



# Parking Services

UNIVERSITY OF COLORADO  
**COLORADO SPRINGS**



# UCCS Parking Regulations

Parking Services: 719-255-3528

[Parking@uccs.edu](mailto:Parking@uccs.edu)

[www.uccs.edu/pts](http://www.uccs.edu/pts)

Parking on the UCCS campus is a valuable resource that must be managed in order to provide adequate parking for all students, faculty, staff, and visitors. Parking Services receives its authority to create and promulgate rules and regulations from the Colorado Revised Statutes (CRS 23-5-107 and 23-5-108)

# Welcome from UCCS Parking Services

We appreciate the opportunity to extend the privilege of parking on campus to our students, employees, and visitors. Parking on the University of Colorado Colorado Springs (UCCS) campus, like most universities, is limited and in great demand. UCCS has ample spaces for our community, some may be more desirable than others, but there is always a place for you here at UCCS.

Our goal is to help provide and maintain a safe and secure environment where academic pursuits may flourish in accordance with the established goals of UCCS. This goal is accomplished by providing parking to the community through the management and maintenance of parking facilities, and providing safe transport of our most valuable resource, people.

Our parking regulations help ensure a fair and orderly system for all who operate or park vehicles on our campus. These regulations also help ensure emergency vehicles and equipment to have immediate access to all campus locations. Voluntary compliance is encouraged; however, individuals who show disregard for UCCS regulations will receive appropriate action.

Our staff stands ready to assist you with any parking needs. Our objective is to provide the best customer service possible to every individual we serve. Please do not hesitate to call or email our office at (719) 255-3528 or [pts.uccs.edu](mailto:pts.uccs.edu) if you have any questions concerning parking-related issues.

Thank you!  
*Parking Services*



# Mission, Vision & Values

## Vision Statement

*We seek excellence on a daily basis in all we do. We strive to improve in every facet of our business as we become a trusted, sustainable and preeminent provider of parking and transportation services, in support of the academic and cultural mission of the University.*

## Mission statement

*Parking & Transportation Services is committed to providing safe and reliable parking and transit services for all students, faculty, staff and visitors. PTS supports the mission of the University through a collaborative effort that emphasizes integrity, sustainability, equality of opportunity, safety, reliability and respect.*

## Core Values

### **INTEGRITY**

*Parking Services, is direct, consistent and transparent at all times. We take responsibility and ownership of our actions, decisions, and consequences. We enforce policies without fear or favor. We are process and policy driven in our communications and actions.*

### **COLLABORATION**

*Parking Services as a part of embracing innovation, actively seek a constant exchange of ideas. As a department we strive to be available, approachable and accessible to the needs and concerns. We are responsive to those who seek a better understanding, patient towards all, and evoke a strong work ethic towards teamwork.*

### **RELIABLE**

*Parking Services is a service focused department and is accountable to all of our customers, with a commitment to deliver beyond expectations. We are attentive to the unique requirements of those we serve. We provide consistent and quality service which is conducted in a professional and thorough manner, with an emphasis on attention to detail.*

### **SUSTAINABLE**

*Parking Services is committed to being good stewards of our environment by ensuring all of our business practices are consistently environmentally responsible. Fiscal responsibilities are handled in a sustainable manner to ensure we as a department are “whole.”*

### **SAFETY**

*Parking Services is dedicated to the safety and well-being of our customers and our staff. Not only a core value but the foundation on which we make our decisions and perform our duties. We demonstrate this commitment in our defined policies, standards, and the uncompromising way we perform our daily responsibilities.*



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# Authority & State Law

## **PARKING ENFORCEMENT**

*The following manual contains parking rules and regulations that are currently in effect at UCCS. It is the responsibility of each individual operating a motor vehicle on campus to know, understand, and comply with the rules and regulations expressed in this document. This information supersedes and replaces all previously issued parking and transportation rules and regulation documents. Parking Services may change, delete, suspend, or discontinue this document, or any part of it, at any time at its sole and complete discretion.*

### Authority of Governing Boards - Parking CRS 23-5-107

- A. The governing board of any state institution of higher education is authorized to promulgate rules and regulations providing for the operation and parking of vehicles upon the grounds, driveways, or roadways within the property under the control of the governing board. Such rules and regulations may include, but not be limited to, regulation and control of the following:
1. Assignment of parking spaces, designation of areas for parking, and regulation of the use of such spaces and areas including the assessment of charges therefor;
  2. Prohibition or limitation of parking in the manner deemed necessary;
  3. Removal of vehicles parked in violation of institutional rules and regulations, ordinances, or law, at the expense of the violator;
  4. Assessment of charges for violation of rules and regulations.

### Governing Boards Authorized to Cede Jurisdiction for Enforcement of Traffic Laws CRS 23-5-108

The governing board of any state institution of higher education is authorized to institute and carry out a system of registration of vehicle identification owned or operated by its students, faculty, and staff. By rule or regulation, the governing board may provide for the issuance of suitable vehicle identification insignia, its proper use, and requirements for attachment to the registered vehicle. Authority is also granted to provide for suspension of the registration and penalties, other than criminal penalties, upon suspension including, but not limited to, barring the vehicle from parking or driving on institutional property. Reasonable charges may be assessed for registration and reinstatement upon suspension.

### Delegation of Authority

Pursuant to Laws of the Regents—or unless otherwise expressed by the Board of Regents, the President of the University of Colorado, or the Chancellor of its Colorado Springs Campus—responsibility for the promulgation and enforcement of campus parking regulations has been delegated to UCCS Parking & Transportation Services (PTS) and the UCCS Police Department.

### General Liability

UCCS is not responsible for injuries, losses, or damages. Vehicle owners are solely responsible for losses, damages and/or theft to their vehicles and/or their contents while parked on UCCS property. UCCS assumes no responsibility for the damage to and/or theft of any vehicle or its contents while the vehicle is parked or moving on campus. UCCS is not responsible for damage that may occur when a vehicle is impounded, relocated, or when any other authorized official of the University is assisting in a help-related service or while issuing a citation.

# Parking Services

*Parking Services is defined as an auxiliary department and therefore receives no funding from state or tuition dollars. This means that construction, improvement, and maintenance of all parking facilities at UCCS are financed solely through permit sales, parking fines, and visitor parking revenues. Annual revenue from parking must be sufficient to satisfy reasonable operating expenses and to repay revenue bonds sold to construct parking facilities.*

**Location:**

Gateway Hall, First Floor

**Office Hours:**

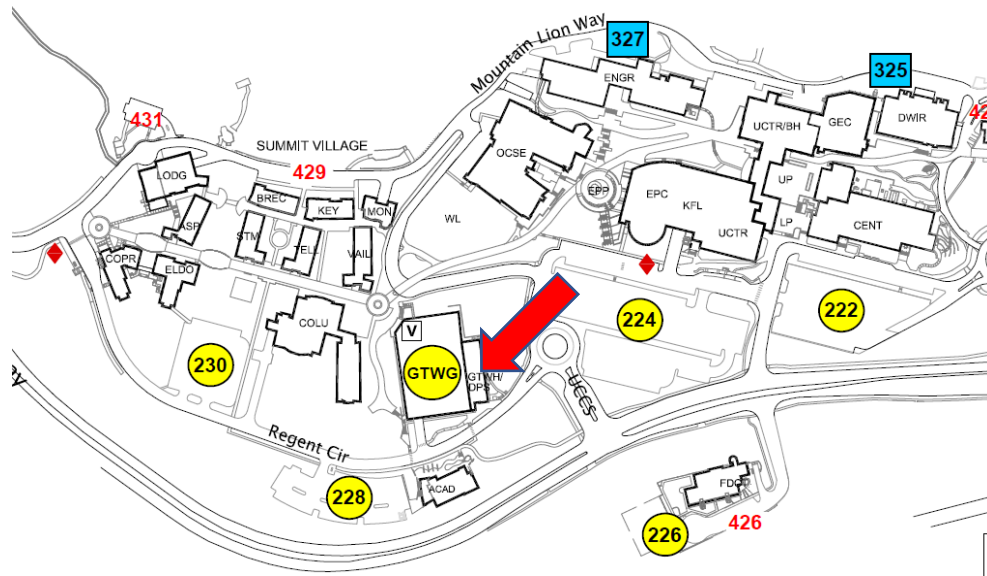
Monday through Friday  
8am to 4pm

**Phone:**

(719) 255-3528

**Email:**

pts.uccs.edu



## EMERGENCY PHONE NUMBERS

UCCS Parking Services.....	255-3528
UCCS Transportation .....	337-8017
UCCS Police Department.....	255-3111
Colorado Springs Police Department.....	444-7000
Colorado State Patrol.....	635-3581
El Paso County Sheriff's Office.....	390-5555

ON CAMPUS

POLICE SERVICES.....	x3111
EMERGENCIES.....	x911

# Definitions & Acronyms

<u>Term</u>	<u>Definition</u>
ADA	Americans with Disabilities Act
ADA Placard	Placard issued by State DMV granting access to parking specifically designed for disabled or handicapped
Boot	An immobilizing device placed on a vehicles tire
Campus	All land owned, managed, or otherwise controlled by the University, herein called "UCCS".
Compact Space	Space restricted for use by only those vehicles that can fit within the established space marking and is identified by the presence of a posted sign and/or "Compact" space marking. UCCS defines a compact vehicle as one that does not exceed 6 feet in width and 15 feet in length.
Day or Hourly Permit/Pass	Refers to daily parking purchased at a kiosk or through the Parkmobile App.
DNT	"Do-Not-Ticket" term used when an event requires parking and/or a department/group requests parking. This can include a few specific vehicles or an entire lot. It is at Parking Services discretion that such requests are approved
DPS	University Police
Impound	Towing a vehicle to an off-Campus agency at the owner's expense
Late Fee	Fee added to a delinquent parking fine
LEFE	Low Emission Fuel Efficient
LPR	License Plate Recognition
Motor Vehicle	Vehicle means any device, apparatus or contrivance operated as a means of transit and propelled by means other than human power. Examples include a car, truck, motorcycle, tractor, riding mower, forklift and motorized scooter (50cc or more). The purpose of these rules and regulations, a work animal used for transit, as distinguished from a service animal, is classified as a vehicle and is subject to the requirements thereof, which as by their nature apply to an animal, including proper permits.
Non-Pedestrian Device	Any device, apparatus or contrivance operated as a means of transit and propelled solely by human power. Examples include bicycle, tricycle, pedal cart, velocipede, roller skate, in-line skate, skateboard and scooter.
PTAB	The Parking & Transportation Advisory Board
Parking Spot	An area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle. UCCS has limited amounts of painted curbs; a non-painted curb or lack of signage does not indicate that it is a permitted area.
Pedestrian	A person whose mode of transit is ambulation or who is defined as a pedestrian under the Americans with Disabilities Act. Examples include a person walking or using a wheelchair or self-propelled wheel handicap scooter. A service animal, as distinguished from a work animal or pet, employed by a person with a disability, is granted the status of pedestrian for the purpose of these rules and regulations.
Processing Fee	Fee of \$5 can be applied for manual entry by the parking office for any service that could be done by an individual through the parking portal. Additionally, this fee can be applied for repeated voids, unusual circumstances or parker error when entering information into the parking portal or visitor pay device. Some appeals/citations can be reduced to the processing fee at the discretion of the Executive Director of Parking & Transportation or his/her designee.
Scofflaw	A list of vehicles and/or individuals who have accrued more than \$151 in unpaid fines and may be immobilized

# Permits

All students, faculty, and staff, and wishing to park in parking lots on campus must have a valid permit. Without a permit, parking is available in the visitor parking lot areas located throughout campus by paying an hourly/daily rate at one of our five pay stations on campus or by using the mobile smart phone app “Parkmobile.” It is the responsibility of the purchaser to know the expiration dates/times of their permit and the valid locations of where they can park.

## Enforcement Times & Days

Parking permit registration or payment of hourly/daily parking fee is required Mondays – Thursdays from 8am - 10pm, and Fridays from 8am - 4pm during each semester while classes are in full session. Permits or payment of hourly/daily parking fee is not required outside the days & times listed above when classes are not in full session. Therefore, permits and daily/hourly parking fee payment is not required on weekends, holidays when classes are not in session, and the 3 -4 week breaks between each semester. However, please be aware that all other parking related violations are enforced 24/7/365, such as: parking in a reserved space/lot/zone without proper authorization/permit, parking in a loading dock/zone without proper authorization/permit, parking in a fire lane, parking in a ADA disabled space without the proper state-issued disabled plate/placard, parking in a Z space without proper authorization/permit, and parking in a time-restricted space beyond the allotted time.

**No student permits are valid on level 3 of the Gateway Garage.**

## Purchasing a Parking Permit

1. All permits can be purchased through the Parking portal

a. <https://uccs.t2hosted.com/Account/Portal>

\*\*Please note that we do sell out of certain permits each semester, especially SEM and Mon/Wed/Fri & Tues/Thurs/Fri passes. A waitlist will activate when we sell out of permits; it can take over a month to be released from a waitlist, if at all. Waitlisted permits are only released once significant parking becomes available.

As many as five vehicles may be registered to the same virtual permit; however, only one vehicle per permit may be on campus at a single time. Separate permits must be purchased (or the hourly/daily fee paid) if vehicles under the same virtual permit are parked on campus at the same time.

## Commuter Student Permits (sold as semester permits only)

<u>PERMIT NAME</u>	<u>INCLUDED LOCATIONS</u>	<u>PRICE</u>
SEM	Valid in 100/200 series lots, in Alpine Garage visitor section (white striped spaces only) and on levels 1,2,4 and 5 of Gateway Garage.	\$233
B	Valid in 100 series lots anytime, and 200 series lots after 4:15pm and all day on Fridays.	\$148
MWF/TRF	Valid in 100/200 series lots, in Alpine Garage visitor section only (white striped spaces) and on levels 1, 2, 4, 5 of Gateway Garage. Valid only on either Mon/Wed/Fri or Tue/Thu/Fri depending on which permit purchased.	\$148
FRIS	Valid in 100/200 series lots on Fridays only.	\$29
EVES	Valid after 4:15pm Mon-Thu and all day on Fridays in 100/200 series lots, in Alpine Garage visitor section (white striped spaces only) and on levels 1, 2, 4, 5 of Gateway Garage.	\$90
ALPS	Valid in the Alpine Garage, excludes visitor section.	\$148
M	Valid in <b>Motorcycle parking spots only</b> in 100/200 series lots, in Alpine Garage visitor section (white striped MC spaces in SW corner of visitor section) and on levels 1, 2, 4 and 5 of Gateway Garage.	\$60



MB	Valid in 100 series <b>Motorcycle parking spots only.</b>	\$38
5S	Valid in 500 series lots only	FREE

### Permits for Students in Residence

The RES permit is included in your housing costs. You will need to register your vehicle(s) and register for the free RES permit through the online parking portal found at: <https://uccs.t2hosted.com/Account/Portal>. The RES permit is valid Fall and Spring only. No physical permit will need to be picked up, your license plate is your virtual permit. You may register up to 5 vehicles to your permit, but only one of these five vehicles is allowed on campus at any given time.

Lot restrictions: A RES permit is valid in Alpine Garage levels 1-4 yellow striped stalls only. Please note that your permit is NOT valid in the 1st level visitor section of the Alpine Garage (white striped spaces with 3 digit numbering at each stall). Your RES permit is also valid anytime in 100 and 500 series lots. RES permits are not valid in 200 series lots, the Gateway Garage, nor the 300 or 400 series lots. As a Student in Residence, you also have the ability, if you wish, to purchase any of the additional permits listed below.

<u>Permit Name</u>	<u>Included Locations</u>	<u>Price</u>
RES	Park in the Alpine Garage yellow striped spaces and 100 series lots during the fall & spring semesters. Excludes Alpine Garage visitor section (white striped spaces).	Included with housing
EVES	Valid after 4:15pm Mon-Thu and all day on Fridays in 100/200 series lots, in Alpine Garage visitor section (white striped spaces only) and on levels 1, 2, 4, 5 of Gateway Garage.	\$90
FRIS	Valid in 100/200 series lots on Fridays only	\$29
M	Valid in <b>Motorcycle parking spots only</b> in 100/200 series lots, in Alpine Garage visitor section (white striped MC spaces in SW corner of visitor section) and on levels 1, 2, 4 and 5 of Gateway Garage.	\$60

### Residents who have an ADA Placard:

A state issued ADA plate/placard may be used in conjunction with your RES permit. This allows your vehicle to be parked in any ADA designated spot on campus. If you are having an issue with accessibility, please contact PTS immediately. (719)255-3528

### ON-CAMPUS EMPLOYMENT

An on-campus job is a terrific way to get involved here at UCCS. However, please note restrictions listed above when considering an on-campus job. Exceptions for parking will not be made. Please consider this when applying.

### THE SPINE (sidewalks between villages)

The thing to remember is that it is the pedestrian spine as well as a fire lane. Only under specific and restricted circumstances is parking allowed in this area. PTS must be notified and must approve all spine parking requests.

## Employee Permits

<u>Permit Name</u>	<u>Included Locations</u>	<u>Price</u>
EANN	Valid in 100/200/300/500 series lots (Fall/Spring/Summer). Also valid in Gateway Garage levels 1-5 and the visitor section of Alpine Garage.	\$702
EAB	Valid in 100 or 500 series lots anytime, and in 200 series lots, Gateway Garage levels 1-5, and visitor section of Alpine Garage after 4:15pm (Fall/Spring/Summer)	\$527
EAM	Valid in 100/200/300/500 series lots (Fall/Spring/Summer). Also valid in Gateway Garage levels 1-5 and the visitor section of Alpine Garage. <i>Motorcycle parking spots only</i>	\$176
EAMB	Valid in 100 or 500 series lots. Also, valid in 200 series lots and visitor section of Alpine Garage after 4:15pm (Fall/Spring/Summer) <i>Motorcycle parking spots only</i>	\$132
ESEM	Valid in 100/200/300/500 series lots (Semester). Also valid in the visitor section of Alpine Garage.	\$281
ESB	Valid in 100 or 500 series lots. Also, valid in 200 series lots and visitor section of Alpine Garage after 4:15pm (Semester).	\$211
ESM	Valid in 100/200/300/500 series lots (Semester). Also valid in the visitor section of Alpine Garage. <i>Motorcycle parking spots only</i>	\$70
ESMB	Valid in 100 Series lots. Also, valid in 200 series lots after 4:15pm (Semester). <i>Motorcycle parking spots only</i>	\$53
ALPE	Valid in the Alpine Garage, excludes visitor section (Semester).	\$211
EVEE	Valid after 4:15pm Mon-Thu and all day on Fridays in 100/200/300/500 series lots, in Alpine Garage visitor section (white striped spaces only) and on levels 1, 2, 4, 5 of Gateway Garage.	\$105
HI-H4	Self-selected, single day permit for Mondays-Thursdays. Valid in 100/200/300/500 series lots.	\$72
H5/FRIE	Valid in 100/200/300/500 series lots on Friday only	\$36
5S	Valid in 500 series lots only	FREE

### Loading Zone Permit

Any employee is eligible to obtain a LZ permit with their supervisor permission and Parking Services approval. A Request letter must be signed by an employee's supervisor stating what the need is and how often it will be used. The employee applying for the LZ permit MUST also have a valid permit for the lot/dock area they intend to use for a LZ permit to be valid. LZ permit request must be submitted through the requestor's parking portal.

- LZ permits allow for parking in loading zones, docks and 15/30minute spots for up to 1 hour.
- Parking Services reserves the right to revoke any LZ permit of any holder for violations of this policy.

## Visitor Parking

### Pay Options:

Visitors parked in permit or time restricted parking lots on campus must pay to park. Visitor pay stations (accepts cash or credit cards) are located on the third level of the Gateway Garage, the first level of the Alpine Garage, and in parking lot 220. There are also several coin operated parking meters (which also accept credit cards) at various locations in many of the campus parking lots.

**Park with an affixed license plate facing the lane of traffic**

Fees for visitor parking are as follows:

- \$2.50 per hour
- \$12.50 per day maximum

Another visitor parking option is to purchase hourly/daily parking through "ParkMobile". ParkMobile allows you to pay for parking by phone or the smartphone app. To begin using this service, create your account with [ParkMobile](#) today. An additional convenience fee of \$0.25 per transaction will apply. Hourly/daily parking is NEVER valid in 300 series lots, loading docks/tow away zones, 15/30-minute loading zones, service drives, fire lanes or handicapped spaces (unless accompanied by a valid handicapped placard or plate). Please park in regular spaces only.

### Free Options:

Visitors may park for free on Fridays after 4pm, on weekends (Saturdays & Sundays) throughout the year, on holidays in which the campus is closed, and during the 3-4 week breaks between each semester. Free visitor parking is also available DURING fall, spring, and summer semesters in 500 series lots which are located at and near the Ent Center for the Arts complex, 5225 N. Nevada Avenue. No permit is required for visitors parking in 500 series lots. A free shuttle service transporting passengers to and from the Ent Center for the Arts/lot 580 and the main campus is available during fall, spring, and summer semesters. Shuttle pickup times are every 10-20 minutes, Mondays-Fridays, from 6:40 am to 10:35 pm.

Please feel free to contact the UCCS Parking & Transportation Services for further information. Email: [pts.uccs.edu](mailto:pts.uccs.edu) or call: (719)255-3528

Click [HERE](#) for a printable map of the UCCS campus.

### **DID YOU KNOW:**

There are 5 visitor parking pay station kiosks on the UCCS campus and we also offer a pay by cell app called [ParkMobile](#).

# Motorcycle Parking

*Those with motorcycles must park in designated motorcycle parking only, unless paying for hourly parking in the visitor section of Alpine Garage or Gateway Garage. If an individual with a motorcycle also purchases a vehicle permit, they may park their motorcycle in designated motorcycle parking areas at no extra charge pending they are parked in a designated motorcycle area in the lot their vehicle permit is valid in, and pending they registered their motorcycle license plates under their vehicle permit in the parking portal. Please note however, a maximum of 5 license plates may be registered under one permit, and only one of those 5 plates may be parked on campus at the same time. For individuals who have not purchased a vehicle permit, motorcycle-only permits are available for purchase as well.*

## Dedicated motorcycle parking is available in the following locations:

Lot 100  
Lot 103  
Lot 170 (park in car stall)  
Lot 173  
Lot 220  
Lot 222  
Lot 224  
Lot 226 (park in car stall)  
Lot 228  
Lot 230  
Lot 323  
Lot 325  
Lot 327  
Lot 573  
Lot 576

Alpine Garage Deck 1 Visitor Section (may park in car stall but permits are not valid - must pay for hourly visitor parking)

Alpine Garage Deck 4

Gateway Garage Deck 1

Gateway Garage Deck 2

Gateway Garage Deck 3 Visitor Section (may park in car stall but permits are not valid - must pay for hourly visitor parking)

Gateway Garage Deck 4

Gateway Garage Deck 5

For permit information regarding motorcycles see previous pages on permits.

# ADA & Z-Permits

UCCS makes an earnest effort to accommodate the mobility needs of our community. ADA spaces are located in all lots that allow for ADA access/exit. Additionally, UCCS Parking Services offers point-to-point mobility escorts.

## PERMITTED SPOTS

If you have a state issued ADA placard/plate, you must *also* possess a valid UCCS permit for the lot where the ADA spot is located. This is true for 100/200/300/400 series lots on campus. 500 Series spots do not require a paid permit/pass to accompany your state issued ADA placard/plate.

## METERED SPOTS

Absent a valid campus parking permit, owners of a valid handicapped placard/plate may park in metered handicapped parking spaces available in lots 100/222/224. Please reference the campus map for exact locations. These handicapped spaces require that individuals pay the meter for the time they will be parked in these spaces.

## PAID PARKING

Parking kiosks are available in Lot 220, the 3<sup>rd</sup> level of the Gateway Garage and the 1<sup>st</sup> level of Alpine Garage. These kiosks allow you to pay by the hour or by the day for parking. You will need to enter your full and correct license plate information into this station. There is no need to display your receipt. Once paid, you may park in any ADA parking spot on campus.

- You may also use the ParkMobile App to pay for parking directly from your smart phone (a convenience fee may apply).

## Handicap Violation

Vehicles must obtain a valid ADA issued placard or obtain a DMV issued ADA license plate with current registration. Proper DMV paperwork must be kept in the vehicle for identification, if requested.

- No vehicle may park or block a disabled walkway or access path. Vehicles are subject to tow and additional fees may be applied.
- Violation cost: \$140 (this will increase by \$50 per repeat violation)

## Z-Permits

In an effort to accommodate those with temporary conditions such as injury, pregnancy etc. UCCS offers a free Z-permit that in conjunction with a valid UCCS permit. This allows access to 22 Z-Spots on campus. These spots are located in lots 100/220/222/224/230/434/435/576. These spaces allow for close-in parking but do NOT meet ADA standards.

## REGISTRATION

Once you have a UCCS permit you may obtain the form from the PTS website or at our office. It will require a doctor's signature. With few exceptions, Z-Permits do not extend past the current semester. Current ADA placard holders may use their current placard or plate in lieu of a Z-permit with the understanding that Z-Spots are not ADA compliant.

## ADA PERMIT EXEMPTIONS

- Those Residential students possessing a valid RES permit may park in the visitor section of Alpine Garage level 1 and level 3 of the Gateway Garage in ADA spaces.
- Those students with a valid SEM permit may park in ADA spots in 300/400 series lots and level 3 of Gateway Garage

If at any time you are struggling to find ADA parking on campus, please contact Parking Services.  
(719)255-3528

Citation Name	Citation summary	Price
<b>Parked over posted time limit</b>	<i>Applies to timed parking spaces. Commonly issued to those vehicles with an expired meter or parked beyond a posted time limit.</i>	\$20
<b>Handicap Violation</b>	<i>Applies to ADA spots on campus. Issued to vehicles not displaying a valid state-issued disabled placard or disabled license plate.</i>	\$140 *increases by \$50 per repeat violation
<b>License Plate Violation</b>	<i>All vehicles must park head-in if they do not have a front license plate, except where parallel parking is required. A temporary or permanent license plate must be able to be read by the LPR system from the drive aisle. Vehicles plates must not have an affixed device or a substance that causes all or a portion of a license plate to be unreadable by a system used to automatically identify a motor vehicle. Such a device or substance includes, without limitation, a cover that distorts angular visibility; alters the color of the plate; or is smoked, tinted, scratched, or dirty so as to impair the legibility of the license plate. This includes a license plate unreadable due to being covered by snow/ice.</i>	\$10
<b>Motorcycle Violation</b>	<i>Non-motorcycles or unauthorized vehicles (golf carts, trikes, cars, trucks, etc.) may not park in a designated motorcycle parking area at any time. Motorcycles are required to be parked in designated parking areas. Motorcycles may not park in unauthorized areas or create unmarked parking spaces. Motorcycles paying for a day permit may park in a regular vehicle stall if desired (except in 300 series lots).</i>	\$20
<b>LEFE Space Violation</b>	<i>Not obtaining a UCCS LEFE decal while parked in marked Low Emission-Fuel-Efficient space</i>	\$10
<b>No Valid Permit</b>	<i>All vehicles are required to either have a semester/annual parking permit or pay for hourly/daily parking. Hang tags and day passes must be easily visible from the front windshield.</i>	\$20
<b>Parked in unmarked stall</b>	<i>Vehicles must park in valid parking areas specified by the university. Vehicles may not park in unmarked areas or areas specifically indicating no parking. Vehicles in violation are subject to citation/tow at owner's expense (see definitions: Parking Spot)</i>	\$40
<b>Inhibiting adjacent stall</b>	<i>Vehicles must park within the indicated lines specific for parking. Oversized vehicles are not an exception and will either a) need to make alternative arrangements with the Parking Office or b) park off UCCS property.</i>	\$12.50
<b>Fire Lane Violation</b>	<i>No vehicle may park, stop or stand in any area marked as a red zone or fire lane. Fire hydrants must be kept clear with a minimum of 10ft. on all sides of marked areas. Vehicles are subject to tow and additional fees.</i>	\$140 *increases by \$50 per repeat violation
<b>Parked in reserved zone/spot</b>	<i>Vehicles may not park in areas marked reserved or blocked for an event without proper authorization. Vehicles are subject to tow and additional fees.</i>	\$40

<b>Shared Permit Violation</b>	<i>Only one vehicle per permit may be parked on campus at a time. Additional vehicles listed under one permit must park in a 500 series lot or pay the hourly/daily visitor rates when more than one vehicle on a permit is parked on campus at the same time.</i>	\$20
<b>Compact Vehicle Violation</b>	<i>Exceeding the width and/or length limits in marked compact spaces.</i>	\$20
<b>Loading Dock Violation</b>	<i>Unauthorized vehicles may never park, stop or stand in a loading dock for any reason, and for any amount of time. Violators are subject to citation/tow at the owner's expense. Authorized vehicles may park up to one hour in a loading dock. Authorized vehicles include marked vendor service/maintenance vehicles and private vehicles that have been issued a UCCS Loading Zone permit.</i>	\$20
<b>Snow Parking Violation</b>	<i>Snow parking violation will be assessed when a vehicle is parked on snow that results in any wheel to be elevated more than 5" above the parking lot surface.</i>	\$20
<b>Boot Warning</b>	<i>Issued to vehicles that have, or their owner/driver has, \$151 or more in past due citations. After warning is issued, we allow 72 hours to reduce total of fines under \$151</i>	Warning
<b>Boot</b>	<i>A boot may be placed on your vehicle if total owed is not brought under \$151 after 72 hours of boot warning issuance.</i>	\$75 Not appealable

## General Violation Information

You have 10 business days to pay/appeal your citation at the above listed price. After 10 business days, citations will increase by \$10 and will not be able to be appealed.

Violation of any of the following regulations may result in a citation, immobilization or tow:

- A. In the event of a mechanical failure, the owner or driver will be responsible for removal of the motor vehicle within 72 hours and must advise Parking Services immediately as to the location of the motor vehicle if broken down in a parking space. If a vehicle is broken down but not in a parking space, the driver must contact University Police immediately so that a police officer may assess the need to either remove the vehicle immediately by towing or to allow it to stay temporarily. If the owner of the broken down vehicle brings a different vehicle onto campus, it is required to pay for visitor parking for the other vehicle until the other broken down vehicle has been repaired (unless other arrangements have been made with Parking Services).
- B. Abandoned vehicles may be immobilized and/or towed and impounded in accordance with the city or state abandonment law or ordinance. Vehicles may be considered abandoned if they are not currently licensed and/or operational at all times.
- C. Vehicles not properly licensed to drive in compliance with Colorado state law and vehicles not in safe or operating condition or license and registration has become invalid must be removed from campus property within 72 hours. Failure to remove said vehicle will result in a fine and/or immobilization or towing, unless prior arrangements have been made with Parking Services or University Police.
- D. Motor-homes, travel trailers, storage trailers and other similar vehicles may not be parked on campus unless approved by the Executive Director of Parking & Transportation or his/her designee.
- E. Sleeping in any vehicle overnight on university property is prohibited.
- F. Storage of a vehicle permitted or not is not allowed on any UCCS property. This excludes students in UCCS housing if it's their only vehicle parked on campus. Storage is defined as 2 or more days where any non-UCCS owned vehicle is parked without movement off property. Exceptions can be made by Parking Services to this policy (e.g. students and employees on UCCS sponsored trips).

# Appeals

*The parking citation appeal process is intended to provide an objective forum for the presentation of factual exculpatory information regarding the receipt of a parking citation. Information presented by the appellant must be relevant and substantive*

- a. Appeals must be filed within ten days from the date of the issuance of the citation. **By failing to file your appeal within ten (10) days you have waived your right to appeal.**
- b. Appeals must be made through the UCCS parking portal found on the UCCS Parking website.
- c. Appeal filings must contain all of the relevant and substantive information the petitioner wishes to have considered during the appeals review(s).
- d. Upon receipt of an appeal filing by the PTS office, citation penalty fine assessments against the unpaid citation fine balance are stayed until an appeal ruling is made.

## Level 1-Administrative Review

Written appeals are first reviewed by the UCCS Executive Director of Parking & Transportation or their designee.

1. Appeals approved will be of such a nature of clerical error or known circumstance at the time of the violation.
  2. Appeals denied will be those that evidence can be produced through photos, logs and/or electronic systems in accordance with these regulations.
- a. If the reviewer feels there are questionable circumstances, swaying evidence or some point that could be left up to interpretation, they will refer the appeal to PTAB.
  - b. If your appeal is denied by the reviewer, you still qualify for the early discount if you choose to pay the citation. If you choose to escalate to a second-level appeal you waive the early pay discount.
  - c. If denied by the reviewer, you may choose to do an in-person appeal or have your current written appeal forwarded to the PTAB. The appearance date MUST be within sixty (60) days of the date of the ticket.

## Level 2-Board Hearing

Jurisdiction: The Parking Appeals Board shall have jurisdiction in the following areas:

1. All parking citations issued by UCCS entity (Parking Enforcement and/or University Police)
  - a. Your appeal before the Board is limited to five minutes.
  - b. You may bring witnesses who have relevant information regarding the specific alleged violation.
  - c. You must represent yourself before the board. You may not appoint another (except legal counsel) to represent you.
  - d. By appealing to the Appeals Board you are agreeing to be bound by their decision.

Appeals are heard by a committee comprised of faculty, staff, and students who have NO connection to Parking Services. All decisions this board makes are final and may not be further appealed.

- e. Be aware that all correspondence can be forwarded to the board, including, but not limited to, summaries of phone conversations and emails.

**There is a \$10 fee added to an appealed citation that is appealed to the board and is denied.**

**By filing an appeal, the individual writing the appeal agrees to follow the ruling of the Board.**

**The ruling of the UCCS Appeals Board is final and binding. Additional appeals are not permitted.**

- The Appeals Board and /or the Parking Management reviewer may dismiss an appeal if it aggressive, threatening, derogatory and/or contains foul language.
- Each appeal, citation and administrative review is handled on a case-by-case basis. The result of one appeal is not justification for appeals of similar offenses.



### General Appeal Policies:

- A. An admission of responsibility in your written appeal will result in an automatic denial of your appeal.
- B. If citation is paid prior or during appeal judgment is communicated the appeal will be canceled and payment is considered an admission of responsibility.
- C. Failure to Appear: Once your appeal date is scheduled, you may reschedule only once and only if you contact Parking Services at least 24 hours PRIOR to the original appearance date/time. Failure to appear before the appeals board at the scheduled time without notifying the PTS office 24 hours before your appeal date/time will result in the board only taking your previous written narrative into account, if no narrative is provided your appeal will be denied.

### Billing

- A. Owner liability - Unless a vehicle can be traced to a registered student attending the UCCS, the registered owner of the vehicle is financially responsible for all parking violations.
- B. Registered owners who sell a vehicle must remove their license plates from the said vehicle. Failure to do so may result in the owner of the license plate incurring financial responsibility for parking violations.
- C. Responsibility of enrolled students - Fines may be assessed to a student's University account if any of the following conditions exist:
  - 1. The student is the registered owner of the vehicle.
  - 2. The student is the registered owner of a parking permit and has listed the vehicle under their permit.
  - 3. The address of the registered owner matches any address of the student in the University's Student Information System.
  - 4. The registered owner is listed as the next of kin for the student in the University's Student Information System or on any registration documents.

**Placement of a parking fine on a student's University account may result in the placement of a financial stop on the account which impacts the student's ability to register for classes, obtain grades, obtain transcripts, or graduate.**

- D. All unpaid parking tickets not placed on an enrolled student's university account shall be forwarded to a Collection Service.

Any student, visitor, guest, or University employee, whether faculty or staff, full-time or part-time, is required to report to Parking Services before the tenth day after date of issuance of a parking, traffic, or safety violation notice.

**FAILURE TO RESPOND EITHER BY APPEAL OR BY PAYMENT OF LATE FINES (\$151 or more) CONSTITUTES GROUNDS FOR IMMOBILIZATION AND/OR TOW OF THE VEHICLE AND IMPOSITION OF THE RESULTING BOOT CHARGES OR TOWING AND STORING CHARGES BEFORE THE VEHICLE WILL BE RELEASED. SUCH FAILURE TO RESPOND TO THESE CITATIONS WILL BE DEEMED A WAIVER OF ANY RIGHT TO NOTICE OR A HEARING BEFORE THE VEHICLE IS IMMOBILIZED OR IMPOUNDED.**

# Boot & Tow

## Philosophy

The decision to tow a vehicle is not taken lightly. The Department of Parking and Transportation will make every effort to contact the owner/operator in an attempt to get a vehicle moved prior to towing. There are, however, certain circumstances when towing will be justified without prior notice. UCCS reserves the right to tow any vehicle parked in violation of any of the university's Parking and Transportation rules and regulations, policies and/or the Colorado Vehicle Code at the expense of the vehicle owner.

## Common Definitions

**Abandoned/Derelict vehicles** – A vehicle is considered abandoned if it is not registered with a valid campus parking permit and is inoperative or partially dismantled, or if it is parked on university property without authorization for more than 72 hours.

**ADA Designated space** – spaces designated per specifications of the Department of Transportation, Colorado Vehicle Code and the Americans with Disabilities Act (ADA). ADA designated stalls are also sometimes referred to as "Handicap" parking. In order to use these spaces requires the clear display of a valid ADA placard or license plate. All accompanying DMV paperwork must remain with the vehicle for verification if requested.

**Impound** – vehicles transported typically via tow truck to an off-campus location. There is a fee to release the vehicle from impound back into the custody of the owner. This fee is the sole responsibility of the vehicle's owner. Additional fines may apply.

**Relocation** – Vehicles towed from one part of campus to another, without leaving UCCS property. If the vehicle is relocated due to a violation or driver negligence, a relocation fee will be associated with the tow and charged to the responsible operator. Additional fines may apply. Some circumstances require a relocation of a vehicle where the owner is in no way at fault, in these instances the University will cover all cost associated with this relocation.

## Policies / Procedure

Vehicles with active permits but with \$151 or more in past-due (10+days after citation) citations are not exempt from the Towing Policy. The following are the most common reasons for towing:

1. Vehicles who have been impounded by Parking Services that have not paid off their balance within 3 business days.
2. Parking on property not designated for vehicular traffic or in a "No Parking" areas (driving lanes, traffic lanes, fire-lanes, driveways, sidewalks, dumpster spaces, intersections, grass, lawns, loading dock zone, tow-away zones, etc.)
3. Parking in handicapped/disabled spaces without proper ADA identification. Proper DMV paperwork must accompany all vehicles displaying ADA hangtags or placards and occupying an ADA space.
4. Parked in reserved spaces, areas, or lots without authorization from the Parking Services. This includes all temporary signage placed by the Parking Services.
5. Parked in a fashion that obstructs vehicle and/or pedestrian traffic or in any manner that creates a hazard to motorists and/or pedestrians.
6. Parked blocking a driveway or obstructing an exit or entrance. Parked in a way causing a hazard to vehicles entering or exiting.
7. Parked in fire lanes, red curbs, or in front of or within 15 ft of a fire hydrant.
8. Vehicles parked in areas restricted to UCCS or authorized vehicles only.
9. Vehicles parked overnight in Lots or any other area restricting overnight parking.
10. Any vehicle creating a dangerous condition or hazard as determined by Parking Services.

## Liability

UCCS is not responsible for damages to a vehicle resulting from towing or storage. All claims need to be taken to the towing company.

# Revocation

## Revocation of Parking Privileges

1. Commission of serious or repeated violations of UCCS Parking Rules and Regulations may result in revocation of on-campus parking privileges. For the purpose of this section, serious or repeated violations are defined as:
  1. Failure to pay applicable parking fees.
  2. Falsification of permit application information.
  3. Counterfeiting, defacing, or altering without authorization of UCCS Parking Services any UCCS parking permit or participating in or permitting such counterfeiting, defacing, or altering.
  4. Issuance of six (6) or more citations within any four-month period to any vehicle for which the fines remain outstanding and the permit holder has not made arrangements to appeal or pay.
  5. Issuance of 18 or more citations within any 12-month period to any vehicle, except those citations pending appeal or those voided after appeal.
  6. Displaying, using, or allowing others to display or use any UCCS parking permit that has been reported lost or stolen.
  7. Selling, giving, or otherwise transferring any UCCS parking permit to a person or vehicle, or permitting the use of a UCCS parking permit by a person or vehicle by whom or for which such use of the permit is not authorized by UCCS Parking Services.
2. Permit revocation terms shall be no less than four (4) months and no more than 12 months.
3. Authority to revoke permit privileges is vested in the Parking & Transportation Advisory Board (PTAB).
  1. Parking Services shall make recommendations to revoke permit privileges to the PTAB based upon evidence of the existence of one or more of the conditions specified above.
  2. The permit holder shall be given written notice of the recommendation for permit revocation at least 14 days prior to the scheduled revocation hearing date. The notice to the permit holder shall list those violations that are the basis of the revocation recommendation. It shall be the responsibility of the permit holder to notify Parking Services of any conflicts with hearing times and to request rescheduling of the hearing.
  3. Hearings:
    1. Failure to appear at the scheduled hearing time may result in permit revocation.
    2. Determination of justification for permit revocation shall be made subsequent to a review of Parking Services revocation recommendation and information provided by the permit holder during a hearing presided over by the PTAB.
  4. Appeal of permit revocations:
    1. Appeals of permit revocations must be filed with Parking Services within ten (10) days after the decision to revoke by the PTAB.
    2. Appeal request must be written.
4. Vehicles parked in Parking Services controlled parking areas with revoked parking privileges are subject to citation and impoundment.

## Parking Safety

Keep your vehicle in good mechanical condition to avoid breakdowns.

The maintenance of lighting on campus is a priority to the University; report malfunctioning lights and always park in well-lit areas.

Use common sense; lock your doors and roll windows up when parked.

Keep valuable items locked in your trunk and out of sight while parked.

If you have opted not to purchase a permit, please be respectful of your fellow UCCS community members that have and do not park your vehicle in permitted lots on campus while enforcement is active.

### TIPS TO AVOID A CITATION

- Know where your permit or pass allows you to park
- Manage your parking portal
- Make sure an affixed license plate is facing the lane of traffic
- Park inside the lines
- When in doubt, call Parking Services (719) 255-3528



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### APPROVAL OF AND/OR REVISIONS TO REGULATIONS

*These regulations are reviewed by the Parking & Transportation Advisory Board (PTAB) of the University. This board is a joint organization of students, faculty, and staff. The university reserves the right to change these regulations as necessary. University administration or the Board of Regents may change the parking permit fees at their discretion.*

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