General Information

Parking permits are required to park at the University of South Florida, Tampa Campus, 24 hours a day, seven days a week. Permit types are used to designate parking locations on campus. Parking lots are designated as Gold Staff (GZ), Staff (E), Resident Student (R), Non-Resident Student (S), Park-n-Ride (Y), Affiliate (HE or WB), Patients, or Daily. Each permit type is restricted to the parking location that matches the letter on the permit from 7:00 AM to 5:30 PM, Monday through Friday. During these hours GZ permits must park in the designated lot number on the permit, or may also be used in Staff (E) and Park-n-Ride (Y) lots. After 5:30 PM, vehicles with R, GZ, E, S and D daily/visitor permits may park out of their assigned lots (except Resident lots that are reserved for R permits at all times). Reserved spaces, timed spaces, and labeled spaces are restricted and enforced 24/7. Park-n-Ride (Y) permits are required to park in Park-n-Ride designated lots from 7:00 AM to 9:00 PM on Monday through Thursday and 7:00 AM to 5:30 PM on Friday.

Individuals may purchase only one vehicle repositionable permit. USF repositionable permits may be transferred between same-owner vehicles only. A limited number of adhesive permits are available for special circumstances only. Individuals who drive both a car or truck and a motorcycle must purchase one repositionable permit for the car/truck and one adhesive motorcycle permit.

Permit holders must notify Parking & Transportation Services (PATS) of any changes in their USF status. Failure to do so may result in the revoking of parking privileges without any refund of current year's permit balance. Permits for change of status, non-resident to resident, resident to non-resident, student to staff, or repositionable to adhesive, are issued upon presentation of the old permit and proof of status change. If you leave the University for any reason, your parking permit must be returned to PATS.

How to Get a Permit

Parking permits may only be purchased from PATS. All permits shall be purchased for the campus of primary assignment. Only registered students may purchase student permits. Permits may be purchased at the following locations:

**USF Tampa Campus**

*On-line at:* [usf.edu/parking](http://usf.edu/parking)

*In person at:*

Parking & Transportation Services Building
4202 E. Fowler Avenue, PSB101
Current hours posted on website: [usf.edu/parking](http://usf.edu/parking)

Visitors

Visitors to the USF Tampa campus can receive complimentary daily parking in Park-n-Ride lots 18 and 43 up to three times per semester. Visitors also have the option to purchase either daily or hourly parking. The options for short term parking are timed spaces (under 15 minutes), parking meters (under 2 hours), or Pay-by-Space (minimum: 30 minutes; maximum: 8 hours). Visitors can purchase daily parking from one of the Parking Services' offices, or from permit pay stations located throughout the campus. The Parking Services office and the permit pay stations only accept VISA, Discover, and MasterCard payments. Visitors who purchase daily parking may only park in "D" daily/visitor designated areas.

Additional information regarding visitor parking is available at [usf.edu/parking](http://usf.edu/parking).

**DEPARTMENTAL PASS:** Valid for specified area. One departmental pass is issued annually without charge to each requesting University department or division. Additional passes may be purchased for $50.00. Requests for additional passes may be petitioned directly to the Director of PATS in a letter signed by the division head.

The departmental pass must be displayed with a valid E, GZ, or Reserved adhesive or repositionable permit. Complete use and restriction guidelines are available at [usf.edu/parking](http://usf.edu/parking).

Rules and Regulations

The summary information contained in this brochure does not amend, modify or substitute for USF Parking Rules and Regulations. Copies of these regulations may be obtained by writing to:

University of South Florida
Parking & Transportation Services
4202 E. Fowler Avenue, PSB101
Tampa, FL 33620-8775

USF Parking Rules and Regulations are also available at our website: [usf.edu/parking/rulesregulations.asp](http://usf.edu/parking/rulesregulations.asp)

Where Do Your Parking Fees Go?

The State of Florida does not provide funding for university parking and transportation programs. Revenue generated from parking permits, meters, citations and transportation access fees are used to pay for parking and transportation systems on campus and the following:

- Construction, improvement, and maintenance of university parking lots and garages
- Debt payments on bonds for all parking structures
- Purchase and maintenance of shuttle buses
- Salaries of staff to operate the transportation system, Campus Information Center and parking operations.
Transportation

PATS provides a student-supported, fare-free, on-campus bus service on the USF Tampa Campus with service to limited off-campus locations. Hours of operation and route schedules are available on our website at usf.edu/bullrunner. A valid USF ID or bus pass is required to ride the bus.

Bicycles

Registration of your bicycle is FREE and can provide important information to the police in the event that it is stolen. Additional police security to prevent theft is available if you register in the BAT (Bicycle Anti-Theft) Program. Convenient bicycle parking is located throughout campus.

Safety Tips

• Lock your vehicle when you park.
• Don’t leave your vehicle unattended with the motor running.
• Don’t leave money or valuables in your vehicle where they can be seen.
• Park in well lit areas.
• Call SAFETEAM for an evening escort to your vehicle (813/974-7233).
• Keep your keys in your hand when entering or leaving your vehicle.
• Be aware of your surroundings when entering or leaving your vehicle.
• Use the Blue Light phones provided across campus to contact police in the event of an emergency.

Motorist Assistance

Need to jump start your car? Call 813/974-8040. This service is provided 24/7 except holidays. After 8:30 PM Monday through Thursday and after 4:30 PM on Friday, call Allied Barton Security dispatch at 813/974-3952.

Parking Enforcement

Parking rules and regulations are designed to: provide orderly parking for faculty, staff, students and visitors; protect pedestrians; and to ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization or towing of your vehicle, or loss of parking privileges on campus. Only PATS has the authority to waive or grant exceptions to these regulations.

PATS will make every effort to ensure that a parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to the limited number of parking spaces on campus, enforcement of parking regulations is important even during off-peak periods to ensure availability during peak periods. A concerted effort is made to enforce regulations in a uniform manner.

Display of Parking Permits

Repositionable permits must be affixed inside the vehicle on the lower-left, driver’s side of the windshield by removing the protective covering with the permit clearly visible from the exterior of the vehicle with permit number upright. Alternate methods (such as using tape) to affix the permit are not permitted and may result in fines. Daily/visitor hangtag permits must be displayed hanging from the vehicle’s rearview mirror with the logo side facing out. Hangtags and pay-and-display daily permits must be unobstructed and clearly visible from the exterior of the vehicle. If you have a heavily tinted windshield, or have difficulty hanging your hangtag from the rearview mirror, contact PATS at 813/974-3990 for possible options.

Disabled parkers may park in any Disabled space on campus with an appropriate State Disabled placard/license plate and a valid non Park-n-Ride USF permit. Both the Disabled placard/license plate and USF permit must be visibly displayed.

15 Ways to Avoid Parking Problems

1. Pay for short-term parking Monday–Friday 7:00 AM to 5:30 PM even with a valid permit.
2. Call PATS or visit usf.edu/parking if you have any questions about parking or transportation.
3. Display your valid USF parking permit so it is clearly visible with the logo facing out.
4. Respond to parking citations to avoid immobilization or towing.
5. Pay attention to posted signs and barricades.
6. Pay attention to interior lot signs and/or pavement markings that designate spaces in mixed lots where multiple classifications or permits may be allowed.
7. Use the USF Bull Runner Shuttle to get around the USF Tampa Campus.
8. Don’t park on the grass or sidewalk for any reason.
9. Don’t block access to any Disabled space and do not park in a Disabled space without a State Disabled permit and a USF permit.
10. Don’t park in Reserved or numbered parking spaces unless it is your reserved space.
11. Don’t share your parking permit with others. The registered owner of the permit is responsible for ALL parking violations.
12. Don’t buy your parking permit from anyone other than PATS. Permits bought from others could be lost, revoked or stolen and your vehicle could be immobilized or towed.
13. Don’t alter or change information on a parking permit. It will result in your vehicle being immobilized or towed.
14. Don’t block service drives or streets. It will result in your vehicle being towed.
15. Cut up your old permit to prevent someone else from using it.

Hours of Enforcement

Parking is enforced throughout the year, 24 hours a day, 7 days a week.

Violations 2015-16

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

• Unauthorized parking in a Disabled space - $275 fine
• Blocking access to a Disabled space/ramp - $275 fine
• Boot fee - $30 added for any vehicle immobilized
• Displaying an altered/stolen/lost/revoked/counterfeit decal/permit - $175 fine and/or loss of campus parking privileges
• Unauthorized removal and/or damage to immobilization device (boot) - $175 fine, replacement or repair cost to device, eligible to be towed, and parking for one year restricted to Park-n-Ride Lots and/or loss of campus parking privileges
• False Registration - $175 fine and parking for one year restricted to Park-n-Ride Lots and/or loss of campus parking privileges
• Blocking a ramp - $75 fine
• Unauthorized parking in a Reserved space - $75 fine
• Unauthorized parking in a service drive or on grass - $40 fine
• No current decal/permit displayed - $30 fine
• Unauthorized parking in State Vehicle space - $30 fine
• Failure to park in assigned lot - $30 fine
Failure to respond to immobilization/tow notice the right to appeal is forfeited.

A period that the appeal is under consideration. If an appeal is not submitted (Note: Warning citations cannot be appealed.) Appeals may be made in writing, or appealed within fourteen (14) calendar days of the citation. Fines may petition PATS for reconsideration. Parking citations may be suspended for extraordinary or mitigating circumstances warrant a waiver of their parking fines.

Payment of Parking Fines

Payments may be made via the PATS website at usf.edu/parking or in our main office with VISA, Discover, MasterCard or BULL BUCKS. Customers choosing to pay by cash or check must first obtain a voucher from the PATS office, take it to the Cashier’s Office in the Administration Building to make the payment, and return with the receipt to PATS office to complete the transaction. Checks or money orders must be mailed to the USF Parking Payment Center, PO Box 864315, Orlando, FL 32886-4315. Be sure to include the Citation Number on the check or money order.

Parking citations must be paid in full within 14 calendar days of the date of citation issue. Payments received after that time are subject to a late charge of $15. Citations not paid within 14 days, or not in the appeal process, are listed as outstanding and subject to hold on student records. Amounts due PATS which are still outstanding after 45 days may be transferred to a collection agency (with additional fees assessed by the agency), or set off against staff pay warrants. Anyone with outstanding parking citations, not in the appeal process, may only purchase a Park-n-Ride (Y) permit.

Immobilizing/Towing Vehicles

Vehicles may be immobilized or towed for the following reasons:

- Unauthorized use of Reserved space
- Unauthorized use of Disabled parking
- Failure to respond to immobilization/tow notice
- Obstructing traffic
- Creating a hazardous condition
- Display of a counterfeit, stolen, altered, lost or revoked permit
- Excessive number of outstanding citations (more than two)
- Attempted removal and/or damage to an immobilization device
- Contact PATS (University Police or Allied Barton Security office after hours) if your vehicle has been immobilized or towed.

Release of your vehicle will require payment of ALL outstanding fines and associated fees to PATS.

Additional charges for towing and storage of vehicles must be paid in cash to the towing company. Each towing company charges and fully retains all fees. Standard rates are approximately $100 for towing and $25 a day for storage. Transportation to the towing company impound area is the responsibility of the driver.

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

Appeals

Individuals who receive a parking citation and believe that extraordinary or mitigating circumstances warrant a waiver of their parking fines may petition PATS for reconsideration. Parking citations may be appealed within fourteen (14) calendar days of the citation. Fines cannot be appealed. Appeals may be made in writing, or electronically at usf.edu/parking. Late fees do not accrue during the period that the appeal is under consideration. If an appeal is not submitted within fourteen (14) calendar days from the date the citation was issued, the right to appeal is forfeited. The following are reasons that will not be accepted by PATS, the USF Final Appeals Committee, or Student Government Supreme Court as reasons to dismiss or reduce a citation. This is not an all inclusive list:

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

When submitting a final appeal, consider the following:

1) Make sure your reason for the appeal is not one of those listed above.
2) Prepare a concise written and/or oral argument not to exceed 5 minutes.

Only those persons or departments responsible for incurring the citation or the registrant of the vehicle cited may appeal to PATS, USF Parking Citation Final Appeal Committee, or USF Student Government Supreme Court.

The first written appeal will be reviewed by the PATS Appeals Mediator/Staff, and adjudicated based on the current PATS Regulations and a letter of decision will be issued.

If anyone other than a USF student is dissatisfied with the decision of the Appeals Mediator/Staff, he/she may appeal the Appeals Mediator/Staff’s decision to the USF Parking Citation Final Appeal Committee. If the student is dissatisfied with the decision of the Appeals Mediator/Staff, they may appeal the Appeals Mediator/Staff’s decision to the USF Student Government Supreme Court.

Such appeals must be requested in one of the following ways: in writing, by appearing in person, or by having the original appeal forwarded to the Committee. Such appeal requests must be made within fourteen (14) calendar days from the date of the Appeals Mediator/Staff’s letter of decision.

The USF Parking Citation Final Appeal Committee, or USF Student Government Supreme Court will review the matter and may excuse or uphold the citation, but the Committee or Supreme Court may not contradict the prevailing parking regulations. The USF Parking Citation Final Appeal Committee and the Student Government Supreme Court are the final appeal authorities, pending review of dismissed citations by the Director of PATS for adherence to the prevailing parking and rules and regulations.

The Director of PATS will review all citations dismissed in final appeal. If the Director should determine either of the Final Appeals bodies are contradicting the prevailing Parking Rules and Regulations in their final appeals decisions, the following process shall be initiated to make a final determination on the appeal:

1) The Director of PATS shall, by written notification, within 14 days of the appeal decision, inform the appeal unit of the alleged contradiction.
2) The Director and appeals unit shall meet to attempt to reconcile the differences.
3) If no reconciliation is made, the parties shall consult with the Associate Vice President of Administrative Services, or designee, who shall act as an arbitrator. The decision rendered by him/her shall be final.
Special Events, Camps, and Conferences

The goal is to ensure that our guests and visitors have a positive parking experience when they visit campus. Activities outside of the normal business and academic schedule for the University is considered a special event. All event sponsors, USF and non-USF, must submit an activities impact event request form prior to scheduling an event. Examples include but are not limited to: events, workshops, meetings, conferences, banquets, ceremonies, performances, camps, and seminars. Contact PSWeb@usf.edu or usf.edu/parking for more information.

Parking & Transportation Options

There are several options for parking and/or transportation at USF:

- Utilize the Bull Runner Transit. Buses run every 8-10 minutes--access our website at usf.edu/bullrunner for real time route information and bus location.
- If you live along 42nd Street, 46th Street, or Skipper Road, utilize the B and/or C Bull Runner route.
- The annual cost for Park-n-Ride permits is only $59. There are usually parking spaces available in Park-n-Ride (Y) lot 43 northwest of the USF Federal Credit Union or Park-n-Ride (Y) lot 18B east of the athletic fields. Park and ride the Bull Runner!
- USF has a U-Pass agreement with HART allowing USF students to ride regular HART routes fare-free and USF faculty/staff to ride for a nominal fee. HART operates several routes that directly access the USF Tampa Campus. For more information, call HART at 813/623-5835.
- Many HART routes run through the University Area Transit Center (UATC), one block west of campus. From the UATC, riders can catch a USF bus to the center of campus (Marshall Center). Follow the link from the USF PATS website to view HART routes.
- Consider carpooling. Benefits include: a reserved carpool parking space, reduced parking permit costs, reduced costs for vehicle ownership, free membership in the Emergency Ride Home (ERH) program offered by TBARTA commuter services, free ridesharing online matching through Zimride, and three free one-day parking permits per semester. Please visit our website: usf.edu/parking/transportchoices.asp
- Students may rent a car by the hour through the WeCar car sharing program. There are a variety of cars available for short- or long-term use at the Tampa campus. For more information visit wecar.com.

Use of Permits on Multiple Campuses

Faculty/Staff permits shall be purchased for the campus of primary assignment. USF Sarasota-Manatee and USF St. Petersburg Campuses’ Faculty/Staff Green and Gold permits will be allowed in the USF Tampa Campus Staff (E) lots only.

Student permits shall be purchased for the campus of primary assignment. USF Sarasota-Manatee and USF St. Petersburg Campuses’ Student permits will be allowed in the USF Tampa Campus “S” lots only.

USF Tampa permits shall be valid in parking areas designated in the USF Sarasota-Manatee and USF St. Petersburg Parking Rules, Regulations, and Brochure.

Parking Rates*

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<td>Affiliate Gold (GZ)</td>
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<td>Staff - Annual (annual salary of $25,000 or less) (E)</td>
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<td>Friend of USF – Semester</td>
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The Friend of USF parking permit is valid in Visitor and Park-n-Ride (Y) lots. Faculty, staff, vendors, students, and affiliates do not qualify for visitor parking access and may not purchase a Friend of USF permit.

*Parking Rates do not include applicable sales tax.

Lost/Stolen Permit Replacement Costs

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Non Pick-up Permit Processing Fee (refunds) $15.00

A publication of the USF Parking & Transportation Services Department