

# Brigham Young University - Idaho

## Parking Rules and Regulations

BYU-Idaho has established and maintains traffic ways and parking facilities for use by faculty, staff, students and community patrons. All university buildings and grounds are governed by rules and regulation established for the purposes of maintaining safety and order pursuant to Idaho Code 49-222 and Rexburg City Ordinance #759. Those regulations listed hereafter govern the grounds, traffic ways and parking lots of BYU-Idaho.

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### 1.0 Definitions

#### 1.1 Abandoned Vehicle

Any vehicle left unmoved in a university parking lot for more than 10 consecutive days.

#### 1.2 Campus

Any Property owned and maintained by Brigham Young University-Idaho (BYU-Idaho).

#### 1.3 Citation - Campus

A notice of parking regulation violation issued by the Parking Services Office for which a fine is assessed. This is an administrative sanction established by the university which governs university property.

#### 1.4 Citation - Municipal

A notice of a municipal parking violation issued by the police department for which a fine is assessed. This is a legal sanction established by ordinance of the City of Rexburg.

#### 1.5 Employee (administrator, faculty, and staff)

All full and part-time administration, faculty, or staff employees working at BYU-Idaho. Student employees are not considered staff employees for the purposes of parking rules and regulations.

#### 1.6 Financial Hold

A hold placed on student transcripts which will not allow the release of grades or transcripts until all unsatisfied financial matters are resolved.

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### **1.7 Fines**

A penalty fee assessed for parking violation.

### **1.8 Motorcycle, Moped, Scooter**

Any two or three-wheeled vehicle with a seat propelled by other than human power. Motorcycle parking spaces are designated on campus.

### **1.9 Parking Appeals Committee**

A committee consisting of representatives from the employees and student body of BYU-Idaho given the responsibility of determining the validity of parking violation appeals.

### **1.10 Parking Permit**

A decal or hanging permit issued by the Parking Services Office which authorizes a vehicle to be parked in designated areas on the BYU-Idaho campus.

### **1.11 Parking Services Office**

An office within the University Security and Safety Office responsible for management and enforcement of university parking rules and regulations. The office is located in Kimball Building Room 150. Phone number 496-3266.

### **1.12 Resident Student**

Any student living on-campus university housing.

### **1.13 Student**

Any individual enrolled in and taking university courses regardless of the number of hours carried.

### **1.14 Ticket Scam**

Knowingly using a citation (your own or that of another) to avoid further citations.

### **1.15 Visitor**

A community patron or other party visiting the BYU-Idaho campus who is not affiliated with the university as faculty, staff, administrator, student, or their immediate family.

## **2.0 Parking Permits**

### **2.1 Required for All Vehicles**

Parking Permits are required for all vehicles parking in university parking lots and streets. Student, visitor, service, and handicap permits may be obtained from the Parking Services Office located in Kimball Building Room 150. BYU-I employees may obtain permits online at [www.byui.edu/parkingservices](http://www.byui.edu/parkingservices) during renewal years (i.e., 2010). Otherwise they may be obtained in person at Parking Services.

### **2.2 Permit Holder Required to Know Policy**

Responsibility for compliance with all parking rules and regulations is assumed by the vehicles registered owner or authorized user. It is the responsibility of the responsible party to obtain and read all such regulations. The individual receiving a permit is responsible for all violations

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incurred by a vehicle for which the permit is assigned, even if the vehicle is loaned and incurs a citation while loaned.

### 2.3 Types of Permits

Types of permits, fees and periods of validity for permits have been established by the BYU-Idaho administration as described hereafter. It is the responsibility of the permit holder to assure the permit is displayed properly and visible to outside observers. To switch from one permit to another (e.g., “D” to “B”), the old permit must be scraped off and the scraping returned to the Parking Services Office. When obtaining a permit you are required to bring a current state vehicle registration form. We will automatically bill your I-account.

#### 2.3.1 “A” Permit

Administration, faculty, staff and retired employees are entitled to one transferable (hanging) “A” permit and as many Faculty/General decals as needed. “A” permits are valid in “A,” and “B,” and “D” parking lots. Permits are initially valid for three years and expire on the date printed on the permit.

Part-time employees are issued permits for one calendar year. Temporary employees are issued temporary permits based on the expected length of employment and may be renewed for longer periods if employment continues.

If authorized by the employee, the employee’s immediate family can use the employee’s “A” permit in lieu of the employee.

An “A” permit issued to a retired employee is only valid for use by the retired employee or their spouse

#### 2.3.2 “B” Permit

Students may obtain one “B” permit for vehicles to be parked on campus. The permit is \$10. “B” permits are valid for “B” parking lots only. Permits are valid until the expiration date printed on them. The student permit normally runs from September 1 of the current year to August 31 of the following year.

#### 2.3.3 “D” Permit

Single students living in university housing (dorms) are entitled to purchase one “D” permit for a vehicle that they personally own/use allowing them to park in the residential lots.

Married resident students may purchase up to a maximum of two “D” permits providing they own/use more than one vehicle.

Residential permits are not valid in any other lot.

“D” permit holders are not entitled to any other permit.

The permits are valid for one calendar year and expire on the date printed on the permit.

“D” permits are valid only while holder is living in university housing (dorms).

#### 2.3.4 “F” Permit

“F” permits are valid only during business hours and only in the Fourth Ward parking lot located at the corner of 1<sup>st</sup> East and 2<sup>nd</sup> South.

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### 2.3.5 “X” Permit

“X” permits are issued to government officials and others as determined by the President’s Executive Group. These permits allow the vehicle to park anywhere on campus. They are valid for three years, or the expiration date, whichever is least.

### 2.4 Visitors, Vendors, and Others

Community patrons may obtain genealogy, visitor, or service permits according to need. There is no charge for these permits.

Community patron permits are valid for the period of time designated by the Parking Service Office.

Visitors not directly associated with BYU-Idaho may park in “B” or “A” lots without a parking permit, but are encouraged to park in designated “Visitor” stalls. Citations issued for parking without a permit will be voided upon request. All other parking rules and regulations apply to visitors, and vehicles may be booted or towed for recurring violations.

Service permits are issued, upon request, to vendors and contractors performing services on campus. These permits are valid for the period of time designated on the permit, not to exceed one year.

### 2.5 Government Vehicles

Government vehicles with “EX” plates are treated as visitors when on official government business.

### 2.6 Display of Permits

Permits shall be displayed according to the following instructions:

#### 2.6.1 Decals

Decals are displayed on the passenger’s side of the front windshield in the lower right hand corner. The front protective covering of the permit must be removed so color and number of permit is clearly visible from the outside of the vehicle. Permits must be attached to the windshield using the permits own adhesive and may not be taped on or left lying on the dash board. The permit must be no less than 75% attached. It is permissible to leave a corner or small portion unattached to aid in removal.

#### 2.6.2 Hanging Permits

Hanging permits shall be hung on the interior rearview mirror post with the lettering facing to the outside of the vehicle. If no rearview mirror is present, the permit may be placed on the vehicle dashboard facing upward, next to the faculty “B” decal permit on the passenger side. These hanging transferable permits are not valid without the accompanying BYU-Idaho window decal.

Temporary employees are issued a temporary hanging permit.

#### 2.6.3 Temporary Permits

Temporary permits shall be attached according to the instructions described for hanging permits.

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### **2.6.4 Motorcycle Permits (also required for mopeds and scooters)**

Permits must be placed on the exterior surface of the motorcycle, clearly visible and in plain sight.

### **2.6.5 State-Issued Handicap Permits**

State-issued handicap permits shall be placed in a way that is clearly visible to external inspection. The hanging permit is not required when handicap plates have been issued to the vehicle.

## **3.0 Parking Regulations**

### **3.1 Parking Permit Required for All Associated with the University**

A valid parking permit is required for all full- and part-time administrative, faculty, and staff personnel and for all full- and part-time students to park a motor vehicle in BYU-I parking facilities and campus streets, including those enrolled in Continuing Education classes. Community patrons or other visitors may obtain a parking permit, if desired, from Parking Services.

### **3.2 Vehicle Must Park Consistent with Permit**

A vehicle shall be parked only in the lots and stalls for which the issued permit is valid.

### **3.3 Regulated Stalls**

Regulated stalls are identified below. No unauthorized vehicles are permitted to park in regulated stalls.

#### **3.3.1 Service Stalls**

Service stalls are identified by a painted white curb and/or a service sign. Service spaces are reserved for university-owned vehicles and/or service vehicles performing authorized university business. Enforcement is from Monday through Friday, 8 a.m. - 5 p.m. unless otherwise posted.

#### **3.3.2 Handicap Spaces**

Handicap spaces are identified by a painted blue curb and a handicap sign. Only vehicles operated by or for handicapped individuals and displaying a handicap permit are permitted to park in such spaces. Stalls are enforced 24 hours a day, seven days a week. Those tampering with, misusing, and illegally possessing a handicapped permit will be referred to university Security and Safety, the Dean of Students, and/or the Personnel Office.

Those with temporary health problems, and are in need of a handicapped permit, must bring a request form signed by a doctor specifying the health problem and duration for a university handicap permit. These permits are available at Parking Services, Kimball Building Room 150, and are only valid on BYU-Idaho property.

If all of the designated handicap stalls are full the vehicle may be parked in an "A" or "B" stall available in the area.

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### **3.3.3 Visitor Spaces**

Visitor spaces are identified by a painted white curb and a visitor sign. Such spaces are reserved for community patrons. Administrators, faculty, staff, students, and/or their immediate family are not permitted to park in these spaces.

### **3.3.4 Student Health Center Visitor Parking**

Visitor stalls for the Student Health Center are in the Southeast section of the Kimball parking lot. They are designated by a curb painted white with a green top and signs designating the stalls as reserved for “STUDENT HEALTH CENTER VISITOR PARKING ONLY.”

### **3.3.5 10-Minute Pick-up and Delivery**

10-minute pick-up and delivery spaces are available for use by any vehicle. Parking longer than the 10 minutes constitutes a violation.

### **3.3.6 30-Minute Parking**

30-minute parking spaces are available for use by all members of the university community and visitors for a period of 30 minutes or less. Parking for longer than 30 minutes constitutes a violation.

### **3.3.7 No Parking Zones**

“No parking” zones are identified by painted yellow curbs. No vehicle parking is permitted in such areas. Parking outside areas designated for parking, parking adjacent to yellow curbs, and/or outside lined stalls constitute a violation.

### **3.3.8 Fire Zones**

Fire zones are identified by either a sign or the curb painted red. No vehicle parking is permitted in such areas. Parking in or blocking these areas constitutes a violation.

### **3.3.9 Motorcycle/Scooter/Moped Parking**

Motorcycles, scooters, mopeds, etc., may be parked at the ends of parking rows within painted triangular or rectangular areas and in designated motorcycle parking areas in either “A” or “B” lots and in designated areas on the campus streets. Motorcycles, scooters, mopeds, etc., may not park in a regular vehicle stall.

### **3.3.7 Loading/Unloading Zones**

Loading zones are located at designated areas on campus and are intended for loading and unloading purposes. Any vehicle may park up to 20 minutes in a loading zone for the designated purpose of loading/unloading. When parking for this purpose, the flashers shall be activated. Vehicles may be cited if left unsupervised for an extended period with no loading/unloading occurring.

## **3.4 Parking Within Stalls**

Vehicles shall be parked entirely within painted lines, when such lines are visible, and as nearly in proper position as possible when such lines are not visible (e.g., covered by snow).

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### **3.5 Impedance of Traffic**

Vehicles shall not be parked so as to block or otherwise restrict driveways and/or traffic ways.

### **3.6 Motorcycle Spaces**

Automobiles shall not park on motorcycle spaces and motorcycles shall not park in vehicle stalls.

### **3.7 Overnight Parking**

Overnight parking (1-4 a.m.) is prohibited in all lots except in the Pioneer and Biddulph parking lots with an authorized permit (e.g., “A” or “D”). Overnight parking on campus streets is prohibited between December 1<sup>st</sup> and March 1<sup>st</sup>.

### **3.8 Recreational Vehicles**

Recreational vehicles may be parked on a temporary basis with approval of and in a location designated by the Parking Services Office.

### **3.9 Parking on Driveways, Landscapes, etc.**

Parking or driving on sidewalks or landscaped areas is prohibited except for university owned vehicles operated in the performance of necessary duties and only when authorized by Physical Facilities and/or University Security and Safety.

### **3.10 Fire Hydrants**

Parking within 15 feet of a fire hydrant is prohibited.

### **3.11 Diagonal Spaces**

On campus, diagonal spaces are provided in lots and on the streets where space is limited and the direction of the flow of traffic is restricted. On campus the vehicles shall not be parked backwards in these diagonal spaces, causing the driver to enter traffic in the wrong direction when leaving the space.

Off campus, Rexburg City has established reverse diagonal parking on 2<sup>nd</sup> South and 1<sup>st</sup> East.

### **3.12 Abandoned Vehicles**

Abandoned vehicles are prohibited on university property and will be removed at owner's expense. Any vehicle that has not been moved for more than 10 days is considered abandoned.

### **3.13 Repairing Vehicles on Campus**

No major repairs shall be made on vehicles parked in university parking lots or on campus streets.

### **3.14 Large Vehicles**

Vehicles larger than full-sized pick-up trucks shall not be parked on campus property on a continuing basis. Contact the Parking Office for guidelines.

### **3.15 Exceptions/Additions**

Exceptions to parking regulations may be granted by the Parking Services Office if deemed necessary. Additions to the parking regulations may only be made at the discretion of the Campus Planning Committee and the Campus Parking Committee.

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### **3.16 Enforcement**

Enforcement of parking rules and regulations will be accomplished by the Parking Services personnel.

### **3.17 Days and Hours of Enforcement**

Hours of enforcement for parking permit regulations are Monday through Friday, year round from 7 a.m. until 4 p.m. Weekend enforcement will not require the need for BYU-I issued parking permits.

Days of enforcement for all parking regulations are during designated school days. This includes reading and testing days. It does not include days during the semester when school is not in session, (i.e. Thanksgiving week, Civil Rights Day, President's Day, Independence Day). The days between semesters will be treated the same as Sunday enforcement.

Handicap, yellow and red curbs, no parking zones, and other regulations are enforced 24 hours a day, 7 days a week. All parking regulations will be enforced on Sunday, except the need for BYU-I issued permits.

## **4.0 Parking Lot Designations**

### **4.1 Clarke (CLK)**

The Clarke Parking Lot, located East of the Clarke Building, is reserved for "A" permit parking and Child Lab parking.

### **4.2 Pioneer (PIO)**

The Pioneer Parking Lot, located between the women's dormitories, is designated "A" and "D" permit and overnight parking.

### **4.3 Manwaring East (MWE)**

The Manwaring East Parking Lot, located immediately East of the Manwaring Center, is for "A" permit and Visitor parking only.

### **4.4 Taylor (TAY)**

The Taylor Parking Lot, located immediately West of the John Taylor Religion Building, is designated "B" permit parking.

### **4.5 Benson (BEN)**

The Benson Parking Lot, located North of the Benson Building and immediately South of the Taylor lot (South of the crosswalk), is designated "A" permit parking.

### **4.6 Biddulph (BID)**

The Biddulph Parking Lot, located immediately West of the Biddulph Hall men's dormitory, is open to "D" permits and is designated for overnight parking.

### **4.7 Hart (HRT)**

The Hart South Parking Lot, located at the Southwest corner of the Hart Physical Education Building, is open to "A" permit parking.

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### **4.8 South Stadium (STS)**

The South Stadium Parking Lot, located immediately South and on the West side of the football stadium, is open to “B” permit parking.

### **4.9 North Stadium (STN)**

The North Stadium Parking Lot, located immediately North of the football stadium, is open to “B” permit parking.

### **4.10 Snow (SNO)**

The Snow Building Parking Lot, located South and West of the Snow Building and East of the football field, is mostly reserved for “A” permit parking. There is a limited number of “B” parking stalls in the North West corner of the lot, next to the fence.

### **4.11 Hinckley (HIN)**

The Hinckley Parking Lot, located on the East side of the Gordon B. Hinckley Building, is open for “A” and “B” permits and 30-minute parking.

### **4.12 Auxiliary Services (ASB)**

The Auxiliary Services Parking Lot, located on the North, East, and South sides, of the Auxiliary Services Building, is open to customer and “A” permit parking.

### **4.13 Kirkham (KRK)**

The Kirkham Parking Lot, located Northeast of the Kirkham Building, is designated for “A” permit parking.

### **4.14 AG Engineering (AGE)**

The AG Engineering Parking Lot, located on the North and South sides of the AG Engineering Building. The North lot is for “A” permit parking and the South lot is designated “B” permit parking.

### **4.15 Baseball Field (BBF)**

The Baseball Field Parking Lot, South of baseball field, is “B” permit parking.

### **4.16 Kimball (KIM)**

The Kimball Parking Lot, located to the East of the Kimball Student and Administrative Services Building. The West section is for “A” permit parking and the East section is for “B” permit parking. Watch for signs and a wide yellow stripe that divide the lot into “A” and “B” parking. The Student Health Center Visitor Parking area is on the Southeast corner of the lot. It is designated with signs and the curb painted white and green.

### **4.17 Ricks (RIC)**

The Thomas E. Ricks Building Parking Lot, located East of the Ricks Building, is designated “A” parking on the West side and “B” permit parking on the East section. The sections are signed.

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### 4.18 East Viking Drive

East Viking Drive is Northeast of the Kimball Building going to 2<sup>nd</sup> East. The entire street is designated “B” permit parking.

### 4.19 South Center Street

South Center Street is the main street leading into the heart of campus. It goes from 7<sup>th</sup> South to the Manwaring Center and Auditorium junction. The entire street is designated “B” permit parking.

### 4.20 Sage Street

Sage Street runs East – West and is located between Center and 1<sup>st</sup> West streets, South of the Austin Building. The entire street is designated “B” permit required.

### 4.21 Physical Plant Way

Physical Plant Way runs North – South and is located between Sage Street and West Campus Drive. The entire street is designated “A” permit parking.

### 4.22 West Campus Drive

West Campus Drive runs East – West and is located between South Center and 1<sup>st</sup> West streets, between the men’s dorms and the Austin Building. The first fifteen stalls on the Northeast side of the street, from South Center to the entrance of Rigby Hall, is designated “A” permit required. The remainder of the street is designated “B” permit required.

### 4.23 7<sup>th</sup> South Parking Lot

The 7<sup>th</sup> South parking lot is located on the South side of campus, just North of the Temple. It is designated as a commuter lot allowing all to park in it without a permit.

## 5.0 Sanctions and Fines

### 5.1 Citations

Vehicles parked in violation of the university parking rules and regulations will receive a parking citation. Parking citations shall be placed on the front windshield or on the driver’s side of a vehicle.

#### 5.1.1 Lost Citations

When a citation is issued to the permit holder, the owner (or authorized user), he/she is responsible for payment of all citations issued to vehicles on BYU-Idaho campus. If the citation was lost (stolen or blown away), payment is still required.

#### 5.1.2 Current Parking Violation Fines

Parking fines at BYU-Idaho are based on the following accelerated scale. Receiving a parking citation within the past twelve months for any offence places the offender in the 2<sup>nd</sup> fine category for a subsequent citation. Receiving additional citations within the past sixty months will result in the offender moving through the 5<sup>th</sup> fine level at which time the offender will be banned from parking on campus.

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Each column represents the number of citations an individual has received during the past twelve months.

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>A</b> Handicapped	\$75	\$85	\$100	\$150	\$200
<b>B</b> Misuse of handicapped permit	\$75	\$85	\$100	\$150	\$200
<b>C</b> Stolen/forged/altered permit	\$75	\$85	\$100	\$150	\$200
<b>D</b> Ticket Scam	\$75	\$85	\$100	\$150	\$200
<b>E</b> Unauthorized use of permit	\$40	\$50	\$60	\$90	\$120
<b>F</b> Red Curb	\$40	\$50	\$60	\$80	\$120
<b>G</b> Yellow Curb	\$25	\$35	\$50	\$75	\$100
<b>H</b> Loading Zone	\$25	\$35	\$50	\$75	\$100
<b>I</b> Parking in traffic way	\$25	\$35	\$50	\$75	\$100
<b>J</b> Parking on sidewalk or landscape	\$25	\$35	\$50	\$75	\$100
<b>K</b> Restricted parking - visitor	\$25	\$35	\$50	\$75	\$100
<b>L</b> Restricted parking - service	\$25	\$35	\$50	\$75	\$100
<b>M</b> Expired time in stall	\$25	\$35	\$50	\$75	\$100
<b>N</b> Parking without a permit	\$10	\$20	\$35	\$45	\$60
<b>O</b> Parking where permit is not valid	\$10	\$20	\$35	\$45	\$60
<b>P</b> Parking outside of stall	\$10	\$20	\$35	\$45	\$60
<b>Q</b> Parking 1 - 4 a.m.	\$5	\$10	\$20	\$30	\$40
<b>R</b> Expired permit	\$5	\$10	\$20	\$30	\$40
<b>S</b> Failure to display permit	\$5	\$10	\$20	\$30	\$40
<b>T</b> Other safety infractions	\$25	\$35	\$50	\$75	\$100
<b>U</b> Other major infractions	\$75	\$85	\$100	\$150	\$200
<b>V</b> Health Center parking violation	\$75	\$85	\$100	\$150	\$200
<b>W</b> Failure to affix decal	\$10	\$20	\$35	\$45	\$60
<b>X</b> Tow	\$75	\$75	\$75	\$75	\$75
<b>Y</b> Tow using dolly	\$100	\$100	\$100	\$100	\$100

### 5.1.3 Fine Payment

Violation fines shall be paid at Cashier's Office, Kimball Building, Room 130.

Fines cannot be paid at the Parking Services Office.

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### 5.1.4 Unresolved Fines

Unresolved fines will result in a financial hold being placed on the transcripts of the student permit holder. Unsatisfied fines will be billed on the university I-Accounts.

### 5.2 Parking Education & Student Honor

The following chart indicates when a student issued citations will be required to attend the Parking Class and the resulting consequences of continual noncompliance with university parking rules and regulations.

Citation	Consequences
1 <sup>st</sup>	Fine or option to attend the parking class to waive fine. Record of citation is maintained.
2 <sup>nd</sup>	Fine or option to attend the parking class to waive fine. Record of citation is maintained.
3 <sup>rd</sup>	Fine and violator must attend the parking class.
4 <sup>th</sup>	Fine and student is referred to Student Honor Support. Student is required to complete the Student Honor Course
5 <sup>th</sup>	Fine; ban from parking on campus for life; further disciplinary action up to and may include suspension.

A student may attend more than one parking class but may only have one fine waived for attendance. After the second citation the student may not receive a fine waiver even if the class is attended.

Some citations may automatically result in a referral to Student Honor office, Human Resources, or Academic VP depending on status; i.e. “Stolen/Forged/Altered Permit”, “Ticket Scam”, or other severe violations as determined by the Parking Services Department.

Citation records are accumulative and maintained for five (5) years from date of citation.

Parking Education Class is held every Wednesday evening at 7:00 pm in the Kimball building throughout each semester. It consists of peer instruction to teach the purpose of parking regulations and its relationship to student honor.

### 5.3 Booting

Vehicles may be booted for any of the following reasons:

- a. Identification of the owner of a vehicle
- b. Unlawfully parked in handicap space
- c. Vehicles with five (5) or more total paid/unpaid citations
- d. Vehicle parked on campus after having lost his/her parking privileges on campus
- e. For confiscation of an unauthorized or stolen permit

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### 5.4 Loss of Parking Privileges

All administrators, students, staff, faculty, and their dependents are limited to five (5) parking citations within the prior 60 months that are upheld after appeal. The permit is voided and parking privileges are lost on the fifth citation. This policy is also applicable to non-permit holders, including visitors. Failure to observe the revocation may result in the vehicle being towed.

#### 5.4.1 Loss of Privileges Procedure:

A written warning will be given on the third and fourth citation by university e-mail notifying the permit holder that subsequent violations may result in the vehicle being towed at their expense. The student or employee will lose their parking privileges and the vehicle will be booted when the fifth citation is issued. The permit holder may have the vehicle released by personally appearing at the Parking Services office or at Campus Dispatch where a revocation letter will be personally delivered. The permit will be removed from the vehicle and delivered to Parking Services personnel.

The holder can choose to appeal either the citation or the revocation. The holder may choose to waive the right to appeal, elect to appeal at the time of release of the vehicle, or provide written notice of intent to appeal within 48 hours. The revocation of parking privileges will go into effect when the permit holder waives his or her appeal rights, when the 48 hours expire without notice of appeal, or the appeal is upheld, whichever the case may be.

### 5.5 Towing

Vehicles may be towed at the owner's expense for any of the following reasons:

- a. Parked vehicle blocking the traffic way or a driveway, or where it constitutes an immediate hazard.
- b. Left on campus property more than 10 days and determined to be abandoned.
- c. Impeding snow removal.
- d. Parking in violation of Parking Privilege Revocation.

**5.5.1** Vehicles meeting the criteria for towing from university property may be towed to a designated location on campus for storage. In order to be stored on university property the following criteria must be met;

- a. The vehicle must be clearly identified as property of a student or employee at the university. This may be done through license plate information or BYU-Idaho parking permit information.
- b. Parking employees have issued a parking citation for the appropriate offense.
- c. The tow charge will be billed to the student or employee's personal university I-account. The university will pay the tow company with monies charged to the vehicle owner's account. The purpose of this regulation is to save students and employees the expense of substantial storage fees when their vehicle is towed.

**It should be noted that these regulations and towing guidelines do not apply to vehicles that are towed from city streets around campus.**

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**5.5.2** Vehicles that cannot be clearly identified as property of students or employees of the university will be towed at the owner's expense. The owner of the vehicle will need to contact the tow company to make arrangements for tow and storage costs.

### **5.6 Ticket Scam**

Any tampering with citations by moving them, changing the material written on them, or altering them in any way constitutes a ticket scam. Citations may not be moved from one vehicle to another or used in any way to avoid further citations. Such behavior is dishonest and constitutes a ticket scam and will result in a citation and referral to the Dean of Students Office/Personnel Services.

## **6.0 Appeal Procedure**

### **6.1 Appeal Process**

First Appeal - Students, visitors, faculty, staff and administrators desiring to appeal a parking citation shall appeal the citation online at [www.byui.edu/parkingservices](http://www.byui.edu/parkingservices). All citations must be appealed within two weeks (14 calendar days) of receiving the citation or they will not be heard or considered.

Student appeals are sent to the Student Appeals Committee for review and disposition.

Second Appeal – If student appellants are not satisfied with the findings of the appeals committee and wanting a face-to-face appeal can schedule a time to meet with the Parking Services Supervisor. Appellants will be given five minutes to present their case, ask questions, or request clarification.

Faculty, administrative and staff appeals are handled by the Human Resources Office.

All appeals will be answered by email.

### **6.2 Requests for Review of Appeal Decisions**

Decisions made by the Appeals Committees may be reviewed upon request of the appellant by the Parking Services Supervisor. Requests can be submitted by email to [parkingappeals@byui.edu](mailto:parkingappeals@byui.edu). If new information is presented or the process was deemed unfair, then the appeal will be sent back to the Appeals Committees.

### **6.3 “Failure-to-Display” Citation Voids**

Two citations in any 12 month period for “failure to display permit” will be waived if appealed appropriately. This policy applies to all students and employees.

## **7.0 Parking Committee**

### **7.1 Appointment**

The Parking Committee has been appointed by the BYU-I Administration and charged with the responsibility of establishing and maintaining parking rules and regulations which govern university property. The Parking Committee is a sub-committee of the Campus Planning Committee and all recommendations of the Parking Committee are submitted to them for final approval.

### **7.2 Committee Members**

# Brigham Young University - Idaho

## Parking Rules and Regulations

The Campus Parking Committee is appointed by the University Resources Vice-President and the appointed members are representative of the students, faculty, staff, and administration of BYU-Idaho.

### **7.3 Suggestions**

Any parking suggestions may be submitted to the Parking Committee through the Parking Services Office, a member of the committee, or the University Resources Vice-President.

## **8.0 Waiver of Liability**

### **Waiver**

Any person desiring to use the traffic ways, grounds and/or parking facilities of BYU-I does so at his or her own risk. BYU-Idaho assumes no liability for vehicles parked or driven on university property.

## **9.0 Sign Legend**

### **9.1 “A” Lot Parking Only**

No student parking permitted. “A” permit holders, visitors, and others as authorized may park in these lots.

### **9.2 “B” Lot Parking**

General parking open to students, visitors, faculty, staff, and administrators.

### **9.3 “D” Lot Parking**

Parking for students residing in on-campus housing. Permits “A”, “D”, and temporary overnight permits allowed.

### **9.4 “F” Lot Parking**

Lot specific parking only valid in the “F” lot.

## **10.0 Shared Vehicle**

A situation may occur with a shared vehicle either with married couples or family members, where one of the parties has acquired sufficient citations to be banned from parking on campus while the other party still has the need to park here. When this occurs it will be necessary to contact the Parking Services Office as soon as possible. The vehicle and permit may be transferred to the other party but the citations will follow. If the newly registered party receives a citation, he/she will have to contact the Parking Services Office immediately to appeal the citation, explaining the transfer. Failure to do so will result in the vehicle being booted and possibly towed.

Under the newly registered party, the vehicle will be taken off of the banned list allowing the new registrant to park on campus as the permit allows.

Each situation will be considered on its own merits.