu/parking. The Citation Appeal Form can be picked up at UAFPD or the Bursar Office.

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, Residence Life and the UAFPD.
2. If an individual wishes to submit additional documentation, they can email information to uaf-police-dept@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 UAFPD 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 Bursar Office of the appeal.
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.
APPEAL OF DECISION (Verbal Appeals Are Not Accepted)

1. Appeal of the decision issued by the Parking Appeals Committee (PAC) must meet a higher standard. It is not simply a restatement of the original appeal.
2. An Appeal of Decision is submitted to UAFPD and forwarded to the Parking Appeals Committee (PAC) for resolution.
3. A person who appeals the decision of PEAC must demonstrate that the decision was made erroneously in the application of the Parking Rules.
4. An Appeal of Decision must include all information required on the form including:
   a. Name, address, telephone and e-mail address (if any) of the appellant.
   b. Citation number and date issued.
   c. A statement of the facts the appellant disputes and the alleged errors made by PEAC in the application of parking rules.
   d. Documentation that PEAC did not issue the Parking Citation Appeal decision within 30 days after receipt of the original appeal.
   e. An appellant who wishes to submit additional documentation should follow the procedures below for filing a hard copy appeal.
5. Appeals lacking required information will be rejected.

PARKING APPEALS COMMITTEE

1. The Parking Appeals Committee (PAC) is a three person ad hoc panel comprised of a member of the UAF Parking Advisory Committee, Bursar Office and UAFPD. The Parking Advisory Committee is made up of members from: Faculty Senate, Staff Council, ASUAF, West Ridge, Campus Core, UAF Community and Technical College, VCAS and community representatives and is chaired by the Bursar. An effort will be made to appoint at least one ad hoc PAC member that is from the campus community most representative of the person filing an Appeal of Decision. Otherwise, service on the PAC may be rotated among members.
2. The PAC confines its consideration to determining whether PEAC:
   a. Erred in the application of the Parking rules.
   b. Failed to consider relevant circumstances.
   c. Failed to mail the Parking Citation Appeal decision timely.
3. The decision of PEAC can only be overturned if one of the criteria above is met, they may not simply substitute the judgment of the PEAC with its own.
4. Appeals will be dealt with as expeditiously as possible, but may take up to 60 calendar days to consider. A properly filed appeal that is not decided within 60 calendar days after receipt by UAFPD or Office of the Bursar will be automatically granted.
5. In deciding an Appeal of Decision the Parking Advisory Committee may:
   a. Uphold the appeal and issue a notice to the appellant within 14 calendar days.
   b. Partially uphold the appeal, give appropriate instructions to the PEAC and notify the appellant as provided above.
   c. Deny the appeal and notify the appellant as above. When the appeal is denied payment is due, or formal payment arrangements with Bursar Office must be made, within 14 calendar days after notice to the appellant is mailed.
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HOW TO FILE AN APPEAL

1. Appeal of a Citation:
   a. Complete a Parking Citation Appeal located at www.uaf.edu/parking within 14 calendar days of the citation date.
   b. Print a hard copy from the web or pick up a copy of the form at UAFPD or Office of the Bursar. Hard copies may be faxed to 474-5555 or sealed in an envelope clearly marked “PARKING APPEAL” on the outside and mailed through intra-campus or USPS mail to:
      UAF Police Department
      Box 755560
      Fairbanks, Alaska 99775-5560
   c. Deliver the envelope, in-person to UAFPD.

2. Appeal of a Decision:
   a. If filing an Appeal of Decision with the Parking Appeal Committee, the appellant must do so within 14 calendar days from the e-mail or post marked date (not the date you received it) of the decision issued by the PEAC.
   b. Appeals of Decision may be e-mailed, mailed or hand delivered to the addresses set out in 1, a, b & c, above.
   c. 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, or losing the opportunity to file an Appeal of Decision.

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 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.
3. Cite, immobilize and/or impound the driver/owner’s vehicle if it is found on campus.
4. 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
A decision by the Parking Appeal Committee exhausts the administrative appeal process and constitutes the final decision of the University.
SECTION VIII NON-MOTORIZED VEHICLES

BICYCLE REGISTRATION, USE & STORAGE
If you bring a bicycle to campus, UAFPD 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. UAFPD will make an attempt to locate owner. After the 90 days period the university will assume ownership.
8. UAFPD 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, ice and cross railroad tracks at right angles.
7. Always secure your bike to avoid theft. (UAFPD will provide bike locks)
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 elsewhere on campus should contact the Office of the Bursar at 474-PARK (7275) 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 in our Bus Shelters. 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 UAFPD.

End of Parking Manual