

CAMPUS PARKING & TRAFFIC REGULATIONS

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THE UNIVERSITY OF ARIZONA
Parking & Transportation
Services



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Introduction

Parking at the University of Arizona campus is limited and in great demand. Parking & Transportation Services (PTS) at the University makes every effort to provide adequate parking. However, limited space, increasing enrollment, and new facility construction often make parking a challenge for visitors, students, and employees of the University. Parking rules exist to ensure an orderly campus environment and a fair allocation, and use of, available parking space. The rules are not intended to punish but to educate. Parking rules are regulatory and should be interpreted fairly. These rules should ensure parking is orderly, fair, and convenient to all within the limits of the available space and facilities.

Article I. General Information

The University of Arizona Campus Parking and Traffic Regulations are enforced year-round, including the summer. Additionally, regulations are enforced at times when classes are not in session. Permit requirements are waived on official University holidays and rules will be enforced the same as on a weekend day. Winter Recess and Spring Recess are not considered University holidays. A valid parking permit or pass is required to park on the University of Arizona campus during restricted hours. Visitor parking is available in hourly pay parking spaces located on streets and in lots and in most parking garages.

The responsibility of finding a legal parking space rests with the vehicle operator. A parking permit does not guarantee a parking space. However, it does grant the privilege to park in one space in the designated area when parking is available. Inability to find a space does not constitute a license to violate these regulations. If a permit holder cannot find a parking space, they should contact Parking & Transportation Services dispatch office at (520) 621-1108 for guidance. The use of emergency flashers does not excuse illegal parking or otherwise relieve the operator from compliance with these regulations.

The University of Arizona assumes no responsibility or liability for the care or protection of any bicycle, vehicle, or its contents while it is parked on University property. The University also assumes no responsibility or liability for the care or protection of any vehicle or its contents during its removal or subsequent storage resulting from violations of these regulations.

For the purposes of these regulations, any person doing business with the University or working within the University area (but not subject to the Board of Regents Conditions of Service or the Classified or University Staff System) may be treated as affiliated with the University for parking purposes. Companies operating on campus for commercial purposes must obtain prior approval from the Executive Director of Parking & Transportation Services or representative.

It is the responsibility of all permit holders and individuals driving, walking, or operating transportation devices on campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

The University of Arizona upholds a strict policy regarding student conduct, ensuring a safe and inclusive environment for all members of its community. Persistent failure to comply with Campus Parking and

Traffic regulations, threatening or disruptive behavior by a student will result in immediate referral to the Dean of Students for appropriate action. The Student Code of Conduct outlines clear expectations for behavior, emphasizing the importance of respect and responsibility among all individuals.

Section I.1 Lost & Found

Items found on Cat Tran campus buses, in garages, and surface lots are taken to the University of Arizona Police Department (520) 621-8273 during the next business day.

Article II. Authority

Arizona Revised Statute 15-1627, as amended, grants The University of Arizona the authority to adopt these Campus Parking and Traffic Regulations for the control of vehicles on campus.

All violations occurring on campus streets may be subject to moving traffic violation citations issued by the University of Arizona Police Department under Title 28 of Arizona Revised Statutes.

If any portion of these regulations is declared unlawful or unconstitutional, the remaining portions shall remain in full force and effect. The administration of these policies and regulations is delegated to the Executive Director of Parking & Transportation Services.

Article III. Hours of Control

The hours of control for enforcement of parking areas on campus will vary with the type of area and its designated use. Signs at the facility entrance shall be considered accurate if there is a conflict with these regulations.

Section III.1 Lot/Zone/Street Areas

Only permit holders are permitted to park in Lot/Zone/Street areas during the hours posted at the entrance(s) or on the street. In most of these areas, permits are required from 7 a.m. to 5 p.m., Monday through Friday, or depending on the area, 7 a.m. to 9 p.m. Always check signage posted to ensure you are complying.

Section III.2 Parking Garages

Gated Parking Garages: An RFID unit or key card for Phoenix Bioscience Core Campus (PBC) is required to enter/exit garage. Only permit holders are authorized to park overnight in gated parking garages. Marriott University Park guests must display their issued parking pass on the dashboard of their vehicle. Assigned garage permits are valid 24 hours a day, 7 days a week (24/7). Weekday visitors' pay parking is available, generally, in all gated garages from 5 a.m. to 12 a.m. but is subject to change. Always check posted signage for the most current operating hours.

Gateless Parking Garages: There are no physical gates present at the entry/exit. Assigned garage permits are valid 24 hours a day, 7 days a week (24/7). Monday through Friday, customers are required to possess either a parking garage permit or have an active hourly pay parking session which can be purchased using the Mobile App or Kiosk. Parking in garages without payment is prohibited. Only permit holders are authorized to park overnight in gateless parking garages.

Section III.3 Hourly Pay Spaces

Most hourly pay parking spaces are enforced from 7 a.m. to 9 p.m., Monday through Friday except for some garages which are enforced 24 hours a day, five days a week (24/5). There are a few locations where regulation hours are different. All vehicles parking in an hourly pay parking space must pay during posted hours. Signage at the location will state the times of enforcement. Hourly pay parking spaces that are reserved for disabled parking are restricted to vehicles displaying a disabled plate or placard 24/7. Signs that are covered or bagged indicate a special restriction. This restriction supersedes hours of enforcement. Vehicles are prohibited from parking in hourly pay parking spaces that are covered, bagged, or blocked with cones or other barricade equipment.

Section III.4 Restricted Spaces

The following are examples of restricted and prohibited spaces. They are restricted for the designated purpose and require permits or have defined time limits. Most restricted spaces are enforced 24/7. However, specific hours of control are posted on each sign.

- Disabled
- Load/Unload
- Service
- Carpool
- Reserved (Enforced Monday – Friday)
- Department Reserved
- UA State Vehicle Reserved
- Compact Vehicles
- Fire lanes
- Commercial/Government

Section III.5 Special Events

Parking & Transportation Services has the authority to reserve parking lots and garages in part or whole for the purpose of allowing parking for special events. There may be special event fees charged to use these areas or they may be reserved for special event permits or ticket holders. Vehicles parked in violation may be subject to citation and in some cases, towed.

Section III.6 Maintenance, Emergency, Special Access Needs

The University reserves the right to close any campus parking area at any time if it is deemed necessary for maintenance, safety, or to meet other special access needs. Emergency personnel and emergency maintenance personnel performing duties may deviate from these regulations as required to conduct emergency activities prescribed by, or necessary to, the University. Personnel performing routine or scheduled maintenance must obtain prior approval from the Executive Director of Parking & Transportation Services or representative prior to deviating from these regulations.

Article IV. Parking Permits

Section IV.1 Permit General Requirements/Information

University faculty, staff, students, and affiliates

- Verification of University of Arizona employment, student enrollment or affiliation.
- All outstanding citations must be paid to purchase a permit.
- For the permit to be valid, the cost of the permit must be paid in full. Payroll deduction and Bursar Transfer are authorized payment plans.

Prohibited Sale/Transfer of Permits

- Individuals are strictly prohibited from selling or transferring their parking permits to others.
- The permit holder of record will be cited and held responsible for any citations and fines incurred while the permit is in use.
- The individual who purchased or received a transfer permit will also be cited.
- Violation of this policy may lead to impoundment of the vehicle, suspension, or revocation of campus parking privileges and may be referred to the Dean of Students for a Code of Conduct review if applicable.

Unauthorized Use of Permit

Individuals caught using a lost, stolen, or counterfeit parking permit will be cited. The police department may be contacted if criminal action was taken to obtain the permit. Additionally, the individual may be referred to the Dean of Students for a Code of Conduct review if applicable.

Unallowable Expenditures FSO Policy 9.10

University funds cannot be used for University parking fees and permits for faculty, staff, or administrators' personal use.

Official Sabbatical Leave - University of Arizona Employee

Parking & Transportation Services cannot hold a permit space during the duration of a sabbatical leave. However, we will strive to provide the same permit location or the closest equivalent assignment, as determined by the department. Employees planning a sabbatical must submit documentation from the Provost's Office or Central HR indicating their official sabbatical status to Parking & Transportation Services prior to the leave. We will record your sabbatical leave in our parking system to prioritize your parking permit reassignment upon your return.

Permit Term

The valid dates for permits can be located in the Permit Information section on the parking portal, under Active and Expiration dates.

Email Address

All Parking & Transportation Services communication is sent to the official University email address.

Mailing Address

Permit holders are required to maintain an updated mailing address through UAccess.

Vehicle Information

A customer's vehicle information is linked to the permit. Permit holders are required to update their vehicle information through the parking portal, including license plate, make, model, and color. The permit holder is accountable for citations issued to any vehicle associated with their permit. Exercise caution when adding vehicles to your permit. If a citation is issued to a vehicle you wish to remove, the citation must be paid in full, or if appealed, must be resolved before the vehicle can be removed from the customer's account.

Gated Parking Garages

To lift the gates to the garage, permit holders will receive an RFID unit or PBC key card by mail. University employees and students need to ensure their mailing address is updated through UAccess. Please allow one (1) business day for the parking system to reflect the updated information.

Lost/Stolen Permit/RFID

Lost or stolen permits are NOT replaced by Parking & Transportation Services free of charge. If the permit is stolen, a police report must be filed with the law enforcement agency in the jurisdiction of the theft. The police report case number must be attached to the Parking & Transportation Services Lost/Stolen form. If the permit holder subsequently recovers the lost/stolen permit, it must be returned to Parking & Transportation Services immediately. *Permits and RFID units that are lost in the mail must be reported as such within 30 days of mailing.*

Sold or Traded Vehicles

If a vehicle is sold, the permit holder must contact Parking & Transportation to disassociate the vehicle from the permit.

Revocation of Parking Privileges

Parking permits are University property. The Executive Director of Parking & Transportation Services (or their representative) has the authority to revoke parking privileges for any reason if any of the parking regulations are violated.

When parking privileges are revoked, no prorated refund will be provided. All individuals or entities, whether affiliated with the University or not, who are issued a permit must adhere to all Campus Parking and Traffic Regulations.

Section IV.2 Permit Renewal, Purchase, Waitlist and Cancellation

Month of May – Renewal Period

If a permit holder paid by *credit card or bursar transfer*:

- Email notifications will be sent to all permit holders with a purchase deadline date.
- Payment must be made before or by the deadline date to secure the permit.
- Failure to make payment by the deadline date will result in permit expiration (May for Academic Year permits, August for Annual permits).
- Unpurchased permits will be offered to individuals on the waitlist for the same parking location.

If a University of Arizona employee paid through *payroll deduction*:

- Employees are automatically enrolled in the Permit Auto-Renew Program.
- Permits remain valid until the permit holder cancels; payment continues through payroll deduction.
- To cancel a permit and stop payroll deduction, employees must email PTS-ParkingInformation@email.arizona.edu on the day you want the permit cancelled. We cannot accept requests for future dates. In the Subject Line write: “*Permit Cancellation Request – [Parking Location] – [Employee ID number]*”.

Join a waitlist for a different parking location:

- Current permit holders have priority to join a waitlist for a different parking location during the renewal period.
- Location assignments will be made from individuals who did not purchase their permit by the renewal deadline date.
- NOTE: Exchanges are not guaranteed, especially for high-demand locations.

Month of June - Current Permit Holder Waitlist Assignments & Exchanges

Waitlist assignment notifications will be emailed based on space availability. Permit holders must follow instructions promptly. Failure to purchase the new assignment by the specified deadline will result in forfeiting the opportunity to obtain the permit for the upcoming permit year.

Month of July - Open Permit Sales for New Students and University of Arizona Affiliates

Starting in July, the parking portal will be accessible for the sale of permits for the upcoming permit year. New students and University of Arizona affiliates will have the opportunity to purchase any available permits during this period. Please note that waitlists will not be open during this time.

Waitlist Schedule

- *April*: The waitlist for the current permit year is cleared of all people.
- *Beginning of May*: The waitlist opens for current permit holders for the next permit year.
- *Last Day of May*: The waitlist closes for current permit holders.
- *October*: The waitlist opens for all users.
- *December*: The waitlist closes for all users.

Permit Cancellation

Permit holders may cancel their permit at any time by sending an email to PTS-ParkingInformation@email.arizona.edu on the day you want the permit cancelled. We cannot accept requests for future dates. In the Subject Line write “Permit Cancellation Request – [Parking Location] – [Employee/Student ID number]”.

Permit Cancellation: Return of Parking & Transportation Property

When your association with the University ends or your permit is canceled, you must return any physical permit or garage unit.

Main Campus

- RFID Unit (Gated Garages)
- Hangtag permit
- Permit card or boarding pass

Phoenix Bioscience Core

- Garage key card
- Lot 10002 permit sticker
- Hangtag permit

For any permits used after cancellation, a citation will be issued to the permit holder for parking without a valid permit.

Section IV.3 Permit Types

Authority and Notifications

Parking & Transportation Services reserves the right to reserve parking lots and garages, either partially or entirely, for special events, construction, or maintenance purposes. Permit holders of the assigned garage/lot will receive notifications via their Arizona email addresses regarding relocation parking areas during these times.

Permit Privileges

Permits grant parking privileges solely in designated areas specified in the permit type description, unless posted signage directs otherwise. They do not guarantee a parking space but allow parking when a legal space is available. Your permit may be linked to multiple vehicles, but only one vehicle can be parked on campus using your parking permit at any given time. It is the permit holder's responsibility to maintain current vehicle information. Whether the permit is linked to your license plate (Permit by License Plate) or issued as a physical permit, current vehicle information is required to keep the permit valid.

Permit Does Not Cover

- Hourly parking spaces: Separate payment is required. Permits do not cover the parking fees for these areas.
- Special Event Parking: Permits do not provide coverage for special events. Permit holders should pay attention to both temporary and permanent signage displaying parking instructions.
- Parking Issues: For assistance and to potentially avoid a citation, permit holders must contact dispatch at (520) 621-1108 for any parking-related problems. A permit holder cannot park in an area for which they do not possess the proper permit.

Prohibited Use

Permits for University of Arizona departments, University state vehicles, contractors, and vendors cannot be used for personal parking. Violations may result in permit revocation. If a task requires more than a two-hour period, contact dispatch at (520) 621-1108 to inform them of the extended time needed. Failure to notify dispatch may result in a citation for exceeding the two-hour parking limit.

Main Campus Permit Types

- *Garage Permit*: Allows permit holder to park in an assigned garage 24/7.
- *Lot and Street Specific Permit*: Allows permit holder to park in an assigned lot or street 24/7.
- *South of 6th and Zone 1 Permit (Hunting Permit)*: Allows permit holder to find an available parking space within multiple lots assigned to this permit 24/7. Parking is on a first-come, first-served basis. Availability in high demand lots is not guaranteed.

- **Garage Evening Permit:** Allows permit holder to park in an assigned garage during a specific time limit. Valid Monday-Friday, 3:30 p.m. to 4:59 a.m.
- **Evening Permit:** Allows permit holder to park in any or lot/zone/street unless restricted by posted signage areas during a specific time limit. Lot/Zone/Street valid Monday-Friday, 2:30 p.m. to 4:59 a.m.
- **Motorcycle General/Specific Permit:** Allows permit holders to park their motorcycle during posted hours in assigned areas throughout campus. Overnight parking prohibited.
- **Summer Permit:** The cost of the permit is prorated from the annual permit price. It is not renewable for the next permit year. During Open Sales in July, visit our website to purchase an available permit for the upcoming year.
- **Reserved Permit:** Allows permit holder to reserve a parking space in a specific area for a fee, in addition to the cost of the permit. Enforced Monday to Friday 24/5.
- **UA Disabled Permit (Level 1 and Level 2):** Allows permit holder to park in disabled spaces during posted hours throughout campus. In addition to a UA disabled permit, a state-issued disabled plate or placard/interim placard in the permit holder's name must be displayed. There are two disabled permit types:
 - **Level 1:** Allows parking in all lot/zone/street parking throughout campus in disabled spaces only.
 - **Level 2:** Allows parking in all lot/zone/street parking and garages throughout campus in disabled spaces only.
- **UA Temporary Disabled Permit:** There are two ways to obtain a University temporary disabled permit:
 - **MVD Temporary Placard:** Bring in your current University permit and MVD temporary placard to Parking & Transportation Services. A University temporary disabled permit will be issued for the same duration as the MVD temporary placard. Non-University permit holders will be charged according to the fee schedule for the period. To extend the permit period, a new MVD temporary placard must be brought into Parking & Transportation Services.
 - **Application for Temporary Disabled Permit:** Individuals who do not have an MVD temporary placard must fill out an Application for Temporary Disabled Parking Permit. The form must be completed by an authorized physician or by Campus Health Center.
- **Park and Ride Permit:** Allows permit holder to park in an assigned off-campus lot (Lots 9004, 9007 and Bridges Park and Ride) and utilize the Cat Tran bus service to ride into campus.
 - A boarding pass is required to ride the Cat Tran from a transit stop specified for Lot 9004 and 9007 permit holders. The pass is issued to the permit holder at time of purchase.
 - Overnight parking is prohibited. Lot is closed once the last Cat Tran pick-up occurs. Permit holders must make alternative arrangements and ensure the vehicle is not parked in the lot after hours.
 - Customer is responsible for reviewing Cat Tran pick-up and drop-off times, which can be found at <https://parking.arizona.edu/cattran/>.
- **Cat Tran Boarding Pass:** Boarding passes are issued to Lot 9004 and 9007 permit holders. Without a permit, individuals can still access off-campus transit services by purchasing a boarding pass.

- **Flex Lot 8106:** Allows any University of Arizona permit holder to park in the lot, but only for two hours maximum.
- **Retiree Permit:** This permit grants retired employees parking privileges in any unrestricted parking space in Zone 1 and South of 6th Street lots at no cost. During reserved events, retirees will be directed to South of 6th St. lots west of Mountain Ave. or any non-reserved Zone 1 lot based on space availability.
 - To qualify for this permit, individuals must have Official UA Retirement status in UAccess. Other termination statuses do not grant eligibility for this permit. Parking privileges are exclusive to retirees; unauthorized use of the permit may result in citation and impoundment.
 - Retirees returning to work at 0.50 FTE or greater must surrender the Retiree Permit to Parking & Transportation Services and may purchase a regular permit for campus parking.
 - Retirees with state-issued disabled license plates or placards may park in a disabled space in Park Avenue, Tyndall Avenue, and Highland Avenue garages, subject to space availability. Disabled retirees must display both their state disabled placard and the retiree permit when parking in a campus disabled space.
- **Employee Flexible Options Permit Privileges** (Restricted to University of Arizona Employees)
 - In/out privileges are allowed within a single day, from 12 a.m. to 11:59 p.m. with a single charge for one day (a day refreshes every 24 hours at 11:59 p.m.).
 - Permit holders can use their FLEX permit plan as often as they want each week if they stay within their total usage limit. If a permit holder exceeds their total usage limit before the permit end date, the permit will become invalid.
 - Cannot be combined with an annual or academic parking permit.
 - Accessible spaces available in garages. Valid placard or disabled license plate required.
 - Employees can pay through payroll deduction, but auto-renewal is not available.
 - This plan is refundable based on number of remaining uses.
 - Permits are not reloadable.
 - Cost and usage limit prorates by week.
 - Not valid for special event parking.

Flex3 Permit:

- Allows garage access approximately three times per week Monday - Friday.
- **Total Usage Limit:** 156 days
- **Valid Locations:** Permits are valid in Cherry Ave., Park Ave., Tyndall Ave., and Sixth St. Garages based on space availability.

Flex2 Permit:

- Allows garage access two times per week Monday - Friday.
- **Total Usage Limit:** 104 days
- **Valid Locations:** Permits are valid in Cherry Ave., Park Ave., Tyndall Ave., and Sixth St. Garages based on space availability.

FlexPack Permit:

- Allows campus access approximately two times per week Monday - Friday.

- Price does not prorate. Pricing is based on 12-month cost.
- **Total Usage Limit:** 104 days
- **Valid Locations:** Permit is valid in Highland Ave and South Stadium Garages based on space availability.

FlexPack Permit Privileges:

- In/out privileges are allowed within a single day, from 12 a.m. to 11:59 p.m. with a single charge for one day (a day refreshes every 24 hours at 11:59 p.m.).
- Permit holders can use their FLEX permit plan as often as they want each week if they stay within their total usage limit. If a permit holder exceeds their total usage limit before the permit end date, the permit will become invalid.
- Cannot be combined with an annual or academic parking permit.
- Accessible spaces available in garages. Valid placard or disabled license plate required.
- Payment Type: Credit Card only - no payroll deduction.
- This plan is refundable based on the number of remaining uses.
- Permits are not reloadable.
- Not valid for special event parking.

Occasional Use Permit:

- Allow campus access twenty times in total.
- **Total Usage Limit:** 20 days
- **Valid Locations:** Permits are valid in Cherry Ave., Park Ave., Tyndall Ave., and Sixth St. Garages based on space availability.

Occasional Use Permit Privileges:

- In/out privileges are allowed within a single day, from 12 a.m. to 11:59 p.m. with a single charge for one day (a day refreshes every 24 hours at 11:59 p.m.).
- Permit holders can use their FLEX permit plan as often as they want each week if they stay within their total usage limit. If a permit holder exceeds their total usage limit before the permit end date, the permit will become invalid.
- Cannot be combined with an annual or academic parking permit.
- Accessible spaces available in all garages. Valid plate card or disabled license plate required.
- This plan is refundable based on the number of remaining uses.
- Permits are not reloadable.
- This permit does not prorate.
- Not valid for special event parking.

- ***University of Arizona Department Permits***

- Department Reserved Patient Parking: Permit is restricted to patient or research affiliated parking and only for the duration of scheduled appointment. The department reserving the space(s) will manage reservations.

- Department Reserved: Parking space reserved for department business use only in a specific area at an additional cost.
- Department Service: Parking is limited to 2-hour service vehicle parking spaces, available for use by department personnel attending meetings across campus. The department is responsible for issuing the permit and ensuring personnel sign in and out the permit accordingly. Permit must be visibly displayed for enforcement personnel to view.
- *UA State Vehicle Permit*
This permit serves a dual purpose:
 - **Daytime Access (6am – 8pm):** The permit allows UA State Vehicles to utilize 2-hour service vehicle parking spaces across campus during the day.
 - **Overnight Parking - Home Space (8pm – 6am):** For UA State Vehicles requiring overnight parking on campus, the specific location permit allows parking in an assigned area. Additionally, the vehicle is permitted to occupy the area during the day if not in use. No reserved signage will be installed. UA State Vehicles may park in their assigned area in any unrestricted parking space.
 - **Permit (Home Space) Locations:**
 - *Central Permit:* Lots south of Speedway and north of 6th Street.
 - *Lot Specific/Misc Lots:* Lots north of Speedway.
 - *Zone 1/South of 6th Lots*
 - *Off Campus Lots:* Reserved for departments with dedicated vehicle storage off campus.
 - *Compound Lots:* Reserved for departments with their assigned vehicle storage location.
- *Contractor/Vendor Service Permit:* Permit allows holder to park in Service Vehicle spaces while conducting official University business and is restricted to two-hours.

Phoenix Bioscience Core Permit Types

Descriptions Included in Main Campus Permit Type Section. Additional Information for Phoenix Permits Displayed.

- *Garage Permit*
- *Lot Specific*
- *UA Disabled Permit:* Level 1 allows parking in lots 10002 and 10003 in disabled spaces only.
- *UA Temporary Disabled Permit*
- *Reserved Permit*
- *Motorcycle General*
- *Summer Permit*
- *Department Reserved*
- *Department Service:* Parking is limited to 2-hour service vehicle parking spaces, available for use by UA department personnel attending meetings on Main Campus and Phoenix Bioscience Core Campus.
- *UA State Vehicle Permits:* The permit serves a dual purpose:
 - **Daytime Access (6am – 8pm):** The permit allows UA State Vehicles to utilize service vehicle parking spaces in Lot 10002 during the day. Service vehicles may use Lot 10003 but are restricted to the 2-hour time limit.

- **Overnight Parking - (8pm – 6am):** Requires service vehicles to park in Lot 10002 in service vehicles spaces.
- **Contractor/Vendor Service Permit:** Allows permit holder to park while conducting official University business in Service Vehicle spaces in Lot 10002. In lot 10003, the 2-hour restriction in service vehicle spaces is enforced.
- **Employee Flexible Options Permit** (Restricted to University of Arizona Employees)
 - Allows in/out privileges within a 12-hour period, but only one use will be deducted within the time limit.
 - Permit holders can use their FLEX permit plan as often as they want each week if they stay within their total usage limit. If a permit holder exceeds their total usage limit before the permit end date, the permit will become invalid.
 - Cannot be combined with an annual or academic parking permit.
 - Accessible spaces are available in Lot 10002. Valid placard or disabled license plate must be displayed.
 - Employees can pay through payroll deduction, but auto-renewal is not available.
 - This plan is refundable based on the number of remaining uses.
 - Permits are not reloadable.
 - Cost and usage limit prorates by week.
 - Not valid for special event parking.

Phoenix Flex3 Permit

- Allows campus access approximately three times per week Monday - Friday.
- **Cost:** Pricing is based on 12-month cost. Prorate amount will display during purchase process.
- **Total Usage Limit:** 156 days
- **Valid Location:** Permit is valid in Lot 10002 based on space availability.

Phoenix Flex2 Permit

- Allows campus access two times per week Monday - Friday.
- **Cost:** Pricing is based on 12-month cost. Prorate amount will display during purchase process.
- **Total Usage Limit:** 104 days
- **Valid Location:** Permit is valid in Lot 10002 based on space availability.

Occasional Use Permit – Passport Mobile App

- Allows in/out privileges within a 12-hour period, but only one use will be deducted within the time limit.
- Payroll deduction is not available.
- Permit holders can use their FLEX permit plan as often as they want each week if they stay within their total usage limit. If a permit holder exceeds their total usage limit before the permit end date, the permit will become invalid.
- Cannot be combined with an annual or academic parking permit.
- Accessible spaces available in Lots 10002. Valid plate card or disabled license plate must be displayed.
- This plan is refundable based on the number of remaining uses.
- Permits are not reloadable.
- This permit does not prorate.
- Not valid for special event parking.

- **Total Usage Limit:** 20 days
- **Valid Locations:** Lots 10002. Permits based on space availability.

Section IV.4 Permit Payment Methods and Refund

Online Parking Portal Payment Options:

- Credit/Debit Card
- UA Employee Payroll Deduction Plan
- UA Student Bursar Account
- UA Departments – Internal Service Billing
- Affiliated Business – Credit/Debit Card or Invoice

Parking & Transportation Services Office Payment Options:

- Cash
- Credit/Debit Card
- Employee Payroll Deduction Plan
- Student Bursar Account

Proration Date for Permit

If the permit type allows refunds, proration for permit purchase begins on the permit's valid date.

Refunds

Permits may be returned for a prorated refund while there is still a refund value. Any owed fees and fines to Parking & Transportation Services will be deducted from the refund.

Article V. Enforcement

Section V.1 Knowledge of Rules

It is the responsibility of all individuals who bring a vehicle to campus to read and fully understand these regulations. This is without respect for whether the individual possesses a parking permit. Lack of knowledge of these regulations does not excuse violations and will not relieve the violator of responsibility for citations.

Section V.2 Signage

Signs located at the entrance to campus parking areas indicate the type of permit required, the hours of control and special regulations. Vehicles must be parked ONLY where spaces have been designated and within a parking space. There may be conflicts among these regulations or map designations and on-site signs that specify parking instructions. In those instances, the on-site signs always take precedent. Where there are multiple restricted spaces together, these may be depicted by signs at the beginning and end of the restricted area. Drivers should be alert to both

temporary and permanent signage displaying parking instructions, including hourly pay parking spaces that are covered, bagged, or blocked with cones or other barricade equipment.

Section V.3 Legal Parking Space

A legal parking space is designated by two white stall lines in paved areas, by concrete bumper blocks or wheel stops in unpaved lots (vehicles must be parked perpendicular to concrete bumper block or wheel stop), or by signs for parallel parking.

When vehicle tires are parked on white stall lines, it is the discretion of the Parking Service Officer to issue a citation for Over the Line violation when it prevents a driver or passenger in the adjacent vehicle from safely entering or exiting their parked vehicle.

Section V.4 Responsibility of Citations

1. Permit holders shall be held responsible for citations that are issued to any vehicle displaying or registered to their permit without regard to who is operating the vehicle displaying the permit.
2. The registered owner or primary driver of any vehicle brought to the campus is responsible for any citations issued to the vehicle. It is the responsibility of the registered owner to notify Parking & Transportation Services immediately if the vehicle is stolen or if it is sold to another party.
3. When it is determined that a University of Arizona employee or student has the same address or last name as the registered owner of a vehicle with outstanding citations, a review will be performed to determine who is the responsible party.
4. Based upon the information obtained from the University of Arizona and the State Department of Motor Vehicles, the University of Arizona affiliated employee or student may be held responsible for those citations, rather than the registered owner.
5. Drivers of State/Federal vehicles are responsible for knowing and abiding by all federal, state, local and University motor vehicles, and traffic regulations. Drivers of State/Federal vehicles will be held individually responsible for parking citations. Departments leasing or owning vehicles may also be held responsible if the individual driver responsible for a particular citation cannot be determined.
6. Citations received while conducting official business for a person's department are the responsibility of the operator of the vehicle.

Section V.5 Motorcycle and Moped Parking

Motorcycles, mopeds, and motor driven cycles must park only in areas designated for motorcycles, except for hourly pay parking spaces or areas pre-approved by the Executive Director of Parking & Transportation Services. Where motorcycle spaces are individually marked, only one motorcycle is permitted per space. If there is more than one motorcycle parked in the space, all shall be cited. Motorcycles are prohibited from parking/operating in bicycle parking areas or in garages at all times, except for the dedicated motorcycle parking area located on the south side of the Main Gate garage and the west side of the Park Avenue and Sixth Street garages. Vehicles are always prohibited from parking in motorcycle parking spaces.

Section V.6 Impoundment of Vehicles

When any vehicle is determined to be in violation of Campus Parking and Traffic Regulations, it is subject to citation, impoundment or immobilization, or any combination, at the owner's expense. In addition, vehicles may be impounded or immobilized based on unpaid/past due citations. Motor vehicles will be released to the registered owner or their duly authorized agent only after all the following conditions are met:

1. All outstanding citations and impoundment fees are paid.
2. A picture I.D. is presented.
3. A parking permit is relinquished if requested by a Parking & Transportation Services official.

During non-business hours, Parking & Transportation Services will release vehicles only after all outstanding citations and a non-refundable administrative fee are paid.

Section V.7 Liability

The University of Arizona assumes no responsibility for the care and protection of any bicycle, vehicle, or its content(s) any time it is on University-owned or leased property, or when the vehicle is impounded or immobilized.

Article VI. Parking Violations

Section VI.1 Permit Violations

1. Parking a vehicle in an area for authorized permit holders only without displaying a current University of Arizona parking permit or License Plate linked to the permit for that area.
2. Displaying a permit that is no longer current and valid.
3. Failure to clearly display a current University of Arizona permit or displaying the permit in such a manner that parking personnel cannot read the permit type, expiration dates and permit number.
4. Parking in an area not specifically authorized by the permit being displayed or associated with the license plate.
5. The driver of a motor vehicle may not park in a garage or lot/zone space in such a manner that prevents parking service officers from using license plate reading (LPR) technology for enforcement, unless in an area posted as Back-In only. A good rule of thumb is to pull vehicle into an authorized space with rear license plate facing out towards the driving lane to ensure the license plate is visible and readable to the LPR vehicle.
6. Parking in a gated or gateless parking garage overnight without a permit for that specific garage.

Section VI.2 Failure to Link License Plate

All permit holders are required to link their license plate to their permit in the Parking Account Portal.

Section VI.3 Prohibited Parking

Parking in No Parking Areas

1. Parking a vehicle outside a legal space or parking in an area not authorized for parking, to include crosshatched area or red bumper block. Vehicles must be parked between two stall lines in paved areas or by signs authorizing parallel parking or by parking perpendicular to bumper blocks in paved or unpaved lots.
2. Parking in an area not designated as a legal space(s) or signed as "No Parking."
3. Parking in such a manner as to obstruct areas necessary for vehicular or pedestrian movement (e.g., thoroughfares, driveways, pedestrian walkways).
4. Parking a vehicle on a marked bicycle path or in such a manner as to obstruct bicycle traffic.
5. Parking a vehicle on a landscaped area(s) (e.g., gravel, dirt, or lawn).
6. Parking a vehicle in such a manner as to obstruct trash collection areas.
7. Parking in a building, on sidewalks, malls or other areas not specifically designated for parking.
8. Parking a vehicle on a street against the direction of traffic flow or in an aisle in a parking garage or surface lot.
9. Parking an oversized vehicle/SUV, Truck or Van in a compact car space or a space designated for passenger cars only, resulting in vehicle extending beyond the stall lines and/or creating a safety hazard.

Parking at a Red Curb or in a Fire Lane

Motor vehicles are prohibited from parking alongside of, on top of or perpendicular to any red line/curb/hydrant or sign designating an area as emergency access even if the driver remains in the vehicle.

Section VI.4 Parking in or Blocking Access to a Space for the Disabled

- Parking in a disabled space without displaying a UA disabled permit, state-issued disabled plate or placard/interim placard, or a valid temporary UA disabled permit.
- Blocking access ramps or areas designated by crosshatching intended for disabled individuals.

Section VI.5 Mobile & Kiosk Pay Violations

License plate information is required when using the Mobile App or Kiosk.

- Mobile or kiosk pay parking session is expired.
- Parking in an hourly pay space without payment.
- Parking in an hourly pay space that has been reserved, covered, or bagged to indicate a special restriction or designated as no parking.
- Parking in an hourly pay area that has been reserved to indicate a special restriction or designated as no parking.

Section VI.6 Parking Overtime Violations

Listed below are the time-restricted parking spaces located on campus. These are controlled 24/7. Parking over the allotted time is a violation.

- 2-hour short term parking space
- 2-hour service vehicle space
- 20-minute zone space
- 10-minute garage repark to pay cashier space
- 15-minute courtesy parking

Section VI.7 Parking Over Line

Parking a vehicle over the line, including occupying two spaces with one vehicle or parking in such a manner that prevents another vehicle from using an adjacent legal space is a violation.

Section VI.8 Parking Improper Area

- Parking a vehicle in an Electric Vehicle Space. The following must be met to avoid a parking in an improper area citation in the electric vehicle space:
 - Must be an electric vehicle.
 - The electric vehicle must be plugged in and actively being charged. Vehicle must be moved after charging session is completed.
- Parking in a Commercial/Government space without a Commercial or Government license plate.
- Parking in a space or area designated for special access. Violators may be subject to a fine and towed to a private towing yard or relocated to another University lot/zone at owner's expense.
- Parking in a Reserved space designated for departmental use or by a permit holder. Violators will be subject to a fine and towed or relocated at owner's expense.
- Parking in a Carpool parking area without a carpool permit.
- Vehicle parking in a space designated as Motorcycle Only.

Section VI.9 Disregarding a Traffic Control Device or Parking Monitor

Bypassing a traffic control device used to prohibit or restrict access to an area such as a barricade, cone, parking sign, or PTS personnel stationed at entry or exit. This includes entering or exiting a parking area other than by the established entry/driveway. Violators may be subject to a \$400 fine.

Section VI.10 Parking Garage Violations

1. Parking a vehicle in any visitor parking garage during hours of operation without payment of the daily fee. See also Section VI.5.

2. Bypassing an access control gate at either the entrance or exit to avoid payment of daily parking fees is prohibited. Violators shall be subject to a Tailgating Citation and \$400 fine and the vehicle may be towed or immobilized. See Section VII.3.
3. Allowing your permit to be used by another vehicle, so more than one vehicle enters or exits the garage at a time, is prohibited. Violators shall be subject to a Prohibited Use of a Permit citation and \$400 fine and the vehicle may be towed or immobilized.
4. Gateless parking garages are controlled 24 hours per day, Monday-Friday, in South Stadium, Highland Ave., and Health Sciences parking garages. These parking garages require a permit or payment through the hourly pay parking app or kiosk.
5. Driving the wrong way against the flow of traffic.

Section VI.11 Service Space Violation

Parking in a marked Service Space without a valid Service Vehicle or Vendor Service permit. Upon second violation, violators may be subject to boot/tow.

Section VI.12 Persistent Parking Violator

Is defined as someone who accumulates six or more (paid or unpaid) parking citations during the current permit year. Upon issuance of the sixth citation, the vehicle will be immobilized and/or impounded for each subsequent violation.

Section VI.13 Improper or Prohibited Use of Parking Permits

Improper application or prohibited use of a permit is defined as using a permit for other than its authorized purpose. This includes, but is not limited to:

1. Displaying or making use of an altered, stolen, lost, counterfeit or improperly transferred permit.
2. Using a permit or pass to which the user is not entitled; this includes a permit wrongly obtained by falsifying information or eligibility for use.
3. Falsifying a report regarding a lost or stolen permit.
4. Intentionally falsifying a permit application.
5. Use of a disabled parking permit by other than the registered owner of the permit.
6. Parking more than one vehicle on campus at a time using the same permit.

Section VI.14 Other Violations

1. Backing a vehicle into a parking space without displaying license plate.
2. Exception: Electric vehicles parked in an electric vehicle space and actively charging may back their vehicles into the space to access the equipment.
3. Parking overnight on campus facilities for the purpose of habitation in the vehicle.
4. Use of campus property to repair vehicles.
5. Tampering with or removing any boot device placed on a vehicle.
6. "Abandoned vehicle" means a vehicle, motorcycle, trailer, or semitrailer that is of a type subject to registration under ARS Title 28 whether lost, stolen, abandoned or otherwise unclaimed and that has been abandoned on a public highway, public property or elsewhere in this state, including private property. Evidence that a vehicle was left

unattended for a period of forty-eight hours within the right-of-way of any highway, road, street, or other public thoroughfare or for a period of seventy-two hours on public or private property or elsewhere in this state is prima facie evidence of abandonment.

Violation of the above rules will subject the violator to a monetary fine and/or vehicle impoundment (See Section VIII for collection procedures and additional fees on unpaid accounts).

Any type of falsification or improper use of a University of Arizona parking permit or the issuance of six or more citations, whether paid or unpaid, within a fiscal year may be cause for revocation or suspension of parking privileges for any affiliated individual. Attempting to park or allowing others to park in parking garages without payment and any failure to follow posted traffic patterns may result in the suspension or revocation of campus parking privileges. The Executive Director of Parking & Transportation Services reserves the right to make the decision regarding suspension or revocation in these instances.

Article VII. Moving Violations

Section VII.1 Adherence to Required Traffic Control Devices

Unless otherwise directed by Parking & Transportation Service personnel or a police officer, the driver of a vehicle shall obey the instructions of an official traffic control device applicable to the driver that is placed in accordance with University of Arizona policy and the rules and regulations of Parking & Transportation Services. The maximum speed in campus parking structures and lots is 15 MPH. There is a zero-tolerance policy for violation of moving regulations.

These traffic control devices include, but are not limited to:

1. Speed limit signs
2. Directional arrows on the ground surface or on signage
3. Directional restriction signs (No Left Turn, Right Turn Only, Do Not Enter, Road Closed)
4. Yield Signs
5. Stop Signs

Section VII.2 Reasonable and Prudent Speed

1. A person shall not drive a vehicle in a parking structure at a speed greater than is reasonable and prudent under the circumstances, conditions, and actual/potential hazards that exist. A person shall control the speed of a vehicle as necessary to avoid colliding with any object, person, vehicle, or other conveyance in compliance with legal requirements and the duty of all persons to exercise reasonable care for the protection of others.
2. The maximum speed provided in this section (15 MPH) is reduced to the speed that is reasonable and prudent under the conditions present and with due regard to the actual and potential hazards existing.

Section VII.3 Tailgating

The driver of a vehicle shall not tailgate out of any University parking garage. Tailgating is defined as:

1. Following another vehicle out of a gated parking garage without payment or use of valid permit.
2. Removal of a gate arm by the driver or passenger of a vehicle.
3. Bypassing a gate arm that is not functional.
4. Leaving a gateless parking garage without payment.

Violators will be subject to a \$400 fine, immobilization and/or tow.

Section VII.4 Driving the Wrong Way

The driver of a vehicle shall not drive the wrong way against the posted flow of traffic in any University parking garage. This presents a serious hazard with the potential of injury to yourself and others; consequently, these rules are strictly and consistently enforced with a zero-tolerance policy.

Violation of any Campus Parking and Traffic regulations may subject the violator to a monetary fine, revocation of permit privileges, and/or vehicle impoundment (See Article X for collection procedures and additional fees on unpaid accounts).

Article VIII. Golf Carts and other Motorized Vehicles

Section VIII.1 Definition

“Golf Carts and other Motorized Vehicles” are transportation devices that utilize battery power to fully or partially propel its operator, this includes but is not limited to, golf carts, service carts, motorized scooters, motorized bicycles, Segway, hover boards, and similar vehicles. This definition does not pertain to assistive devices such as motorized wheelchairs.

Electric cars, hybrid vehicles, and any other alternative fueled vehicles are automobiles and all rules applicable to cars apply. These vehicles are not considered “Golf Cart and other Motorized Vehicles.”

Section VIII.2 Operator Requirements

A valid driver’s license is required for operating golf or service carts on campus. All operators are required to review regulations and must be registered with Risk Management. More information about their requirements can be found at: risk.arizona.edu.

Section VIII.3 Golf Carts

Required equipment on golf carts:

University owned golf carts

1. Vehicle number and license plate

2. Emergency brake
3. Ignition shutoff
4. Headlights and taillights
5. Mirrors
6. Seat belts
7. University of Arizona Safe Driving Sticker
8. Vehicle number assigned by Motor Pool

Non-University owned golf carts

All golf carts not owned by the University of Arizona operated on campus must be street legal.

Golf Cart Parking

University owned golf carts:

1. Must park in designated Service or Golf Cart parking areas.
2. May park in areas designated for carts north of the Administration Building.
3. Shall not block fire hydrants, fire department connections, or obstruct fire lanes.
4. Shall not park on sidewalks, bike paths, disabled paths, or block curb cuts.
5. Shall not be attached to bicycle racks or parked in a manner blocking access to bicycle parking.

Non-University owned golf carts:

Must display a parking permit issued from Parking & Transportation Services and park in a legal space in that designated parking area.

Section VIII.4 Operation of Golf Carts and Other Motorized Vehicles

General usage:

1. Shall observe all motor vehicle traffic laws (speed limit, stop signs, one-way streets, etc.).
2. Shall not be operated in such a manner as to endanger passengers, campus community, or property.
3. May not be driven in areas that are restricted by signage.
4. Golf carts may not be driven on Speedway, Campbell, Sixth or Euclid, but may cross these streets at an intersection controlled by a traffic signal light.
5. Must reduce speed when driven in areas of high pedestrian usage.
6. Operators and passengers must always wear seatbelts.
7. Shall not exceed the manufacturer's rated load limit for the vehicle.

Bike lane usage:

1. Golf Carts may be driven in campus bike lanes.
2. Golf Carts must be driven in the roadway, as any other vehicle, when using any through-way or street (as defined in the Arizona Revised Statutes).
3. Other motorized vehicles, except those prohibited by Arizona or Tucson City Statute may use bike routes.

Section VIII.5 Motorized/Electric Bicycles

Motorized/Electric Bicycles are defined as any motorized, gas-powered bicycle or tricycle that is equipped with a helper motor that has a maximum piston displacement of 48 cubic centimeters or less, or an electric motor of less than 750 watts (1hp), that may also be self-propelled and that is operated at speeds of less than 20 mph. A motorized bicycle that does not have pedal-assisted power shall be considered a Motor Driven Cycle. An electric bicycle (e-bike, eBike,) is a motorized bicycle with an integrated rechargeable battery that operates an electric motor. The e-bike uses throttle control to propel or assist the rider's pedal-power. The e-bike must have pedals and retain the ability to be pedaled by the rider and is therefore not an electric motorcycle.

- A motorized/electric bicycle shall adhere to all the regulations as set forth herein while being operated on the University of Arizona campus.
- A motorized/electric bicycle utilizing any campus bike lane/path/route, or any campus street may not exceed 20 mph.
- To assure the safety of the campus community, the operation, storage, or abandonment of any motorized/electric bike owned by a shared-use mobility company is prohibited, unless expressly approved by the University. Proper vetting and review of such programs by the University is a necessary step to ensure that the operators regularly inspect and maintain the safety of the rental bikes, have responsible and sustainable business practices, and are committed to comply with University processes and policies.

Section VIII.6 Mopeds

1. The operator must be licensed (Class D) and the vehicle registered and insured.
2. For the purpose of these regulations, mopeds are considered Motor Driven Cycles and subject to Section V.5.

Section VIII.7 Other Non-Pedestrian Devices

Non-pedestrian devices are defined as motorized or non-motorized equipment designed to propel or transport people using human power, electricity, or fuel.

Examples of non-pedestrian devices include, but are not limited to:

- Roller and inline skates
- Scooters (electric and non-electric, owned by either an individual or shared-use mobility company)
- Segway® personal mobility devices or transporters
- Skateboards
- Hover boards (a self-balancing one or two-wheeled board)

General usage:

1. The above listed non-pedestrian devices (except electric scooters) can be ridden on sidewalks, bike paths, and in any area not prohibited by signs and/or regulations.

2. Persons operating such devices must always yield to pedestrians and obey all traffic signs. It is the operator's responsibility to operate equipment in a safe and controlled manner.
3. Using non-pedestrian devices on stairs, landings, handrails, benches, bike racks, University structures, or in parking garages for "acrobatic stunts" is prohibited on campus.
4. Any person legally defined as disabled and utilizing a non-pedestrian device as their means of transportation is exempt from any non-pedestrian device regulation that would be in violation of ADA accessibility requirements/use.
5. A non-pedestrian device used as a disabled vehicle must be registered through Parking & Transportation Services and receive a disability symbol/permit to attach to their non-pedestrian device indicating that it is authorized for use on campus as such.
6. Electric scooters (excluding handicap scooters) are prohibited on the University of Arizona property and may not be operated on the campus nor brought into any campus building.
7. Electric scooters are defined as an electric powered, non-pedal assist mobility device with handles that rise straight up from the front. The electric scooter can be a stand-up or seated mobility device.
8. Electric scooters that are found in use, parked, or abandoned on campus are subject to impoundment (See Section V.6 Impoundment of Vehicles and Non-Pedestrian Devices). This applies to electric scooters owned either by an individual or a shared-use mobility company, unless expressly approved by the University.
9. Proper vetting and review of shared-used mobility programs is required by the University prior to operating on campus.
10. If any persons or property are damaged or injured from the use of electric scooters owned by a shared-use mobility company, the University of Arizona would seek to hold the shared-use mobility company responsible to the fullest extent possible, as such damage or injury would be related to use of an unauthorized vehicle on campus.

Article IX. Operation of Bicycles

Every person operating a bicycle shall obey traffic control devices and rules of the road applicable under Arizona state laws (§ARS 28-812 et seq.) and these regulations.

Section IX.1 Where to Ride

1. Ride on streets or bike paths, but never on the sidewalk. Riding on the sidewalk is dangerous to you (because drivers do not expect to see bikes on the sidewalk) and to others (because sidewalks are not wide enough to accommodate multiple bicyclists and pedestrians).
2. Operating bicycles in parking structures is prohibited.

Section IX.2 How to Ride

In accordance with [ARS §28-815](#) and [ARS §28-817](#), cyclist shall:

1. When on roadways, always ride in the same direction as traffic; never ride against traffic.

2. When on shared use paths, always ride on the right of the striped bike path.
3. Follow all posted traffic signs and devices.
4. Use hand signals (show left, right, and stop).
5. Yield to pedestrians.
6. Operate bicycles at speed appropriate to the bike path, underpass, or roadway conditions.
7. Be equipped with a white front light, and a red rear reflector or, preferably, red light that attaches to the bike and is visible from 500 feet away.
8. Any person under the age of 18, must wear a bike helmet while operating a bicycle.

Section IX.3 When to Walk Your Bike or Non-Pedestrian Device

Some areas of campus require that you walk your bike. This is to accommodate high pedestrian and bicyclist volumes in a contained space and/or to show respect to a space designated as a memorial.

Section IX.4 Bike Parking on Campus

Bike [parking facilities](#) are conveniently situated throughout the campus to accommodate cyclists.

1. **Free Bike Parking:** Utilize the available bike racks with your own U-lock for complimentary parking.
2. **Bike Valet Service:** Complimentary bike valet service, available excluding University holidays, summer, winter, and spring breaks. No lock required. Bike registration is required.
3. **UA Affiliated Bike Enclosure:** Annual rental fee is applicable. Bike registration is required.
4. **UA Affiliated Bike Locker:** Annual rental fee is applicable. Bike registration is required.

Restricted Parking Areas:

1. Parking within University buildings is prohibited.
2. Attaching bikes to other bikes is not allowed.
3. Bikes should not be secured to trees or plants.
4. Securing bikes to water, steam, gas pipes, or electrical fixtures is prohibited.
5. Chaining bikes to fences, signposts, railings, benches, or emergency safety devices is not permitted.
6. Any other area where bike parking is expressly prohibited by signage.

Parking & Transportation Services disclaims any responsibility for theft or damage to bicycles. Owners park their bikes at their own risk.

Section IX.5 Bike Registration

Free [Bike Registration](#) is offered to the University community. Registering a bike may aid in its recovery if lost or stolen and is required in certain bike parking programs.

Section IX.6 Bike/Non-Pedestrian Device Impoundment

1. The University maintains the right to impound or immobilize any non-pedestrian device/bicycle, at the expense of the owner, rider, or claimant, which is classified as lost/stolen, stored, abandoned, or operated in violation of these regulations. Non-pedestrian devices/bicycles may also be impounded for unpaid citations. The University maintains the right to remove security devices attached for impoundment purposes.
2. Impounded or immobilized non-pedestrian devices/bicycles may be claimed at the Parking & Transportation Services office. Assistance during University business hours is available from Customer Relations. Evening and after-hour assistance are available from PTS Dispatch. Services are not available during University holidays and closures.
3. Non-pedestrian device/bicycles will be released after the claimant:
 - a. Provides proof of ownership,
 - b. Registers the non-pedestrian device/bicycle, if applicable; and
 - c. Pays all outstanding citations, impound fees, storage fees and any other outstanding fees or citations.
4. Sales of unclaimed non-pedestrian devices/bicycles:

Emails will be sent to known owners/registrants when non-pedestrian devices/bicycles have been impounded. Notices shall be left at the site where the non-pedestrian device/bicycle was impounded on non-registered devices/bicycles. Non-pedestrian devices/bicycles unclaimed 45 calendar days after the original date of impoundment shall be considered abandoned and may be disposed of by the University.

Section IX.7 Non-Motorized Citations

The Non-Motorized Citation Fine Schedule can be viewed by clicking on the following link:
<https://parking.arizona.edu/citations/citation-information/>

Article X. Pedestrians

Section X.1 Where to Walk

1. Where sidewalks are provided, a pedestrian shall not walk upon the roadway or street. Where sidewalks are not provided, pedestrians shall, where applicable, walk on the left side of the roadway/street facing traffic.
2. Pedestrians are prohibited from walking in bicycle lanes, routes, or specifically designated areas.
3. Whenever a traffic control device controls traffic, pedestrians are to adhere to the appropriate signal displayed. If the signal is not working, pedestrians are to proceed into the crosswalk with caution.
4. When entering a crosswalk, a pedestrian shall not step into the path of a motor vehicle or bicycle when such motor vehicle or bicycle constitutes a hazard.
5. Pedestrians are prohibited from crossing a street at any point other than a marked or unmarked crosswalk.

Article XI. Citations

Section XI.1 Payment of Citation

If a customer desires to appeal the citation, please refer to the Appeals Section in Article XII before making any payment.

Students

1. The citation amount will be automatically transferred to the student's bursar account.
2. Students have the option to appeal. However, if the student pays the citation online before the citation is transferred, they waive their right to appeal.

Employees and Designated Campus Colleagues

1. Pay the citation online at <https://arizona.aimsparking.com>
2. Select the icon **Pay/Appeal Citation**.
3. Enter the citation number or View the citation from the listing.
4. Select the **Pay Ticket Now** tab. Online Payment Methods: Credit card or Payroll Deduction (option for employees only). Important Note: If you choose payroll deduction and your paycheck doesn't have sufficient funds to cover the citation, it won't be processed, and late fees might be incurred. The citation will be charged back to the parking account and the online credit card option will be available to pay the citation.

All Others:

1. Pay the citation online by credit card on our [parking portal](#).
2. Create a Guest Account by selecting Login, then **Non-Affiliate Login**.
3. Enter Email Address, and Password then click **Register** to create an account.
4. Fill out the Contact Information and Confirm.
5. Select the icon **Pay/Appeal Citation**.
6. Enter the citation number.
7. Select the **Pay Ticket Now** tab.
 - i. Online Payment Method: Credit card.
 - ii. In-Person Payment: Customers can visit the Parking & Transportation Services office to pay the citation by credit card, check or cash.

Mail Payment:

1. Return the citation with the payment to ensure proper credit. NO CASH.
2. Make checks payable to The University of Arizona: Include citation number and vehicle license plate number.
3. **Mail to:** The University of Arizona/Parking and Transportation Services
1117 E. Sixth St, Tucson, AZ 85721
ATTN: Customer Relations

Unpaid Citations – Collections Process:

Citations are physically placed on a vehicle. Moreover, a citation notice is sent via email. If there is no email associated with the customer's account, a physical letter will be mailed to the address on file. Customers are continuously notified throughout the collections process, with deadline dates provided to avoid late fees and collection fees.

1. **Impoundment of Vehicle:** For three or more unpaid citations, even if a vehicle is legally parked, it is subject to impoundment at the owner's expense.
2. **Late Payment Fee:** A \$20 late fee will be applied if payment is not received within 30 days from the citation date.
3. **Third-Party Collection Fee:** If payment remains overdue for 44 days from the citation date, a collection fee of up to 33.3% or the maximum allowed by law will be added.
4. **Referral to Collection Agency:** On the 45th day, the account is referred to a third-party collection agency. The total amount due includes the Citation Amount, Late Fee, and Collection Fee.
5. **Communication with Collection Agency:** After an account is transferred to the third-party collection agency, customers should contact the agency, not Parking & Transportation Services, to settle the outstanding balance.

Article XII. Appeals and Hearings

Important Appeal Deadlines

All appeals must be submitted online within 14 calendar days from the date of the citation. Failure to meet this deadline will result in forfeiture of the right to appeal.

Automatic waiver of Appeal Rights

For Non-Students: If a payment is made for the citation, the right to appeal is automatically waived.

For Students: The citation amount will be transferred to the student bursar account. In this case, the student retains the right to appeal the citation. However, if a payment is made online by credit card before the citation is transferred, the right to appeal is waived.

Appeal Submission Method

Only appeals submitted through the online parking portal are accepted. Verbal, written, or email appeals will not be considered.

Tow Fees, Relocation, and Boot Fees

Tow fees, relocation charges, and boot fees are non-appealable and must be paid before the release of the vehicle.

Commonly Disallowed Grounds for Appeal

Parking & Transportation Services generally does not accept the following reasons as valid grounds for appeal to reverse, refund or adjust a citation:

1. Lack of awareness of Campus Parking and Traffic Regulations.
2. Briefly parked improperly.
3. Hazard lights activated while parked improperly.
4. Tardiness for class or appointments.
5. Claim of no alternative parking available.
6. Leaving an explanatory note on the windshield.
7. Reference to other vehicles parked improperly.

8. Previous failure of parking officer to issue a ticket for similar offenses.
9. Being granted permission to park in the area by non-Parking & Transportation Services Dispatch personnel.

Appeal Process

First-Level Appeal Process

To appeal a citation, please follow these steps:

1. Must be submitted online at <https://arizona.aimsparking.com>
2. Select View Citations.
3. View the citation from the listing.
4. Select the Appeal Ticket tab.
5. Submit your appeal and attach any relevant pictures and/or documentation.

Adjudication Period

Once an appeal is filed, the case enters the adjudication process. Adjudication involves a thorough review of the facts and evidence presented, as well as the application of rules and regulations. A neutral Appeals Officer conducts this review. Allow up to 10 business days for the appeal to be reviewed. Once the review process is complete, an email will be sent with the Appeals Decision.

Appeals Decision

- The Appeals decision will be communicated via email. The decision reached during the adjudication process may either uphold, reverse, or adjust the original citation fine. For students, a refund or adjustment will be issued to the bursar account.
- If the decision upholds the citation amount, payment for non-students must be made immediately to avoid additional fees.
- For non-students, payment can be made at <https://arizona.aimsparking.com>. For students, since the citation amount is automatically transferred to the student's bursar account, the citation is deemed paid.

Second-Level Hearing

If the decision from the First-Level appeal to pay the fine has been upheld and the appellant has new information to share, they have the chance to request a Second-Level Hearing. This allows individuals to discuss their case in person with an Appeal's Officer. To request this hearing, you must do so within five calendar days of receiving the Appeals Decision email. Failure to request a second-level review by the listed due date waives the right to any further review of the citation.

Second-Level Decision

The decision for the second-level hearing will be communicated via email. The decision reached may either uphold, reverse, or adjust the original citation fine.

Steps to Request a Second-Level Hearing

For Non-Students:

1. Pay an appeals retainer equivalent to the citation amount.
2. Make the payment by either calling (520) 626-7275 or visiting our office located at 1117 E. 6th Street, Tucson, Arizona 85721

3. Inform the Customer Service Representative that this payment serves as the appeals retainer.
4. A staff member from the Appeals Unit will contact the individual to schedule the hearing.
5. If the First-Level appeal decision is upheld, the retainer will cover the fine amount. If it is overturned, a refund of the retainer will be issued.

For Students:

1. For students, an appeals retainer is not required.
2. Email PTS-ParkingInformation@email.arizona.edu with "Second Level Hearing Request - Student" in the Subject Line.
3. A staff member from the Appeals Unit will contact the individual to schedule the hearing.
4. If the First-Level appeal decision is upheld, the fine amount remains charged to the students Bursar account.
5. If it is overturned, the fine amount will be refunded to the students Bursar account.

Third-Level Hearing

If the decision from the second-level hearing is upheld, individuals have the option to have their case heard by a Parking Hearing Board. This board is made up of University employees and student representatives who are independent of Parking & Transportation Services. Their primary responsibility is to ensure an impartial hearing for all appeals. The board meets two times within an academic year, once in the fall semester and once in the spring semester.

Steps to Request a Third-Level Hearing

1. Contact the Parking & Transportation Services Administrative Unit at (520) 621-3550 to schedule a hearing date within five calendar days from the date of the second-level decision email.
2. Citing Officer Attendance: Individuals may request the presence of the citing officer for examination purposes.

Please be aware that failing to attend any of these proceedings when an appearance is requested or required will result in the waiver of any further appeals and forfeiture of the retainer.

Third-Level Decision

The decision regarding the third-level hearing will be communicated via email. This decision may either uphold, reverse, or adjust the original citation fine.

Judicial Review

Any person who has received a final ruling from The University of Arizona Parking Hearing Board may have that ruling reviewed by the Superior Court of Pima County in accordance with the provisions of the Administrative Review Act, Title 12, Chapter 7, Article 6, and Arizona Revised Statutes. As provided by that act, the appellant must file the complaint within 35 calendar days of the Parking Hearing Board's decision. There is a filing fee assessed by the court system for this process.

Article XIII. Resolution of Unpaid Accounts and Returned Checks

Section XIII.1 Unpaid Parking Account and Returned Checks

If a person has a past due debt and/or outstanding returned checks at the University, the following billing and collection actions may be taken if applicable:

1. Impoundment of vehicle
2. Encumbrance of student records, transcripts, and diploma
3. Cancellation of class enrollment
4. Referral to the Dean of Students for disciplinary action
5. A report of non-payment may be sent to the appropriate Dean's, Department Head's or
6. Collection by State of Arizona Debt Set-Off Program
7. Referral to a collection agency and reported to a credit bureau

No specific order or priority of the foregoing actions is implied or required. If you fail to pay on time and The University of Arizona Parking & Transportation Services refers your account(s) to a third party for collection, a collection fee of 33.3% or the maximum allowed by law will be added to the outstanding balance.

Under Arizona law there is no statute of limitations on unpaid parking citations. Therefore, citations remaining unpaid shall be subject to collection, regardless of the date of the citation.

Citations are physically placed on a vehicle. Moreover, a citation notice is sent via email. If there is no email associated with the customer's account, a physical letter will be mailed to the address on file. Customers are continuously notified throughout the collections process, with deadline dates provided to avoid late fees and collection fees.

Section XIII.2 IOUs for Garage Exit

If a customer is unable to pay for their exit at a garage, they may defer payment and request an "IOU" from a Parking Service Officer. An "IOU" is a non-violation citation in the amount of a full day rate in a garage when the customer is unable to pay for parking. Customers have fourteen (14) calendar days to pay the IOU via their Parking Account Portal, under the Citation section. These are subject to a late fee if not paid within fourteen (14) calendar days.

To request an IOU, call Dispatch at (520) 621-1108 or push the assistance button at the entry/exit gate. You may also request an IOU from one of our Wildcat Ambassadors who monitor the garages.