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## Parking and Traffic Regulations

Welcome to The University of the Virgin Islands (UVI), we recognize that the safety and security of the University community is fundamental to everything we do. Because illegally parked or irresponsibly operated vehicles pose a threat to public safety, UVI has established these parking and traffic regulations.

These regulations apply to all who operate vehicles on any part of UVI's property. It is the responsibility of every member of the University community to become familiar with and adhere to these regulations.

### Article I. Authority

The registration, parking and traffic rules and regulations are adopted pursuant to the authority of the Board of Trustees, the President and Cabinet. These regulations are adopted to govern all vehicles operated and parked on the University of the Virgin Islands property by students, faculty, employees, visitors, and all other persons. These rules and regulations are in effect continuously throughout the year and are applicable to all vehicles operated on the property.

The President is authorized to delegate authority of the parking and traffic policy to the Vice President for Administration and Finance and for the appointment of the University Parking Advisory Committee and the Appeals Board.

### Article II. Purpose and Policy

The purpose of the University parking policy and traffic regulations is to establish the rules and regulations which will be utilized in administering the parking program at the University of the Virgin Islands. This policy is applicable on all University property. The University traffic policy and regulations publication is the official policy document relating to those who operate vehicles including motorcycles, other motorized equipment, and bicycles on any University campus. Anyone operating a vehicle, motorcycle, or bicycle on property is responsible for knowing and following the Vehicle Registration, Traffic and Parking Rules and Regulations.

The parking and traffic regulations are intended to:

- A. Inform students, faculty, staff and visitors of applicable traffic rules and regulations.
- B. To control vehicular and pedestrian traffic on UVI property.

- C. To ensure immediate campus access at all times for emergency personnel and agencies.
- D. To ensure orderly and safe vehicular traffic on all property.

### **Article III. Applicability**

These regulations shall be applicable to all students, faculty, staff and visitors of the University and all other persons while on University property. It shall be part of the terms and conditions of the admission and enrollment of students and of the employment of faculty, staff or other persons responsible to any administrative agency of the University. These regulations shall also be applicable to all contractors or other persons and shall be deemed part of the terms and conditions of their permission to enter the grounds of the University, and to drive or operate vehicles on the property of the University of the Virgin Islands.

### **Article IV. Available Parking**

- A. Available parking lots are clearly marked with signs indicating any restrictions on hours that may apply.
- B. Parking spaces are color-coded to assist in the identification of the type of parking permitted.

### **Article V. Registration of Vehicles and Parking Permits**

- A. All vehicles, including motorcycles and scooters, operated on UVI property, must be registered annually with the Security Department. The parking permit does not guarantee a parking space on campus.
- B. The registration and parking permit will be valid by the semester or an academic year for students and annually for employees. Visitor permits will be valid for the specified duration.
- C. Vehicle license tag numbers and all requested registration information must be provided.
- D. Faculty, students and Staff parking permits are available from the Security Department.



- E. Part-time/adjunct faculty will be issued a temporary parking permit.
- F. Students may register vehicles online at the time of registration or at the Security Office. In order to get their parking permit, students must present a current UVI student ID card, student registration documentation containing their UVI ID and a valid driver's license.
- G. There is a limit of one parking permit per person. The permit may be used to register multiple vehicles and is transferrable to any vehicle registered under the permit. Only one vehicle registered under a specific permit is allowed to park on campus at any one time.
- H. Parking permits must be properly displayed and visible at all times but does not guarantee the holder a parking space on any lot.
- I. The person who registers (registrant) a vehicle or the registered owner of the vehicle is responsible for all violations involving that vehicle.
- J. The registrant or the registered owner is responsible for reporting to Campus Security changes in vehicles, changes in the vehicle license or changes in vehicle ownership as a result of sale or title transfer to have the permit updated or replaced.
- K. Securing or using parking permits through misrepresentation or fraud will result in the loss of parking privileges on campus.
- L. Temporary parking permits for visiting groups, vendors or special occasions are available through the Campus Security Department.
- M. Overnight visitors or guests of residential students must be registered and approved by the Office of Student Housing before a temporary parking permit is issued. Overnight visitors, including guests of campus housing residents, consultants or persons doing business with the University must be approved by the Office of Campus Operations before a temporary permit is issued.
- N. Spaces reserved and provided for the handicapped are identified by symbol and/or word "medical." Parking in these spaces requires a "handicapped" license plate or special permit issued by the Bureau of Motor Vehicles (BMV). To prevent abuse of handicapped permits/tags, all such registered vehicles must also be registered with the Security Department.

- O. The University does not assume liability for vehicles operated or parked on University property. Vehicles will be parked at the operator's or owner's risk.
- P. Missing lost or stolen permits must be immediately reported to the Security Office. The cost for a replacement permit is \$25.00. Once reported, the original permit will be invalidated.

**Designated Parking Lots and Markings**

UVI utilizes a zone plan for all parking types. Parking lots or parking areas are color-coded for designated parking and identification. Students, faculty, staff and visitors may park in their designated zones or areas only. All parking lots/areas are color-coded to assist in the identification of the type of parking permitted:

- Red areas..... Residential students
- White areas..... Official parking
- Blue areas ..... Commuter students
- Green areas..... Faculty and staff
- Yellow areas..... Open parking
- Orange spaces ..... Visitors

**Article VI. *Parking and Traffic Regulations***

- A. Parking and traffic regulations MUST be obeyed at all times.
- B. All vehicles are subject to University traffic regulations while on campus. The University assumes no responsibility for loss or damage to private property. Incidents can be reported to Security Department of UVI.
- C. Any vehicle parked in violation of University parking and traffic regulations, or abandoned on campus is subject to fines, immobilizing (booting), and/or towing.
- D. The vehicle, bicycle or motor cycle operator is responsible for finding a legal parking space at all times. Lack of such space is not considered a valid reason for violation of regulations.
- E. Pedestrians shall have the right of way at cross walks at all times.



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- F. All vehicle accidents that occur on University property should be immediately reported to Campus Security at extension 1530 or 693-1530 on the St. Thomas Campus or extension 4444 or 692-4155 on the Albert A. Sheen Campus. UVI Security will notify the Virgin Islands Police Department (VIPD) as appropriate.
  - G. Parking is permitted only in designated parking areas. Unauthorized parking and/or driving is prohibited on all grass/tree plots, construction areas, or any place that will cause damage to the grounds, create a safety hazard, or interfere with the use of the University facilities.
  - H. In parking areas that have marked spaces and lanes, a vehicle must be parked in only one space, leaving clear access to adjacent spaces, and without blocking driving lanes or creating a hazard for other drivers.
  - I. Motorcycles and scooters may park in the areas assigned for those vehicles. Other vehicles may not use areas reserved for motorcycle parking.
  - J. Every vehicle stopped or parked on a roadway shall be stopped or parked parallel to the curb or edge of the roadway, in the direction of authorized traffic movement with the wheels within 12 inches of the curb or edge of the roadway.
  - K. Vehicles shall not enter any area on the University campus that has been closed off by the use of barricades or other traffic control devices.
  - L. All U.S.V.I. laws and regulations governing movement, operation, and parking of vehicles shall apply on University property.
  - M. The fact that an operator parks a vehicle in violation of any regulation and does not receive a citation does not mean that the applicable regulation is no longer in effect.
  - N. These regulations apply to the registrant of a vehicle as well as to any individual who operates the vehicle on campus. The vehicle owner and/or registrant will be held responsible for any violation and/or damage caused on campus grounds by the vehicle regardless of who was operating the vehicle.
  - O. Overnight, on-campus storage of automobiles, trucks, trailers, or other vehicles is prohibited except as authorized by the Security Department.
  - P. No U-turns are permitted on University roadways.

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- Q. No vehicle shall be operated or placed on campus in any manner that creates a disturbance or unsafe condition.
- R. No motor vehicle shall be left unattended with the keys in the ignition while the engine is on or off. An unattended motor vehicle exists under the following conditions:
1. The operator is more than 20 feet from the vehicle with the key left in the ignition while the engine is running or the engine is off.
  2. The passenger(s) in a vehicle do not have a valid driver's license and the operator is more than 20 feet away.
  3. A child or pet is left in the vehicle by the operator with or without keys in the ignition.
- S. The term "abandonment" as it relates to vehicles on property owned or leased by the University shall denote any one or more of the following conditions:
1. Any vehicle which has not been moved for five (5) consecutive days and whose owner or other claimant that the University is unable to locate.
  2. Any vehicle on which current valid license plates are not displayed.

#### **Article VII. Enforcement**

- A. Parking and traffic regulations will be enforced on the campus at all times.
- B. Violators of campus traffic and parking regulations will be subject to fines, immobilizing (booting), and/or towing.
- C. Parking violations and fines are clearly marked on each citation. After 30 days, the fine will be doubled, after 60 days the original fine will be tripled.
- D. All fines are payable to the Cashier Office on either campus.
- E. Uncooperative behavior or harassment directed towards UVI Security Department personnel by a student will result in a student referral to Judicial Affairs, for Code of Conduct sanctions (found in Student Handbook). Similar behavior or harassment by employees will be referred to their supervisor for discipline according to the Human Resources Employee Manual. In instances where necessary, individuals may be referred to law enforcement officials. Repeat offenders are subject to more stringent

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sanctions to include loss of parking privileges on campus.

- F. Unpaid fines will be treated as any other University financial obligation. Parking citations are cumulative. Each citation must be fully satisfied. Unpaid fines or excessive violations will result in any of the following:
1. **Students** will not be permitted to renew permit registration, register for classes, receive final grades/transcripts, or graduate until the fines are paid in full.
  2. **Faculty and Staff** members are required to follow the same rules and regulations as students. Violators will be reported to their appropriate supervisor to ensure that they comply with University policy. Failure to pay outstanding fees/fines may be subject to disciplinary action, cancellation of parking permit and parking privileges. The University reserves the right to deduct outstanding fees/fines from an employee's payroll check.
  3. **Immobilizing (booting) of Vehicles**
    - a. The UVI Security Department will immobilize (boot) vehicles that have three or more parking violations.
    - b. Vehicles that are immobilized due to parking violations will have visible notices posted on the vehicle window indicating that the boot is secured on the wheel.
    - c. Violators are to contact UVI Security Department to have the boot removed.
    - d. Prior to the boot removal, the violator or the vehicle operator will be required to produce a driver's license and other identification, sign a promissory note stating that the violator will pay the accrued fines, or show a valid receipt from the University that accrued fines have been satisfied. Promissory notes not paid within five business days will be placed on the student's account. In the case of employees, a payroll advice will be sent to Human Resources if payment of the promissory note is not paid within five business days.
    - e. The fines and fees accrued by violators will include the parking ticket(s) fine and boot removal fee.

- f. Any vehicle booted for more than two days will be towed to an off-campus impounding location at the vehicle owner's expense.
- g. Immobilization (booting) of a vehicle is not appealable.

#### 4. Towing of Vehicles

- a. Vehicles found in violation of campus traffic and parking regulations may be towed away at the operator or owner's expense for the following reasons:
  - i. Vehicles parked illegally in handicapped spaces, fire lanes/zones, blocking fire hydrants, on walkways and on unpaved areas and tow away zones.
  - ii. Vehicles that are obstructing the normal flow of traffic.
  - iii. Vehicles booted for more than two days.
  - iv. Abandoned vehicles (refer to Article VI, Section S).
  - v. Vehicles failing to display current license plates.
  - vi. When parking privileges have been revoked.
  - vii. Occurrence of two or more immobilizations in any academic year or fiscal year.
  - viii. Any other excessive or frequent failure to comply with this policy.
- G. The approved towing fee (See approved fee schedule) plus any storage fees where applicable, and are payable to UVI immediately.
- H. The Security Department does not provide transportation to the towing facility in any case.
- I. If towing services become necessary, the vehicle will be towed at the owner's risk and expense.



**Article VIII. Appeals**

- A. The appeal of a parking citation must be made in writing and filed within ten (10) business days after issuance of the citation. Appeals will be reviewed by an Appeal Board.
- B. Once a citation has been paid, an appeal cannot be processed. Should anyone pay a parking fine after they have filed an appeal, the payment will cancel out the appeal.
- C. All Parking Appeal Board decisions are final and cannot be reversed by any other University official.

**Article IX. Schedule of Fees and Fines**

**A. Fees**

No parking permits fees are applicable at this time. The University, however, reserves the right to charge permit fees at a later time to cover the cost of the parking program.

**B. Fines**

Fines will be assessed for violation of University parking regulations as authorized by this policy. Payment of fines may be made in person by cash, checks, credit cards or online. Checks may also be mailed to the Cashiers Office on the respective campus.

| PARKING VIOLATION   | FINE           |
|---|----------------|
| No permit/failure to display a parking permit   | \$25.00        |
| Parking in a handicapped space without displaying an appropriate permit/No disabled permit                      | \$100.00       |
| Altered/falsifying a parking permit/stolen permit (May also be subject to suspension of parking privileges).    | \$75.00        |
| Parking in a reserved zone, or parked in an area not permitted  | \$25.00        |
| Parked in a no parking zone   | \$25.00        |
| Parking in or blocking a driveway, fire lane, loading zone, blocking building doorway or roadway, double parked | \$25.00        |
| Parking on the grass, landscaped area or sidewalks  | \$25.00        |
| Not parked wholly in space/improperly parked  | \$25.00        |
| Auto clamp removal fee  | \$75.00        |
| Towing fee  | Towing Expense |

| PARKING VIOLATION   | FINE    |
|---|---------|
| Improper driving (reckless operation)                         | \$25.00 |
| Driving on the lawn   | \$25.00 |
| Driving in excess of 15 mph on a drive or University property | \$25.00 |
| Obstructing vehicular traffic                                 | \$25.00 |

**Note:** A person may receive multiple violations on a single ticket and or additional fees from the use of wheel immobilization or towing.

## X. Responsibilities for Parking Regulations

The Vice President for Administration and Finance is responsible for the development of parking regulations and implementation of parking policies in conjunction with the University Parking Advisory Committee. The Directors of Campus Operations are responsible for the operational oversight and implementation of the parking program on their respective campus and provide operational reports and make recommendations to the Vice President.

### 1. The University Parking Advisory Committee

The University Parking Advisory Committee shall be comprised of members of the University administration, faculty, students and staff. The President in consultation with the Vice President for Administration and Finance shall appoint members to serve on the Parking Advisory Committee. Membership shall be comprised of representatives of the following areas:

- Directors of Campus Operations – (Chair and Co-Chair)
- Chief of Security – St. Thomas Campus
- Supervisor of Campus Security – Albert A. Sheen Campus
- Director of Physical Plant – St. Thomas
- Physical Plant Manager - St. Croix
- Student Housing
- Student Government or student representative
- Faculty Senate or faculty representative
- Staff Council or staff representative

The responsibilities of the University Parking Advisory Committee (UPAC) include but are not limited to review and recommendation of parking policies and procedures, recommendation for parking lot assignment, recommendations for the regulation, issuance and use of parking permits and decals; recommendations for the upgrade and expansion of parking areas; recommendation of permit fees, fines and violations; regulations for parking and traffic control and the appeals procedures; promotion of the parking plan and applicable rules and regulations; and assessment and evaluation of the parking program.

### 2. Administration and Enforcement

The Security Departments are responsible for the administration and enforcement of the approved parking policy and regulations on their respective campus. They shall be responsible for the development of programs to ensure the safety of vehicular and pedestrian traffic on the property. They shall be responsible for the issuance of citations and tickets for violations of the parking rules and regulations. Tickets shall be sequential and should indicate the specified amount of the fee or fine and provide instructions for the payment and appeal processes.

### **3. The Appeals Board**

The Appeals Board shall be comprised of students, faculty and staff with representation from the Office of Student Judicial Affairs, Human Resources, Security, Student Government, Staff Council and the Faculty Senate or designated representatives of such groups. The Appeals Board shall be responsible for the establishment of procedures for the administration and implementation of the appeals process and its primary responsibility is to adjudicate appeals. The decision of the Appeals Board is final and cannot be overturned.