

UC Davis Policy and Procedure Manual

Chapter 360, Physical Facilities Section 05, Parking Regulations

Date: 3/22/13

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Responsible Department: Transportation and Parking Services

Source Document: UC Transportation Systems and Parking Program Principles; California Vehicle Code

I. Purpose

This section outlines policy on parking regulations on University property and parking permits for employees, students, and visitors. Additional regulations on parking at the UCD Medical Center are described in Chapter 3300 of the UC DHS Hospital Policies & Procedures Manual.

II. Policy

- A. It is the policy of the University of California that costs for the construction, operation, and maintenance of parking facilities must be funded solely by fees charged to users. This policy is consistent with California State law, which prohibits the use of State tax funds for parking facilities on the University of California campuses.
- B. Pursuant to Section 21113 of the California Vehicle Code, the University has authority to develop and enforce parking regulations as needed. All provisions of the California Vehicle Code and the UCD Traffic and Parking Code apply on the Davis campus and at UC DMC. Copies of both codes are available for review at the campus Transportation and Parking Services office and at the UC DMC Parking and Transportation Services office.
- C. Vehicle and motorcycle/moped/scooter parking is allowed only at meters, in posted zones, or by valid permit in areas designated for particular permits. All vehicles must be parked within marked spaces. The University may restrict the use of parking spaces at any time.
- D. Parking in the central campus core area is restricted to authorized vehicles with the appropriate permit(s), which are to be parked in specific spaces. Street parking is prohibited unless authorized by Transportation and Parking Services.
- E. The University is not responsible for loss of or damage to any vehicle or its contents when parked on campus or at UC DMC, unless damage was caused by negligence of the University. Refer to Section 370-40.
- F. Overnight parking, camping or dwelling in vehicles, campers, motor homes, or trailers is prohibited unless authorized by the appropriate Parking Services office.
- G. All rules, regulations, and fees are subject to change without notice.

III. General Regulations

- A. Parking program administration
 1. The Assistant Vice Chancellor—Campus Planning and Community Resources, serves as chair of the Transportation and Parking Work Group and has overall administrative responsibility for policy, fiscal management, and programmatic planning of the campus parking program.
 2. The Vice Chancellor-- Administrative and Resource Management is authorized to approve and implement regulations that are contained in the UCD Traffic and Parking Code.
 3. The campus Parking Services office, UC DMC Parking Services office, and University Police Department are responsible for enforcement of the California Vehicle Code and the UCD Traffic and Parking Code under their areas of jurisdiction.
 4. The UC DMC Parking Advisory Committee acts in an advisory capacity to the CEO--

UCDMC regarding parking needs and traffic circulation problems at the Medical Center. The committee provides a communication link between the users of parking facilities and the campus and UCDMC administrators responsible for provision and enforcement of such facilities.

5. The Transportation and Parking Administrative Advisory Committee (TPAAC) acts in an advisory capacity to assist the Vice Chancellor-- Administrative Resource Management in the formulation of policies and procedures related to the overall transportation program and to provide a communication link between the users of transportation programs and those responsible for providing such programs and enforcing the regulations governing them.

B. Annual/multi-year permits

1. General

- a. Parking permits, unless otherwise indicated herein, may be purchased from the Davis campus Transportation and Parking Services office or at the UCDMC Parking Services office.
 - 1) Davis campus permits may be purchased in person or via the Web (.taps.ucdavis.edu).
 - 2) Payment made with coins in excess of \$2.00 must be rolled with the individual's name, address, and phone number printed on each roll.
- b. Annual and multi-year permits are valid for ~~both~~ day and/or night parking as posted. Annual permits are valid during the current fiscal year (July 1 through June 30) c. Multi-year permits are valid as long as payroll deduction is in effect.
 - 1) Refunds shall be in accordance with the established refund schedule.
 - 2) The permit holder must cancel payroll deduction for his/her parking permit by the 10th of the month prior to the desired cancellation date.
 - 3) Failure cancel payroll deduction by the deadline may result in forfeiture of rights to a refund.
- d. If a vehicle with a bumper decal permit is sold or a permit is damaged, lost, or stolen, a replacement permit may be obtained for a fee.
- e. Employee permits are honored in designated areas on campus and at UCDMC. Employee permits are also honored on other UC campuses, subject to the rules and regulations of each campus.
- f. A permit does not guarantee the holder a reserved parking space. It provides the opportunity to park where space is available , and as the permit designation allows.
- g. Permits are for use by the purchaser only. Permits are not for resale or transferable to other persons. Only one valid parking permit may be purchased per person.

2. Eligibility for annual/multi-year permits

a. Career employees

Employee-only permits and general access permits are available to faculty and career staff. These permits are sold through payroll deduction, credit card (Visa or Mastercard) or on a cash basis.

b. Casual/Limited employees

Casual/limited employees who are not enrolled as students may purchase a general access permit on a cash or credit card basis. Casual/limited employees who are employed half-time or more for 6 months or longer also have the option to purchase

a permit through payroll deduction.

c. Teaching Assistants and Research Assistants

Teaching Assistants and Research Assistants are eligible to purchase general access permits only for the duration of their appointments. A copy of the Individual Selection Documents (IDOC) or a letter signed by the department chair or MSO stating the dates of appointment must be presented with the application and cash payment.

d. Students

- 1) Eligible students may purchase housing area permits, general access permits, and night permits from the appropriate Parking Services office.
- 2) Orchard Park, Solano Park, Russell Park, La Rue Park, Colleges at LaRue, West Village and Primero Grove resident permits are obtained from the respective housing area offices. These permits are valid only at each respective housing area. They are not valid in campus parking lots or areas Monday through Friday from 7:00 a.m. to 10:00 p.m.
- 3) Student housing residents are not eligible to purchase a long-term parking permit for campus. Students who have extenuating circumstances can petition Student Housing for an exception to purchase a restricted parking permit. Vehicles displaying a restricted resident parking permit are subject to the same parking regulations as other vehicles on campus and will be cited for violations as appropriate.
- 4) Students who are eligible to purchase UCDCM parking permits due to employment status can only use those permits at the Davis campus if they would normally be eligible for that specific parking privilege.

e. Davis campus departments

- 1) Davis campus departments may request annual departmental parking permits for use by faculty, staff, and students to perform departmental errands. These permits shall not be used to provide personal parking.
- 2) Campus funds shall not be used to purchase personal parking permits for individual faculty, staff, students, or vendors (see Section 350-10).

f. Retiree permits

- 1) Former faculty and staff who have been identified by the Benefits Office as officially retired are eligible to receive a retiree permit one month after their retirement effective date. The retiree permit may be utilized in campus parking facilities where "A" permits are valid.
- 2) A retiree who returns as a student or is reemployed by the University and/or is receiving compensation for services is no longer eligible for a retiree permit.
- 3) Retiree permits may be revoked as a result of inappropriate usage.
- 4) Retiree permits are non-transferable.

g. Courtesy permits

- 1) Departments may purchase annual courtesy permits to be issued to governmental officials; members of the Davis clergy whose activities directly serve the educational purposes of the University (permits are not issued in support of denominational activities or the recruitment of persons for particular religious groups); major UCD donors; and other persons or groups who serve UCD on a non-compensated basis only. A fee will be assessed for such permits.
- 2) Courtesy permits are non-transferable and are not for resale. Misuse may

- result in revocation of privileges.
- 3) Eligibility for Davis campus or UCDCM courtesy permits is determined by the respective Parking Services office upon recommendation of the Dean or Department Chair for consulting physicians and surgeons; and by the University Relations office for governmental officials. Questions regarding the eligibility of other persons or groups should be directed to Parking Services.
3. Disabled and medical parking permits
 - a. The California Department of Motor Vehicles issues identifying plates or placards to persons who require an oversized parking space to use special equipment such as wheelchairs or walkers. These are the only permits honored in parking spaces denoted by the international disabled symbol.
 - b. Medical parking permits are available through the Parking Services offices for persons who require temporary parking adjacent to their worksite for medical reasons.
 1. Medical parking permits must be displayed with a valid parking permit. If the applicant is not a permit holder, a short term permit will be sold to accompany the medical permit..
 2. Medical parking permit eligibility for students is assessed by the Student Disability Center and reviewed by Transportation and Parking Services. Employees must provide Parking Services a letter from a physician stating mobility limitations and duration of need.
 3. Medical parking permits may be issued on a temporary basis for up to 6 weeks, depending on individual need.
 - c. Students who require special assistance should contact the Student Disability Center. Staff and faculty who require special assistance should contact Disability Management Services.
 - d. Visitors with disabilities may park at no charge in designated disabled spaces, in unrestricted spaces, and at meters when a valid DMV-issued disabled placard is displayed.
 - e. Faculty, staff, and students with disabilities must purchase a campus disabled (DSA) parking permit that must be displayed in conjunction with their DMV disabled placard/plate.
 4. Vendor/contractor parking
 - a) Annual permits for vendors, contractors, salespersons, and consumer service representatives are available through campus or UCDCM Parking Services.
 - b) Departmental Guest parking permits may be issued only under the conditions described in III.F.3.c, above.
 - c) Arrangements for special contractor parking needs on campus are coordinated through the Office of Design and Construction Management or Facilities, and at UCDCM through Facilities Design and Construction. These offices coordinate their requests through the Parking Services offices.
 - d) Goods and services may not be sold or advertised in parking lots (or other areas) without written authorization of the University.

C. Visitor Options

1. Visitor parking

- a. Visitors, employees, and students who only occasionally park on campus may purchase a multi-use daily permit (10 day use) or a personal parking meter from the Transportation and Parking Services office, or a daily visitor permit (1 day use) at the dispensers located in lots designated for visitor parking. No refunds are given on daily parking permits.
- b. Visitor parking at UCDCM is available in parking structures. Visitors on official or administrative business can have the cost recharged to a sponsoring department. Other visitors, including patients, must pay the current posted visitor rate.
- c. Campus departments may purchase daily Departmental Guest parking permit booklets. Departmental Guest permits may be issued to guest speakers, official visitors attending meetings, or other individuals volunteering time to the University. Departmental Guest permits may not be issued to faculty, staff, students, or capital construction contractors.
 - 1) Departmental Guest permits shall not be issued to campus affiliates who forget their personal permits under any circumstances.
 - 2) Departmental Guest permits shall not be sold by the department to any individual.
- d. Departmental Guest permits generally shall not be issued to campus vendors/consultants except at the discretion of the department head under one of the following conditions:
 - 1) The vendor/consultant would otherwise assess the parking costs plus an administrative or overhead fee to the department for a daily permit.
 - 2) The vendor/consultant has been invited to participate in a best practices/review session meeting.
- e. Guests of Solano Park, Orchard Park, Russell Park, Primero Grove, Colleges at LaRue, LaRue Park, and West Village residents may park free only in spaces marked "S2", "O2," or "visitor." A visitor permit may be obtained at the respective housing office or from the resident visited. Visitors must comply with all parking regulations.

2. Metered parking

- a) Metered parking spaces allow motor vehicle parking for the time purchased and shown on the meter.
- b) Vehicles must be moved after the maximum posted time has elapsed. Consecutive use of a meter beyond the posted time is illegal.
- c) Vehicles displaying temporary medical permits issued by Parking Services or disabled license plates or placards issued by the Department of Motor Vehicles in conjunction with a DSA permit may park at meters without payment of fees. No other permits are valid in metered spaces Monday through Friday, 7:00 a.m. to 5:00 p.m.

IV. Parking Violations

- A. A motor vehicle parked in violation of specified parking provisions of the California Vehicle Code and the UCD Traffic and Parking Code is subject to issuance of a parking citation and may be immobilized or towed at the expense of the owner.
 1. The presence of a correctly completed and issued parking citation is considered to be

prima facie evidence that a violation has occurred.

2. Administrative review of parking citations may be requested through the Parking Services offices. Subsequent to administrative review and administrative hearing, violators can contest citations in Yolo County Superior Court if the violation occurred in Yolo County, or Sacramento Municipal Court if in Sacramento County.
3. Violators are subject to prosecution under the appropriate California Vehicle Code or UCD Traffic and Parking Code or may be subject to University disciplinary action, or both.
4. The basis for appeal of a parking citation is that the cited regulation was not violated. Claims of lack of intent to violate the regulations and financial hardship are not sufficient grounds for canceling a citation.
5. Motorized vehicles with 5 or more outstanding parking citations issued on 5 or more days may be immobilized or towed.
6. Motorized vehicles may be immobilized for failure to comply with specified sections of the California Vehicle Code or the UCD Traffic and Parking Code. Individuals, other than Parking Service representatives, attempting to remove immobilization devices are subject to criminal charges.

B. Penalties for inappropriate purchase/use of parking permits

1. Employees and students who do not abide by established parking regulations may lose their parking privileges for up to one fiscal year and are subject to administrative action.
2. Permits may be confiscated or cancelled and privileges revoked at any time due to an infraction by the permit holder.
3. Students cited for possession and use of an altered, stolen, counterfeited, or invalid permit or for improper use may be fined, lose their parking privileges, face disciplinary charges before Student Judicial Affairs, and/or be arrested for possession of stolen property.
4. Employees cited for possession and use of an altered, stolen, or invalid permit or for improper usage may be fined, lose their parking privileges, and/or be arrested for possession of stolen property.
5. Refunds will not be processed when the permit was obtained in a fraudulent manner (e.g., purchased for individual not eligible, communicating false information).
6. Misuse of a disabled placard or plate may result in citation, confiscation of the placard or plate and notification to the DMV.

V. Further Information

- A. The UCD Traffic and Parking Code, established pursuant to Sections 21113, 21200, and 39002 of the California Vehicle Code, sets forth the conditions and regulations pertaining to the operation and parking of vehicles upon the grounds of the University. The Code is updated regularly and is available online (see VI, C.).
- B. Additional information is available on the TAPS Website (taps.ucdavis.edu).

VI. References

- A. California Vehicle Code (<http://www.dmv.ca.gov/pubs/vctop/vc/vc.htm>).
- B. University of California Transportation Systems and Parking Program Principles, 4/17/02 (<http://www.ucop.edu/ucophome/coordrev/policy/parking-principles2002.pdf>).
- C. UCD Traffic and Parking Code (<http://taps.ucdavis.edu/parking/citations/code.html>).

- D. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
1. Section 350-10, Procurement Authority.
 2. Section 350-32, Miscellaneous Vehicles.
 3. Section 370-40, University Liability for Personal Property.