



Number: USF4.0010
Title: Parking General Guidelines, Registration, Rates, and Penalties
Responsible Office: Administrative Services

Date of Origin: 12-8-11

Date Last Amended: 1-25-22 (Technical)

Date Last Reviewed: 1-25-22

I. PURPOSE & INTENT:

- A.** The purpose of a structured and regulated parking system is to facilitate the activities of the University of South Florida (USF or University) by providing parking to the University community, visitors, and vendors as defined by this Regulation that will allow: (1) students to park close to their on-campus residence or to commute; (2) faculty and staff access to classrooms and offices; and (3) visitors the ability to participate in campus activities.
- B.** Due to the size of the staff and student body, USF does not guarantee parking to all students and staff paying for spaces, nor can it guarantee the safety and security of vehicles, property, and persons within the campus parking facilities. All persons holding a valid operator’s license may use properly registered motor vehicles, motor scooters, bicycles, and other USF approved mechanical conveyances in accordance with the terms of these regulations and the specific rules/regulations of each USF campus as posted on the USF’s parking and transportation website.
- C.** This Regulation applies to USF unless otherwise specified in this Regulation or on the individual campus parking and transportation website. USF campuses may have different names and locations for parking and transportation offices and officials. Students, faculty and staff must check with their individual campuses or parking and transportation website for information.

Tampa campus	http://usf.edu/parking
St. Petersburg campus	http://www.stpetersburg.usf.edu/parking
Sarasota-Manatee campus	http://www.usfsm.edu/parking

Or at the main building:

Tampa: 4202 E. Fowler Avenue, Room PSB 101, Tampa, FL 33620
St. Petersburg: 140 7th Avenue S., BAY 132, St. Petersburg, FL 33701
Sarasota-Manatee: 8350 N. Tamiami Trail, SMC-B116, Sarasota, Florida 34243-2049

II. **STATEMENT OF REGULATION:**

USF charges fees for the use of its parking spaces to pay for the operation and maintenance of campus parking facilities and a Transportation Access Fee Plan to support the transportation infrastructure and increase student access to transportation services. The USF President/designee may convene a Transportation Access Fee Committee composed of at least one-half student representatives appointed by the Student Body President and the remainder appointed by the USF President/designee. A chairperson shall be jointly appointed by the USF President/designee and Student Body President and shall only vote in case of a tie. The Committee may recommend that fee increases be assessed upon all courses and fundable credit hours. The recommendations shall take effect if approved by the USF President/designee, after consultation with the Student Body President and approved by the University Board of Trustees. See [USF4.0102 Tuition and Fees](#) for the current Transportation Access Fee amount.

III. **APPLICABILITY:**

[Florida Statutes Section 1006.66](#) requires each University Board of Trustees to adopt rules that govern traffic on the grounds of the university; that provide penalties for the infraction of such traffic rules; and that the university finds necessary, convenient, or advisable for the safety or welfare of the students, faculty members, or other persons. [Florida Statutes Section 1009.24](#) authorizes University Boards of Trustees to assess fees for parking fines and permits. [Board of Governors Regulation 1.001](#) requires that university parking facilities are funded through parking fees or parking fines imposed by a university.

IV. **DEFINITION OF TERMS**

- A. ABANDONED VEHICLE** - Any vehicle that is left on USF property for more than three (3) consecutive days without a valid USF parking permit.
- B. AFFILIATE** - An individual, or an individual belonging to an organization, agency or other group, having an ongoing relationship with USF and who has been approved by a USF parking and transportation services office (PATS) as an affiliate. USF retains the right to offer staff permits to individuals in the affiliate category.
- C. BACK-IN PARKING** - Parking a vehicle with the front of the vehicle facing out and into the drive lanes and/or against the flow of traffic.

- D. COURTESY PERMIT** - A temporary permit issued by PATS to visitors; or to any registered permit holder who is not in possession of their parking pass. Maximum of three (3) days of courtesy permits per semester.
- E. DISABLED PARKING** - Specifically, designated parking for anyone legally qualified to use disabled parking.
- F. GZ (Gold Zone) PARKING** - Designated premium parking lots requiring a special permit.
- G. HEAD-IN PARKING** - Parking a vehicle with the front of the vehicle facing into the top of the parking space with the rear license plate facing into the drive lanes
- H. HOLIDAYS** - Official USF holidays only. Academic breaks and weekends are not holidays.
- I. INOPERABLE VEHICLE** - Any vehicle in a state of disrepair and/or incapable of being moved under its own power. Inoperable vehicles include any vehicle abandoned, wrecked, dismantled, scrapped, junked, or in a partially-dismantled condition, including uninflated tires, no wheels, or lacking other parts necessary for the normal operation, regardless of displaying a valid USF parking permit.
- J. USF CAMPUSES** - Tampa campus, St. Petersburg campus, and Sarasota-Manatee campus.
- K. LICENSEE** - A person or entity that is present on the grounds of USF because they have entered into an agreement with USF for use of campus facilities.
- L. LICENSE PLATE RECOGNITION (LPR)** - An online system integrated with digital cameras that use optic character recognition software to convert a digital image of a license plate into text. The license plate data is then sent to a database where it is compared in real-time to a list of plate numbers that are associated with the virtual permit.
- M. LOADING/UNLOADING ZONES** - Zones specifically designated for vehicles making deliveries and pick-ups.
- N. NON-METERED PARKING** - A parking space that may be used by students, staff or visitors provided the spaces are designated for vehicles making short term stops of no greater than the designated number of minutes listed on the parking space.
- O. PARKING** - Stopping a vehicle on the side of the road, on the road, or off the road when not required to do so by law, rule, or regulation. The parked condition is not altered by occupancy of the vehicle, leaving the vehicle's motor running, or engaging the vehicle's flashing hazard light.
- P. PATS** - Refers to the appropriate parking and transportation services offices for each USF campus.
- Q. PERMIT** - A distinctive USF repositionable permit, adhesive permit, hangtag, virtual permit dashboard permit or metered parking receipt issued by PATS.
- R. REGISTERED VEHICLE** - Any vehicle that is registered with a USF Parking and Transportation Services office (PATS).
- S. RESERVED SPACE** - Individually marked space reserved for the specified user twenty-four (24) hours a day/seven (7) days a week.
- T. RETIRED** - Faculty, administration, and staff who have retired from USF and are not currently employed by USF.
- U. SERVICE DRIVE** - Those areas of campus that provide access for delivery, service, and emergency vehicles only.

- V. **STAFF** - The term STAFF includes employees in GEMS salary plans for adjunct faculty/medical residents (06); post-doctoral fellows (08); administration (21); faculty (22); staff employee (23); executive service (24); and non-student full-time, part-time, and temporary employees.
- W. **STUDENT** - Student is an individual who is enrolled with USF; day or night, full- time or part-time, regardless of the number of hours or days attending classes.
- X. **TIMED SPACES**: A metered parking space that may be used by students, staff or visitors provided the spaces are designated for vehicles making short term stops no greater than the allotted time paid for via the meter or mobile payment application.
- Y. **VEHICLE** - Vehicles are appropriately registered cars, motorcycles, and other means of motorized transportation intended for and in current condition to be operated on public highways. Parking spaces at the University are not intended for vehicles altered for purposes other than transportation or in violation of USF Policy, bicycles, mopeds, Segways, or aircraft with or without a parking permit.
- Z. **VENDOR/CONTRACTOR/COMMERCIAL ENTITY** - Any person/company that has entered into a contract with USF to provide a service, regardless of the length of the contract, to USF. Any vendor must be registered with the University, as visitor parking spaces may not be used for commercial solicitation or other commercial purposes without prior approval.
- AA. **VIRTUAL PERMIT** - A non-physical permit that uses virtual verification by a license plate reader permitting the driver of the vehicle to park on campus. This is monitored through a camera system attached to Parking and Transportation Services vehicles or device that scan license plates and compares them to a permit database.
- BB. **VISITOR** - Any person who is not a student, staff, affiliate, vendor/contractor/commercial entity or licensee or other member of the USF community coming on to a University campus to attend to University business or related activities; to participate in a University related or sponsored event, class, activity, or program; or to further the University educational mission.
- CC. **VOLUNTEER** - Any person who provides volunteer services to the campus and receives no compensation or material benefit from USF. Additionally, volunteers cannot receive course credit from any USF campus.

V. **PROCESS STEPS:**

A. **GENERAL GUIDELINES FOR PARKING PERMITS AND REGISTRATIONS:**

1. University Police, Parking Enforcement Specialists, the appropriate Law Enforcement authority, and specially designated personnel are authorized to issue parking citations for parking and registration violations in accordance with these regulations twenty-four (24) hours a day/seven (7) days a week.
2. Vehicles and license plate used on campus by employees and enrolled students, regardless of number of hours or days, night or day, full time or part time, must be registered to your permit

and must display a valid appropriate USF permit twenty-four (24) hours a day/ seven (7) days a week.

3. As referenced below (Section V.A.10.a)) all vehicles must have a valid parking permit for parking on USF Campus, which may be for a specified period (day/hour), academic term, or year. If the vehicle has a disability plaque or plate, the vehicle must still have a paid parking permit for an on-campus space. If there are no available disabled spaces, any non-reserved, non-marked space closest to the destination may be used.
4. Upon request by the appropriate PATS office, the person registering a vehicle must present a valid driver's license, USF employee or student ID card, or a letter from their employer, which justifies the type of permit requested. Resident students must present a copy of their housing contract, check-in sheet, or verifiable resident status in Banner. All registrants are responsible for providing PATS with a current address and keeping all information about vehicle ownership updated.
5. There is no grace period for registration of vehicles and acquisition of USF permits. New non-student employees may obtain a temporary permit for ten (10) business days from the start date of their employment. Proof of employment status is required.
6. **Reserved spaces** may be requested for purchase by staff at a yearly fee. These spaces are not transferable and cannot be sold to another individual in the event the registrant of the reserved space leaves USF. Reserved parking locations are established by PATS to allow for proper parking management.
7. **Commercial representatives** in commercial vehicles using marked delivery trucks, telephone and power service vehicles, limousine service automobiles, taxis and buses making brief stops in the appropriate spaces or zones at one or more points on campus are not required to pay a parking fee or display a permit unless the vehicles will be parked. Please refer to [Policy 6-028 Events, Signage and Space Management](#) and [USF6.026 Distribution of Material and Solicitation on Campus](#).
8. **Vendors/Contractors/Commercial Entities** and sales or service representatives must display a USF Vendor/Contractor permit on their commercially or privately owned vehicles to park on the Tampa campus. These vehicles may be parked in any designated, unreserved non-GZ lot parking space. On the St. Petersburg campus, vendors may park in GOLD zones with valid permit. On the Sarasota-Manatee campus, vendors must display a Staff permit. Special parking arrangements must be approved in advance by PATS. Vendor/Contractor/Commercial entity permit holders may also utilize designated loading/unloading zones for periods of thirty (30) minutes or less.

9. Commercial Solicitation is not permitted on USF property without prior approval and parking permits shall not be issued (and will be considered invalid) if used for a purpose prohibited by USF Regulations and Policies.

10. Disabled Parking Permits:

- a) As referenced above (Section V.A.3.) all vehicles must have a valid parking permit for parking on USF Campus, which may be for a specified period (day/hour), academic term, or year. If the vehicle has a disability plaque or plate, the vehicle must still have a paid parking permit for an on-campus space. If there are no available disabled spaces, any non-reserved, non-marked space closest to the destination may be used.
- b) Disabled parkers may park in a disabled space on campus with a valid state disabled placard/license plate and a valid USF parking permit. On the USF Tampa campus Y permits with a valid disabled placard or license plate are only valid for disabled spaces in Y designated lots. On St. Petersburg campus, Y permits and "Special" (SPP) permits with a valid disabled placard or license plate are only valid for disabled spaces in lots 11A or B. Both the disabled placard/license and USF parking permit must be visibly displayed.
- c) Designated disabled spaces are reserved twenty-four (24) hours a day/seven (7) days a week.

11. Daily/Temporary Parking Permits:

- a) A person who is currently registered with PATS and temporarily not in possession of his/her permit must obtain a courtesy parking permit [limit of three (3) days per semester] before parking on campus.
- b) Upon request to PATS, permits may be issued to park out of an assigned area, for extraordinary reasons.
- c) USF departments that are sponsoring or co-sponsoring an event on campus shall request parking permits and/or use of parking spaces at least two weeks in advance from PATS for the event participants. Assignment for event parking will be determined by PATS based on space availability.

12. Visitors (See Section IV(23) for definition) are also required to display a valid parking permit. Visitors must obtain a daily parking permit, online, at the Campus Information Center, the Parking Services office, authorized mobile parking app, or from pay stations located in designated areas to legally park on campus. Hourly parking is available at timed space locations and at meters. On the St. Petersburg campus, one hour visitor spaces are available throughout the campus for non-affiliated USF visitors.

Also, visitors may request complimentary parking, up to three (3) days per semester. This complimentary parking permit is only valid in designated Park-n-Ride lots. Contact individual USF campuses (See Section I) for location of visitor daily permits.

13. Permit Regulations:

- a) The following outlines how the parking permit must be displayed when the vehicle is parked (alternate methods to affix permits, i.e., tape, suction cups, sleeves, etc. are not permitted):
- b) Repositionable permits must be affixed, right side up, 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.
- c) Hangtag permits must be displayed hanging from the vehicle's rearview mirror, or on the dashboard, with the logo side facing out. Hangtags must be unobstructed and clearly visible from the exterior of the vehicle. **Note:** Having tinted windows or using a sunscreen or a car cover does not preclude the necessity of ensuring the permit is plainly visible.
- d) Adhesive permits are only issued to those registrants with convertibles, other open vehicles, or for other reasons as approved by PATS. The permit must be permanently affixed to the rear driver's side bumper, the outside driver's side rear window, or the outside driver's side windshield lower corner. Improper display of the permit will result in a citation being issued and a fine being charged.
- e) Dashboard permits must be displayed faced up on the dashboard, clearly visible from the exterior of the vehicle.
- f) Permits may not be transferred from registrant to another vehicle operator who would otherwise be required to register their vehicle.
- g) Repositionable permits may be transferred between same-owner or registrant's vehicles only.
- h) Adhesive permits are required for all two-wheeled motor vehicles and must be displayed on the front or rear fender or front fork of the vehicle unless otherwise approved by PATS.
- i) Drivers may not park two-wheeled motorized vehicles in an automobile space. They are, however, allowed to park at timed spaces. There are designated motorcycle spaces available.
- j) Holders of motorcycle or bicycle permits are entitled to a maximum of five (5) days, temporary parking permits for four wheeled vehicles, annually. Motorcycle permits holders will receive a temporary parking permit according to their University affiliation, while bicycle permit holders will receive temporary permits allowing access to our park and ride lots.
- k) All two-wheeled motor vehicles must be registered with PATS. Motorcycles cannot display automobile permits at any time. Registered owners with both an automobile and a motorcycle, who wish to park both on campus, must have a permit for each.
- l) USF permits may not be reproduced, altered, or transferred by anyone other than PATS.
- m) The person who rents, owns, or registers a vehicle is responsible for assuring that the vehicle, regardless of who drives it, is parked in compliance with the rules and regulations and for knowing when the issued permit expires.
- n) All citations issued to a permit will be that registrant's responsibility regardless of which vehicle the permit is on at the time of the infraction, unless PATS has been advised of a

lost or stolen permit. To request replacement or exchange of parking permits, contact the appropriate campus Parking and Transportation Services office.

- o) Any vehicle parked on campus is parked at the risk of the operator. Permits declared lost or stolen will immediately become invalid. An affidavit must be completed for lost or stolen permits or in the event that the permit was sold with the car. If recovered, the permit will be reclaimed by PATS and destroyed. Any vehicle bearing a lost/stolen permit is subject to immediate immobilization and/or tow, even if the vehicle bearing the permit is owned by the person who has reported the permit as lost/stolen.
- p) All campus employees, students, and visitors who own, register, and have more than one vehicle on campus at the same time are required to have a valid permit displayed on each vehicle.

14. Payroll Deduction: Those persons employed as faculty, administration, post-doctoral fellows, or staff may pay for their permits through payroll deduction. Payroll Deduction rules for those employees not considered permanent employees (i.e., Temporary, visiting, and adjunct professors, etc.) vary by campus. Refer to the campuses information website or office for details. The same applies for the payroll deduction start and end dates for employee who qualify.

15. Refunds: Full refunds will be issued for permits, (excludes daily visitor and special events) when the refund is requested within fourteen (14) calendar days from the date of purchase, or for students, up to fourteen (14) days after the first day of the semester for which the permit is purchased. To receive the refund, the permit must be returned to PATS. Refunds will not be issued after the end of the fee schedule date. Permits ordered on-line, not picked up within fourteen (14) calendar days of the beginning of the semester will be charged a processing fee as outlined in the rates section of the current brochure.

16. Permit holders must notify PATS of change in status. Failure to do so will result in the revocation of parking privileges without any refund of the remainder of current year's permit.

B. GENERAL GUIDELINES FOR DESIGNATED PARKING SPACES AND AREAS:

1. Parking is permitted only within marked spaces. The absence of "No Parking" signs or curb markings does not mean that parking is allowed.
2. Parking over a marker line is prohibited. Vehicles parked parallel to a curb shall be within one foot of the curb and inside parking markers.
3. All vehicles parked on the Tampa campus must abide by the "head-in-only" rule to ensure that the license plate is facing the drive lane and can be read by the License Plate Recognition (LPR) cameras. Exception to the rules are as follow:

 - a) Vehicles with ADA requirements
 - b) Vehicles actively charging at an electric fueling station.
 - c) Vehicles displaying an official State-issued front license plate

4. All other vehicles backed in a space must display the Optional Front License Plate or Hangtag issued by PATS.
5. Where parallel parking is permitted, vehicles must be parked facing the flow of traffic.
6. Vehicles shall not be parked in such a manner as to obstruct vehicular/pedestrian traffic, wheelchair ramps, interfere with normal operational activities, or to create a hazard.
7. Double-parking is prohibited at all times.
8. Parking on grass, unpaved surfaces, sidewalks, crosswalks, service drives, loading zones, truck spaces, or on streets (except where specifically marked for parking) is prohibited.
9. Major repairs, as determined by PATS, to non-USF owned vehicles shall not be performed on campus.
10. All parking spaces require a permit (includes a receipt of paid parking). The following types of parking areas exist on the USF campus with the following parameters:
 - a) Daily parking
 - b) Timed Space
 - c) 30-minute parking
 - d) Permitted parking
 - e) None of the above may be used in a manner that violates USF Policy or Regulation.
11. No parking space may be used for commercial solicitation purposes. Please refer to [Policy 6-028 Events, Signage and Space Management](#) and [USF6.026 Distribution of Material and Solicitation on Campus](#).
12. Unauthorized parking in RESERVED spaces is prohibited.
13. A vehicle parked and remaining at the same meter, unloading zone, or timed space will receive one ticket for an overtime violation during the first expired time period for that specific meter, zone, or space. If the vehicle remains at the same expired meter, zone, or space, additional tickets will be issued not to exceed two (2) citations for each calendar date.
14. Campus map and parking lot signs indicate where staff, residence hall, and non- residence hall students, and visitors shall park according to the type of permit. Vehicles may only be parked in the appropriate lots and spaces.

15. PATS offices reserve the right to establish some parking facilities as joint-use facilities to accommodate two or more categories of registered vehicles. This will be accomplished with proper signage and announcement of the designation.
16. Staff and students may purchase a Park-n-Ride permit which is a remote parking lot permit on the Tampa campus. Vehicles with this permit may be parked only in lots designated as Park-n-Ride lots on the Tampa campus. Park-n-Ride permits are valid on the St. Petersburg campus in lots 11A & B only. St. Petersburg campus "Special" (SPP) permits are permitted to park in the Park-n-Ride lots on the Tampa campus and lots 11A and B on the St. Petersburg campus only.
17. All loading/unloading zones have a 30-minute time limit.
18. All vehicle operators using a parking space controlled by a meter must pay to occupy the space in accordance with the instructions on the meter.
19. Only authorized vehicles may park in disabled spaces.
20. Oversized vehicles such as trucks, trailers, motor homes, or any vehicle that occupies more than one standard car space or extends beyond the space shall be parked in an area designated by PATS with appropriate parking permit. The maximum allowance time for parking in this manner is seven (7) calendar days.
21. Vehicles may not be used as overnight domiciles, except under emergency conditions and only with the prior approval of PATS.
22. Special Events/Maintenance: PATS has authority to close streets, lots, and parking spaces to facilitate special events, and to perform necessary maintenance. Contact PATS when planning a special event on campus to receive proper parking permits and assignments. No department has the authority to close any lots without first obtaining permission from PATS.

C. TOWING/IMMOBILIZING VEHICLES (Not applicable to all campuses):

1. Vehicles are subject to being immobilized by a boot or towed away at the operator's or the USF department's expense under any of the following conditions:
2. Unauthorized parking in reserved spaces, disabled spaces, or a space in violation of this Regulation.
3. Inoperable or abandoned vehicles must be attended to promptly with immediate notification made to PATS, Monday – Friday between 8:00 am and 5:00 pm, and the University Police after 5:00 pm on weekdays and on weekends and holidays. These vehicles are subject to tow after three (3) consecutive days.

4. Parking in such a way as to interfere with campus operational activities or in violation of any USF Regulation or Policy.
 - a) Vehicles are towed at the owner's/department's expense. The owner/department is required to pay for the outstanding citations, the immobilization fee, and applicable towing charges prior to claiming their vehicle. The fact that a previously immobilized vehicle has been removed from the area without authorization from PATS shall be prima facie evidence that the registered owner has tampered with the immobilized vehicle. Owners of immobilized vehicles may make restitution online at the PATS website or during office hours at the Parking Services office or the Campus Information Center.
 - b) A signed release slip must be obtained from PATS before the owner's towed vehicle may be reclaimed from the towing company. The release slip will only be issued during PATS office hours and after vehicle registration fees and outstanding citation fees are paid in full. In addition, the owner of the towed vehicle must provide proper identification to the towing company and pay the towing charges in cash to the towing company before reclaiming the vehicle from the towing company.

D. PARKING VIOLATIONS, PENALTIES & PAYMENT:

1. **Violations and Suspension of Parking Privileges:** This section deals with Parking Violations only. Traffic and Moving violations are addressed in USF4.0011 Traffic and Moving Violations and will be referred to the appropriate University enforcement official by the appropriate Parking and Transportation Services office. Operators of vehicles are subject to the parking fines in accordance with the schedule of violation charges as provided in this Regulation. PATS reserves the right to restrict the ability to purchase a parking permit for a period up to twelve (12) months and the operator so notified by PATS whenever:
 - a) The person falsifies or misrepresents information on any PATS' documents.
 - b) The person/department lends his/her vehicle to another person when the latter is not entitled to driving privileges.
 - c) The person/department required to register a vehicle does not respond to citations.
 - d) The person/department demonstrates actions that show a willful disregard for public safety or property, or engages in other types of disruptive behavior with another member of USF.
 - e) The person owes a delinquent parking debt to USF.
 - f) The person displays a counterfeit, stolen, altered, lost, or revoked permit.
 - g) The person issues fraudulent payments to PATS for services and/or fines payment.
2. **Parking citations** not paid within 14 days of issuance, or not under appeal, are subject to an additional late fee as outlined in this Regulation. Any violations 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 employee pay warrants. Outstanding student accounts will also result in student records and registration being placed on hold until the debt is settled. More than two (2) outstanding citations will result in the vehicle being immobilized or towed. Staff and

students at the USF Tampa campus with past due violation fees as of the end of the fall, spring, or summer semester may only purchase Park-n-Ride permits. Unless otherwise specified in these Rules/Regulations or on the appropriate PATS office website, all persons or departments who are cited for non-moving violations may make payment via the PATS website, to the PATS office in person, or via mail.

3. **Weapons and Firearms:** See [Policy 6-009 Weapons on USF Property](#).

E. APPEAL PROCESS FOR VIOLATION AND PENALTIES:

1. Each USF campus may establish an appeal process. The Tampa Campus appeal process is detailed below. Refer to other USF campus websites (See Section I) for applicable appeal processes.
2. Only those persons or departments responsible for incurring the citation or the registrant of the vehicle cited may appeal to the Parking Citation Final Appeal Committee or the Student Government Supreme Court.
3. Any person or department who wishes to appeal a citation shall do so within fourteen (14) calendar days from the date of issuance on the citation. (**Note:** Warning citations may not be appealed.) Appeals may be submitted in writing, via the internet at the website published in Section I. The person or department appealing the decision must explain the circumstances existing at the time of the citation in the appeal for review of the citation.
4. If an appeal is not submitted within fourteen (14) calendar days from the date the citation was issued, the right to appeal is forfeited.
5. The written appeal will be reviewed by the Appeals Mediator/PATS staff, and adjudicated based on the current PATS rules or regulations. The decision notification will be sent by email and USPS mail.
6. If the non-student person or department is dissatisfied with the decision of the Appeals Mediator/PATS staff, they may appeal the Appeals Mediator/Staff's decision to the Parking Citation Final Appeal Committee. Appeals must be submitted in one of the following ways: online at the appropriate PATS office website or in writing. If the student is dissatisfied with the decision of the Appeals Mediator/Staff, he or she may appeal the Appeals Mediator/Staff's decision to the Student Government Supreme Court. Appeals must be submitted in one of the following ways: online at the appropriate PATS office website or in writing. All appeal requests must be made within fourteen (14) calendar days from the date of the Appeals Mediator/PATS staff's decision notification letter. The non-student Parking Citation Final Appeal Committee or Student Government Supreme Court will review the matter and may excuse, downgrade, or uphold the citation, but may not contradict the prevailing parking and registration rules or regulations. The 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 registration regulations. The following are reasons that will not be accepted by PATS, the Parking Citation Final Appeals Committee, and Student Government Supreme Court as reasons to dismiss or reduce a citation. This is not an all-inclusive list:

- a) Disagreement with the Traffic and Parking Regulations
- b) Ignorance of the rule/regulation
- c) Stated inability to find a permitted parking space
- d) Operation of the vehicle by another person
- e) Stated failure to issue citations previously for similar violations
- f) Tardiness to class and/or appointment
- g) Inability to pay fine (lack of money)
- h) Displayed wrong or expired permit
- i) Traffic congestion
- j) Received bad verbal information
- k) Stated perception that designated parking area is not safe

7. Appellants proceeding to file a final appeal should consider the following:

- a) Ensure the reason for the appeal is not one of those listed above.
- b) Prepare a concise written and/or oral argument not to exceed 5 minutes.

8. The Director of PATS will review all citations dismissed in final appeal. If the Director should determine either of the final appeals bodies is 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:

- a) The Director of PATS shall, by written notification, inform the appeal unit of the alleged contradiction.
- b) The Director of PATS and appeals unit shall meet to attempt to reconcile the differences.

If no reconciliation is made, the parties shall consult with the Vice President of Administrative Services (or designee) on the Tampa campus, or the appropriate official at USF who shall act as an arbitrator. The decision rendered by that official shall be final.

F. PARKING/TRAFFIC RATES & FINES IN EFFECT – 2020-2021:

USF TAMPA CAMPUS

RATES	2021-2022
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Reserved - Annual	\$1,076
Gold Staff Lots - Annual	\$450
Affiliate Gold	\$494
Staff (E) Lots Annual > \$25,000	\$270
Staff (E) Lots Annual < \$25,000	\$262
Staff (E) Lots - Semester > \$25,000	\$135
Staff (E) Lots – Semester < \$25,000	\$132
Affiliate Staff	\$305
Vendor - Annual	\$356
Resident Student – Annual	\$226
Resident Student – Semester	\$113
Non-Resident Student-Annual	\$183
Non-Resident Student-Semester	\$91
Park-n-Ride	\$59
Optional Front License Plate or Hangtag Cost (for reverse parking)	\$50
Motorcycle	\$62
Daily Permits/Event Daily Rate	\$5
Friend of USF – Annual (Visitor & Park-N-Ride (Y) lots)	\$290
Friend of USF – Semester (Visitor & Park-N-Ride (Y) lots)	\$145

FINES	2021-2022
Unauthorized parking in a Disabled space	\$275
Blocking access to a Disabled space/ramp	\$275
Boot fee (added for any immobilized vehicle)	\$30
Displaying an altered/stolen/lost/ revoked/counterfeit permit	\$175
Unauthorized removal and/or damage to immobilization device (boot), and replacement or repair cost to device; eligible to be towed; and/or loss of campus parking privileges.	\$175
False Registration –and parking for one year restricted to Park-n-Ride lots and/or loss of campus parking privileges.	\$175
Blocking a ramp	\$75
Unauthorized parking in a Reserved space	\$75
Unauthorized parking in a service drive or on grass	\$40
No current permit displayed	\$30
Unauthorized parking in State Vehicle space	\$30
Failure to park in assigned lot	\$30
Blocking traffic	\$30
Parking in “No Parking” Zone/Barricaded area	\$30
Back-in violation	\$15
Double parked/parked over line	\$15

Parking permit not registered to license plate	\$15
Overtime violation	\$15
Late Fee (after 14 days)	\$15
Students/Staff Permits-First Replacement	\$24
Students/Staff Permits-Second Replacement	\$24
Students/Staff Permits-Third Replacement	Full Price
Reserved Permits-First Replacement	\$48
Reserved Permits-Second Replacement	\$48
Reserved Permits-Third Replacement	Full Price
Non-Pickup Permit Processing Fee	\$15
Staff and students at the USF Tampa campus may participate in the Campus Litter Cleanup Program to satisfy charges not to exceed forty dollars (\$40.00) for the academic year. Staff and students with past due violation fees as of the end of the fall, spring, or summer semester may only purchase Park-n-Ride permits.	

ST. PETERSBURG CAMPUS

RATES (Prices include applicable sales tax)	2021-2022
Student – Annual	\$173
Student – Semester	\$88
Residence Hall – Annual	\$232
Residence Hall – Semester	\$118
Reserved Staff - Annual	\$1,027

Gold Staff - Annual	\$431
Green Staff - Annual	\$256
Green Staff - Semester	\$129
Remote Lot Staff Only – Annual	\$56
Affiliates-- Annual	\$513
Vendor – Annual	\$374
Motorcycle/Scooter - Annual	\$58
Monthly Permit	\$49
Daily Permit	\$5
Late Fee (after 14 days)	\$15
Students/Staff Permits-First Replacement	\$20
Students/Staff Permits-Second Replacement	\$20
Students/Staff Permits-Third Replacement	Full Price
Reserved Permits-First Replacement	\$40
Reserved Permits-Second Replacement	\$40
Reserved Permits-Third Replacement	Full Price

FINES	2021-2022
Unauthorized parking in Disabled space	\$275
Blocking access to a Disabled space/ramp	\$275
Displaying an altered, stolen, lost, revoked or counterfeit permit and parking for one year restricted and/or loss of campus parking privileges	\$125

Blocking a ramp	\$75
Unauthorized parking in a Reserved space	\$75
Unauthorized parking in a service drive or on grass	\$40
No current permit displayed	\$30
Unauthorized parking in State Vehicle Space	\$30
Failure to park in assigned lot	\$30
Blocking traffic	\$30
Parking in "No Parking" Zone or Barricaded area	\$30
Parking in an angled parking space facing traffic	\$15
Double parked or parked over line	\$15
Improper parking permit display	\$15
Overtime violation	\$15
Immobilization device	\$50

SARASOTA-MANATEE CAMPUS

RATES (Prices include applicable sales tax)	2021-2022

Staff Lots Permits - Annual	\$129
Staff Lots Permits - Semester	\$64
Student Permits – Annual	\$100
Student Permits – Semester	\$50
Motorcycle	\$20
Daily Permits	\$3
Special Staff Permit-Semester Only	\$37
Academy of Lifelong Learning-Quarter Only	\$19
Staff/Students Permits-First Replacement	\$24
Staff/Students Permits-Second Replacement	\$24
Staff/Students Permits-Third Replacement	Full Price

FINES	2021-2022
Unauthorized parking in a Disabled space	\$275
Blocking access to a Disabled space/ramp	\$275
Displaying an altered/stolen/lost/ revoked/counterfeit permit. (Parking restricted 1 year and/or loss of campus parking privileges, referral to Student Affairs and/or Human Resources for disciplinary action)	\$175
Unauthorized removal and/or damage to immobilization device (boot), and replacement or repair cost to device; eligible to be towed; and/or loss of campus parking privileges.	\$175
False Registration – and parking for one year restricted to distance lots and/or loss of campus parking privileges.	\$175

Blocking a ramp	\$75
Unauthorized parking in a Reserved space	\$75
Unauthorized parking in a service drive or on grass	\$40
No current permit displayed	\$30
Unauthorized parking in Visitor or State Vehicle space	\$30
Failure to park in assigned lot	\$30
Blocking traffic	\$30
Parking in “No Parking” Zone/Barricaded area	\$30
Parking in an angled parking space facing traffic	\$15
Double parked/parked over line	\$15
Improper parking permit display	\$15
Overtime violation	\$15
Late fee (after 14 days)	\$15

See [USF4.0011 Traffic and Moving Violations](#) for traffic guidelines.

Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001; ss.790.25, 1006.66, 1009.24, FS; Ch. 316 LOF.

History – New (BOT approval) 12-8-11; Amended 3-16-12, 4-3-13, 1-13-14 (technical), 8-4-15 (technical), 12-15-15 (technical), 10-7-16 (technical), 6-22-17, (technical), 9-7-18 (technical), 4-17-20 (technical), 5-4-20 (technical), 9-8-20 (technical), 10-8-21 (technical), 1-25-22 (technical).

Consolidation Amendment Effective: 7-1-20

Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and has a record of written notices, comments, summaries and responses as required.