

University of North Texas
Transportation Services
Parking Rules and Regulations
2016-2017



TRANSPORTATION
SERVICES

Division of Finance
& Administration

UNT[®]

1155 Union Circle #310948
Denton, Texas 76203-5017
transportation.unt.edu

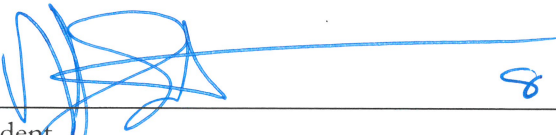
Transportation.Services@unt.edu

P: (940) 565-3020

F: (940) 565-2452

University of North Texas
Transportation Services
2016-2017 Parking Rules and Regulations

APPROVED 08-03-2016 :




President

8-3-16



Vice President

8-2-16



Associate President

8-2-16

Submitted for Review and Approval by:



Director of Transportation Services

CONTACT INFORMATION

Department

Phone (940) 565-3020
Fax (940) 565-2452
Email Transportation.Services@unt.edu
Website transportation.unt.edu
Address 1155 Union Circle #310948
Denton, Texas 76203-5017
Location Highland Street Garage
Hours Monday – Friday, 7:30 a.m. – 5:00 p.m.
After hours Contact the UNT Police Department
(940) 565-3000

All calls may be recorded for record-keeping, training,
and quality assurance purposes.

Transportation

Main (940) 565-3020
eRide (940) 565-3014
9:00 p.m. – 2:00 a.m.
DCTA (940) 243-0077

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1.0 INTRODUCTION

1.1 VISION, VALUES, MISSION STATEMENT, AND GOALS

1.1.1 Vision

Transportation Services will be an industry leader responsible for creating a campus wide transportation system that is responsive to customer needs, self-sustaining, efficient and equitable in the management of University resources.

1.1.2 Values

- Accountability
- Communication
- Environmental Sustainability
- Innovation
- Integrity
- Fiscal Responsibility
- Professionalism
- Teamwork

1.1.3 Mission Statement

Transportation Services supports the [University's mission](#) by maximizing campus access through environmentally sustainable practices, superior customer service, and through innovation and professional management of transportation resources and facilities.

1.1.4 Goals

Customer service is understanding our policies and communicating them accurately to our customers. We will listen carefully to fully understand the issue and respectfully craft a fair solution based on policies and procedures.

- Provide accessible parking facilities and transportation choices
- Partner and collaborate with the University community to encourage problem-solving communication
- Provide accurate and timely information to all customers
- Manage revenue and resources effectively and efficiently
- Plan strategically for capital expenditures
- Promote compliance through education, enforcement, and regulation
- Annually evaluate performance to improve services through surveys offered to our stakeholders.

1.2 TRANSPORTATION SERVICES INFORMATION

1.2.1 Parking Privilege

Parking on campus is a privilege, not a right. Parking rules and regulations will be enforced as noted in this document. The privilege of parking on campus is granted when a vehicle is parked in compliance with these regulations. Upon purchasing a

UNT parking permit, the permit holder agrees to follow all of the current rules and regulations.

1.2.2 Requirements

Vehicles parked in the Campus Area (see Regulations 3.4, 3.8, 3.9, and 3.10) are required to display a current UNT parking permit and to park where that permit is honored. Vehicles parked at meters, in paid hourly lots, or in the Union Circle Garage are excluded from this requirement. UNT faculty, staff, and students are encouraged to educate family members and guests who park on campus about parking regulations and expectations. See Regulation 4.0 for visitor parking information.

1.2.3 Precedence

Posted signs overrule regulations, and regulations overrule the parking map.

1.2.4 Alternative Services

The University of North Texas recognizes that the use of a motor vehicle on campus is a convenience for many and a necessity for some. We have a commitment to promote alternative transportation through biking, the UNT Shuttle, UNT eRide, and the Denton County Transportation Authority (DCTA) services. Our desire is to reduce traffic congestion and improve pedestrian safety through these options.

1.2.5 Enforcement

When the University is open for business, regardless of whether or not classes are in session, parking is enforced in all areas. For official closures, refer to the current academic calendar found at <https://www.unt.edu/catalogs/2016-17/calendar>.

1.2.6 Damage to Vehicles

The University assumes no responsibility in cases of vehicles damaged by wheelstops and curbs.

1.2.7 Availability

A parking permit is not a guarantee that an individual will locate a parking space.

1.2.8 Closures

When time allows, Transportation Services will communicate with the campus community when parking spaces or areas are subject to closure, temporary restrictions, or other conditions which prevent normal use of a parking facility.

1.3 PARKING AUTHORITY AND CONTROL

1.3.1 Authority

The Texas Education Code (51.202) provides authority to the University of North Texas System to regulate parking. The University Of North Texas System Board Of Regents has delegated this authority to the President of the University of North Texas pursuant to UNT System Regent's Rule 11.800 Parking and Traffic Regulations (<https://untsystem.edu/regents-rules.htm>).

1.3.2 Establishment of Rates and Operation

The UNT President establishes parking permit rates, meter rates, garage/facility parking rates, and establishes fine amounts for violations. The UNT President has delegated authority to the Director of Transportation Services to create the Transportation Services Rules and Regulations with recommendations from the Transportation Services Advisory Committee. Additionally, Transportation Services is authorized to provide enforcement of the parking rules and regulations, and operate the Transportation Services program.

1.3.3 Temporary Closures

UNT Transportation Services or Police Department employees are authorized to close or otherwise restrict parking in specific parking spaces or locations for construction, maintenance, special events, or other appropriate reasons necessary to accomplish institutional goals. Transportation Services reserves the right to make such changes with or without advance notice.

1.3.4 Enforcement Authority

All Texas criminal laws and motor vehicle laws, in addition to University regulations, are in effect on UNT property. Transportation Services' employees have the authority to enforce regulations and remove or impound any vehicle parked in violation of regulations.

2.0 DEFINITIONS

2.1 UNIVERSITY

The word "University" in this text refers to the University of North Texas located in Denton, Texas.

2.2 UNIVERSITY PROPERTY

All properties in Denton, Texas owned, leased, or otherwise under the control and jurisdiction of the Board of Regents of the University of North Texas System.

2.3 CAMPUS AREA

All university owned or controlled property within the City of Denton. This area also includes all public streets under the jurisdiction of the City of Denton in accordance with an interlocal cooperation agreement between UNT and the City of Denton.

2.4 PARKING GARAGES

The Union Circle Garage and the Highland Street Garage are owned and operated by the University of North Texas. Paid hourly parking is available in the Union Circle Garage. No permit is required for hourly parking.

2.5 MOTOR VEHICLES

Any vehicle that is self-propelled and in, upon, or by which any person or property is or may be transported or drawn upon a public highway, except devices moved only by human power or used exclusively on stationary rails or tracks.

2.6 OTHER VEHICLES

Any mechanism or device that can be used for the transportation of passengers or cargo. This definition includes, but is not limited to: bicycles, skateboards, self-balancing electric scooters, roller skates, in-line skates, wagons, and sleds.

2.7 PARKING PERMIT

Any decal, sticker, hang tag, emblem, or access device (e.g., cards, TollTag) authorized or issued by UNT Transportation Services that grants parking privileges on University property.

2.8 PARKING ZONE

The designation of a space, lot, or specific area in which parking is permitted.

2.9 UNIVERSITY HOLIDAY

Any day, except Saturday or Sunday, when the University is officially closed.

2.10 SUMMER PARKING

This time period is defined as the first Monday following Spring Commencement through the first Monday following Summer Commencement. Parking Regulations are still enforced during this period.

2.11 PARKING SPACE

The area between two parallel white or green stripes and/or a wheel stop in a designated parking area.

2.12 RETAIL ZONE

Hourly parking areas where there are interlocal agreements between the City of Denton and local businesses to promote customer turnover.

2.13 NO PARKING AREA

Any area not specifically marked or designated for parking.

2.14 FIRE LANE

Areas marked by red painted lines to show the boundaries of the fire lane. May also be designated by signs stating “Fire Lane” and/or “No Parking”.

3.0 GENERAL INFORMATION

3.1 ADVISORY COMMITTEE

The Transportation Services Advisory Committee makes recommendations on parking permit rates, meter rates, garage/facility parking rates, and fine amounts for violations to the Director of Transportation Services.

3.1.1 Members

- Student Government Association President
- Student Government Association Vice President
- Graduate Student Council President
- Graduate Student Council Vice President
- Faculty Senate President or designee
- Staff Senate President or designee
- President's Office designee
- UNT Chief of Police
- Associate Vice President for University Information Services
- Director of Transportation Services (non-voting member)

3.2 SPEED LIMIT

- The speed limit for all vehicles in a parking lot is 10 MPH.
- The speed limit for all vehicles on all streets through campus is 20 MPH unless otherwise posted.
- The speed limit for all vehicles in a parking garage on campus is 5 MPH.

3.3 USE OF VEHICLES OFF OF ROADWAYS

The use of campus sidewalks by motor vehicles, as defined in Regulation 2.5, is prohibited. Authorized University vehicles may use sidewalks and other appropriate areas for repairs and operations. Operation of motor vehicles on sidewalks, lawns, and during class periods is regulated by [UNT Policy 9.5](#), Vehicle Operation and Parking. Vehicles will not be operated on University sidewalks for the 10-minute period before and after class change time. Motor vehicles are prohibited from stopping or standing in designated bicycle lanes.

3.4 OTHER VEHICLES, PROHIBITED

Other vehicles, as defined in Regulation 2.6, are prohibited in the following areas:

- On any pedestrian walk, ramp, courtyard, or patio where signs are posted
- Within any building on University property, as defined in Regulation 2.2
- On any ramp established for persons with disabilities
- On any stairs, landings, or handrails on University property; as defined in Regulation 2.2
- In or on a University owned parking garage

- Or on University structures, including but not limited to benches, walls, sculptures, statues, or monuments

3.5 ROLLER-SKATES, ROLLER-BLADES, SKATEBOARDS, AND OTHER DEVICES

Performing or attempting to perform acrobatic stunts using roller-skates, roller-blades, skateboards, or any other device is prohibited on campus, unless specifically approved as part of a sanctioned University event.

3.6 PROPER PARKING

3.6.1 Operator Responsibility

Motor vehicle operators are responsible for finding an authorized parking space. No part of the vehicle may be parked on or over a line or other such space delineators. Vehicles that do not fit within a single designated space must coordinate their parking with Transportation Services.

3.6.2 Hazards

Parking a vehicle in any place that will create a traffic hazard or obstruct access is prohibited. Parking in fire lanes is never allowed. During move-in/move-out dates vehicles may stop to load/unload, but the vehicle must be attended by a licensed driver at all times.

3.6.3 Traffic Control

Any vehicle parked in a parallel space on a roadway must face the direction of authorized traffic movement. Ground markings such as arrows show the direction of travel for each aisle in parking lots and garages. Vehicles must travel in the direction of authorized traffic movement when ground markings are present. Angled spaces indicate the direction of travel for each aisle in parking lots and garages. Vehicles must park head-first when angled spaces are present. Vehicles are prohibited from backing into or pulling through angled spaces.

3.6.3.1 Barricaded Spaces

Vehicles are prohibited from parking in a barricaded space, to drive around a barricade, or to move a barricade.

3.7 SUMMER PARKING

This time period is defined as the first Monday following Spring Commencement through the first Monday following Summer Commencement.

- “A” and “FS” permits and zoned spaces are enforced all year (see Regulation 9.2 and 9.3). There will be no exceptions to this enforcement policy for these areas.
- “Eagle” permits are honored in “Eagle” zoned spaces at any time.
- “R” permits are honored in “R” zoned spaces at any time.
- “RS” permits are honored in “RS” zoned spaces at any time.
- “TF” permits are honored in “FS” and “Eagle” zones spaces at any time.

- Vendor permits are honored in “FS,” “Eagle,” Service, and Visitor spaces for a maximum of two hours.

3.8 MISCELLANEOUS PARKING INFORMATION

3.8.1 Student Health & Wellness Center

Student Health & Wellness Center patients and Career Center visiting employers have parking spaces reserved in Lot 5 near Chestnut Hall.

- These spaces are enforced from 7:00am to 10:00pm, Monday – Friday.
- These spaces require a validation or permit issued from the Student Health & Wellness Center, dental office, optometrist office, Counseling and Testing Center, or Career Services Center.
- Lot 5 citations must be paired with the validation and returned to Transportation Services.
- Prepaid codes may be used to grant parking in Lot 5. These codes will be provided to the offices in Chestnut Hall by Transportations Services and distributed by the offices in Chestnut Hall to their guests.

3.8.2 Changes to Parking Privileges

Transportation Services reserves the right to modify parking privileges at any time when necessary for safety, security, special events, or traffic control.

3.8.3 Customer Contact Information

Customers are responsible for notifying Transportation Services of any changes in their contact or vehicle information.

3.8.4 Inoperable Vehicles

If an inoperable vehicle is parked in violation, the operator of the inoperable vehicle must notify Transportation Services at (940) 565-3020 immediately. After business hours, the operator of the inoperable vehicle must notify the UNT Police Department at (940) 565-3000. Otherwise, the vehicle will be subject to citation and/or impoundment. Inoperable vehicles must be removed from campus within 24 hours.

3.8.5 Vehicles without Identifying Numbers

Vehicles found with no identifying numbers visible (e.g., license plate, vehicle identification number, permit number) will be towed and impounded. The owner of the vehicle is responsible for all towing and storage charges.

3.8.6 Recreational and Large Vehicles

Recreational vehicles, semi-tractor trailers, buses, and similar vehicles are prohibited from overnight parking on campus unless prior arrangements are made with Transportation Services. UNT parking permits are issued to motor vehicles only; use of a UNT parking permit on recreational vehicles is prohibited.

3.8.7 Car Covers

Car covers must have a permit attached to the cover within a weatherproof pocket or some other method so that the permit is visible under all weather conditions.

3.9 ADA PARKING

ADA accessible parking is available to persons who have a UNT parking permit and an ADA license plate, an ADA veteran license plate, or a State approved ADA placard. “FS” spaces and “Eagle” spaces are included.

3.9.1 Unauthorized Areas

Areas zoned “A” Reserved, service areas, fire lanes, no parking zones, bus stops, or tow away zones are not authorized for ADA parking. Visitor areas are only authorized with a valid UNT Visitor permit.

3.9.2 Time Zones and Meters

Vehicles displaying state approved ADA credentials and a valid UNT parking permit may park in at parking meters for an unlimited time or in time zone spaces for the maximum posted time limit.

3.9.3 Failure to Display Credentials

If cited for failure to display a state issued ADA credential, an individual may bring their state issued credential to Transportation Services and the citation will be reduced to a once per year warning.

3.9.4 Temporary ADA Permits

Transportation Services may issue a temporary ADA permit for a maximum of six weeks upon presentation of a written request from a licensed physician. State issued temporary ADA credentials should be obtained if the medical condition requiring the permit is expected to exceed six weeks. Additional information may be located at: <http://www.txdmv.gov/motorists/disabled-parking-placards-plates>.

3.10 ABANDONED VEHICLES

Transportation Services may deem a motor vehicle to be abandoned if parked on the University campus for more than 48 hours without a valid permit displayed. This is in accordance with Texas Transportation Code, Sec. 683.002 which states that a motor vehicle is considered abandoned if:

- The vehicle is inoperable, is more than five years old, and has been left unattended on public property for more than 48 hours, or
- The vehicle has remained illegally on public property for more than 48 hours.

3.10.1 Impounding of Abandoned Vehicles

Abandoned vehicles may be immediately impounded/immobilized. Reasonable efforts will be taken by Transportation Services to contact the registered owner. The owner of the vehicle is responsible for all towing and storage charges. Abandoned vehicles which have been impounded will be stored for 30 days before being disposed of in accordance with state laws.

3.10.2 Liability

The University assumes no responsibility to protect any vehicle or its contents at any time it is operated or parked on campus.

4.0 VISITOR INFORMATION

4.1 DEFINITION

A visitor is anyone who is not enrolled in classes or does not work for the university and who is not otherwise currently affiliated with the University.

4.2 PERMITS

Visitors may purchase a daily permit allowing them to park in “Visitor”, “FS”, or “Eagle” lots from the Transportation Services office, located in the Highland Street Garage. This permit may also be purchased online and must be printed out and placed on the dashboard of the vehicle driven. Purchase the online visitor permit here:

http://transportation.unt.edu/visitor_info.html

4.3 PARKING GARAGE

Visitors may park in the Union Circle Garage. Current garage rates may be viewed at the following website: <http://transportation.unt.edu/garage.html>

4.4 RESTRICTIONS

Visitor spaces are not to be used by students, faculty, or staff members of UNT, UNT Dallas, UNT HSC, or the UNT System. Questions regarding Visitor spaces should be directed to the Transportation Services office at (940) 565-3020.

5.0 PARKING ENFORCEMENT

5.1 VEHICLE ELIGIBILITY TO PARK ON CAMPUS

Only vehicles properly displaying a valid University parking permit may park on University property.

5.2 LOT AND SPACE DESIGNATION

University parking spaces/lots are designated by parking zones. This designation determines which permit is honored in each zone, unless otherwise marked. Please refer to the official UNT Parking Map, which can be found online at transportation.unt.edu or at Transportation Services, located in the Highland Street Garage.

5.3 POLICY ENFORCEMENT

Parking policies are enforced at all times. Areas marked as No Parking, ADA accessible spaces, fire lanes, loading zones, and Service Vehicle spaces are enforced at all times.

6.0 LOST/STOLEN/DAMAGED PERMITS

6.1 REPORTING

A permit which is lost, stolen, missing, or no longer in your possession must be reported to Transportation Services immediately. Individuals are responsible for all citations issued against their permit prior to the date the report is made.

6.1.1 Recovery

If a permit that has been reported lost or stolen is recovered, that permit must be returned immediately to Transportation Services.

6.1.2 Restrictions

Vehicles displaying a permit that has been reported lost or stolen are immobilized or impounded immediately.

6.2 REPLACEMENT

Lost and missing permits and garage access cards may be replaced for a \$25.00 fee.

6.2.1 Lost in the Mail

Permits that are lost in the mail can be replaced free of charge when Transportation Services is notified within 30 calendar days of the date the permit was ordered. Permits lost in the mail and not reported within 30 days may be replaced for a \$25.00 fee.

6.2.2 Damaged

Damaged permits will be replaced for a \$10.00 fee if they are returned to Transportation Services.

6.2.3 Stolen

Stolen Permits may be replaced for a \$10.00 fee after a police report is filed.

7.0 PARKING GARAGES, METERS, AND TIME ZONES

7.1 PARKING GARAGES

7.1.1 Hourly Parking

Parking garage hourly parking is available at the posted rates. Information can be found on the Transportation Services website: transportation.unt.edu. Lost garage tickets or having insufficient funds will result in the customer being charged the maximum daily rate of the garage they were occupying. The maximum daily rate is posted at the entrance to each garage. Please see Regulation 10.6 for Notice of Non-Payment citations.

7.1.2 Access Cards

Semester and annual parking is available via access card only in the Highland Street Garage. Access cards are available from the Transportation Services office which is

located in the Highland Street Garage. Overnight parking is allowed with a valid access card.

7.1.3 Restrictions

It is prohibited for any person to deface, damage, tamper with, impair the usefulness of, or open without lawful authority an entry gate, exit gate, or any other garage equipment. Appropriate fees will be assessed for repair or replacement.

7.1.4 Safety

No grills, open flames, or tailgating is allowed in any University parking garage.

7.1.5 Closures

Parking garages are closed during University holidays and are repurposed during campus-wide special events. Garages may also be repurposed in the event of emergency or maintenance. Prompt notice will be issued via email prior to any scheduled holiday or event. ***Transportation Services cannot guarantee that garage spaces will be available at all times.*** Please verify and update your information with Transportation Services by calling (940) 565-3020, emailing transportation.services@unt.edu, or logging on to your parking account at transportation.unt.edu.

7.2 PARKING METERS

7.2.1 Information

Parking meter rates, durations, and hours of enforcement are posted on each individual meter. To ensure proper credit, when parking at a dual-space parking meter, press the button for the space you are parked in prior to paying the meter.

7.2.2 Enforcement

Parking meters are enforced as posted by applicable signage. Vehicles parked in metered spaces without the meter being activated with lawful coins are subject to a citation. It is prohibited for any person to damage, tamper with, impair the usefulness of, or open without lawful authority any parking meter installed pursuant to this regulation. It is prohibited for any person to insert into a parking meter any object that is not a coin of the United States.

7.2.3 Broken Meters

Parking is not allowed at broken parking meters. Report broken parking meters to Transportation Services at (940) 565-3020 as soon as possible.

7.2.4 Exemption from Payment

Parking meter payment is not required for those with one of the following license plates:

- Prisoner of War,
- Pearl Harbor Survivor,
- Congressional Medal of Honor,
- Legion of Valor,

- Purple Heart,
- Legion of Merit, and
- Defense Superior Service Medal.

For metered parking fees and requirements for those with an ADA or Disabled Veterans parking credential, please see Regulation 3.9.2.

7.3 TIME ZONES

Spaces with marked time limits, are enforced as posted by applicable signage.

7.4 PAID HOURLY LOTS

Prompt payment must be made using the corresponding technology in Paid Hourly Lots. Vehicles parked in paid hourly lots without payment for the entire time parked are subject to a citation

7.4.1 Pay-by-Cell

Payment for hourly parking in designated lots may be made via a smartphone app or by calling a phone number as indicated by applicable signage.

7.4.2 Smart Meters

Payment for hourly parking in designated lots may be made at a walk-up paystation. The smart meter will accept credit and debit cards only as indicated by applicable signage.

8.0 PERMIT INFORMATION, REFUNDS, UPGRADES

UNT parking permits are designed to be repositionable and may be moved from one vehicle to another. All vehicles parked on campus must display a valid parking permit to park in a surface lot or in an on-street space, or you may choose paid parking in the Union Circle Garage or at a parking meter. All vehicles displaying or eligible to display your permit must be added to your account with Transportation Services. Update your vehicle information at transportation.unt.edu.

For visitor information, please see Regulation 4.0.

8.1 PARKING PERMITS

8.1.1 Usage

Parking permits, once purchased, may be used by the registered purchaser on any vehicle which the purchaser registers on their account with Transportation Services. **The person to whom a parking permit is issued is responsible for all citations issued against their permit regardless of who was given authority to drive the vehicle.** Permits may not be transferred to other persons and become void when the purchaser is no longer actively associated with the University. All annual permits are valid from the first day of classes of each new academic year through August 31st of the following summer. See transportation.unt.edu for more information.

One temporary one-day permit will be issued per long semester or during the summer at no charge if the permit was not moved over to the vehicle brought to campus. Additional temporary one-day permits may be purchased for a fee (See Appendix C -). This only applies to individuals who have already purchased a parking permit.

8.1.2 Purchase

All permits are sold online at transportation.unt.edu. UNT Dallas and UNT HSC permits are also sold online at the UNT Transportation Services website. The last page of the online permit ordering process is a receipt for you to print for your records. The permit ordered is valid immediately. The temporary permit (not your receipt of payment) should be printed and placed on the front dash of the vehicle on the passenger side where it is visible from the outside. This temporary permit is valid for 30 days.

Permits ordered online should be delivered to the requested address within seven to ten days of placing the order. Contact Transportation Services immediately if the permit does not arrive within ten days of the date the temporary permit is set to expire. A permit lost in the mail can only be replaced free of charge if Transportation Services is notified within 30 calendar days of the order date (see Regulation 6.2.1).

8.1.3 Display

The face of a permit must be clearly visible from the front of the vehicle and properly displayed to be honored. The decal style permit must be affixed to the inside of the front windshield in the lower right hand corner (front passenger side). Permits obscured by window tinting, a sunshield, etc. are not considered valid and will not be honored (see Regulation 9.12 for permit placement on a motorcycle).

- Placard type permits must be properly displayed from the rearview mirror stem.
- Permits which are taped on, or affixed by unauthorized materials, will subject the permit holder to a citation.
- All decal permits are repositionable. Lockable permit sleeves are available for purchase from Transportation Services for open-air vehicles or motorcycles.

8.1.4 Restrictions

Faculty, staff, and students with outstanding fees due to Transportation Services are not eligible to purchase any parking permits.

8.1.5 UNT, UNT Dallas, UNT Health Science Center, and UNT System

8.1.5.1 Employees

Employee permits from the UNT, UNT Dallas, and UNT Health Science Center campuses are honored in all spaces zoned “FS”.

8.1.5.2 Students

Student permits from the UNT Dallas and UNT Health Science Center campuses are honored in all spaces zoned “Eagle”.

8.1.5.3 UNT System

UNT System employees are responsible for purchasing a permit for the campus to which they are assigned to work.

8.2 REFUNDS

Transportation Services will not issue refunds. All sales are final.

8.2.1 Payroll Deduction

Employees who have purchased their permit through Payroll Deduction may bring their permit in and we will implement a “Stop Payment Plan”, stopping their current payroll deduction. These employees must not have an outstanding balance with Transportation Services.

8.3 PERMIT EXCHANGES

All permit exchanges must be requested in the Transportation Services office. All UNT faculty, staff, and students are able to upgrade or downgrade their permits, given the following conditions are met:

- No exchanges will be made on accounts with an outstanding balance, and
- The exchanged permit must be returned to the Transportation Services office.

Once the above criteria have been met, the Transportation Services representative may issue the customer a new permit.

9.0 PERMIT CLASSIFICATIONS

9.1 “AA” ALL ACCESS PERMIT (RED PERMIT)

The holder of this permit may park in any space on campus except in Reserved spaces in Lots 1, 2, 3, and 18; ADA spaces; No Parking areas; and fire lanes. A University or personal vehicle displaying this permit may park in any time zone or service/state vehicle space while being used for University business.

9.2 “A” FACULTY/STAFF RESERVED PERMIT (GREEN PERMIT)

“A” Reserved permits may only be purchased by full-time faculty and staff. Faculty and staff on a sabbatical are also eligible for these permits providing that they purchase the permit for the duration of the sabbatical; these customers will be moved to the bottom of the corresponding waiting list if they do not purchase a permit for the duration of their sabbatical. Faculty and staff may park their vehicle in their designated space or lot or any “FS” or “Eagle” space. The subleasing of reserved “A” parking spaces is prohibited. Enforcement periods and parking zone privileges for “A” spaces are indicated in Appendix A.

Reserved “A” spaces and lots are enforced 7:00am to 5:30pm, Monday – Friday when the University is open. Vehicles parked in a Reserved parking lot without the appropriate permit are subject to being cited, impounded, or immobilized immediately. After 5:30pm, unauthorized vehicles will be towed. The towing fee is issued as a separate citation. The fees can be found in Appendix C - .

9.3 “FS” FACULTY/STAFF PERMIT (BLUE PERMIT)

This permit is for faculty and staff and non-UNT employees working on campus in support of UNT operations. Enforcement periods and parking zone privileges for “FS” lots and spaces are indicated in Appendix A - .

- “TF”, “A”, “HD”, Visitor, and specialty permits indicating “FS” spaces are honored in “FS” spaces.
- “FS” spaces located within the resident parking areas are enforced 24/7/365 and are identified by signs.

9.4 “TF” TEACHING FELLOW PERMIT (BLACK, YELLOW, OR PURPLE PERMIT)

This permit is sold by the semester to Teaching Fellows. Each department will provide a list of current Teaching Fellows to Transportation Services for verification.

- “TF” permits are honored in all “FS”, and “Eagle” spaces at any time.

9.5 “HD” HALL DIRECTOR PERMIT (LIGHT BLUE PERMIT)

This permit is sold to Hall Directors and their spouses only. These spaces are reserved 24 hours, seven days a week.

- “HD” permits are honored in all “HD”, “R” and “FS” spaces.

9.6 “HF” HONORARY RETIREE FACULTY/STAFF PERMIT (GOLD PERMIT)

This is a complimentary permit for retirees of the University who occasionally visit campus. Occasionally is defined as a maximum of five days per month.

- This permit may not to be used while working or attending class.
- This permit is honored in all spaces zoned “FS”, “Eagle”, and visitor spaces across campus.
- If a UNT Retiree returns to UNT to perform compensated employment activities, the “HF” permit is invalid and an appropriate permit must be purchased.

9.7 “R” STUDENT RESIDENT PERMIT (ORANGE PERMIT)

Students must live in a residence hall to be eligible for this permit. Enforcement periods and parking zone privileges for “R” spaces are indicated in Appendix A - .

- “R” permits are honored in all spaces zoned “R”.

- Residence Hall permits must be returned to Transportation Services when moving out of the residence halls. The “R” permit can be exchanged for an “Eagle” permit.
- The “R” permits are not to be used to park in any Hall Director “HD” space at any time. Vehicles parked in an HD parking space without the appropriate HD permit are subject to being impounded immediately. HD spaces are reserved at all times.

9.8 “HSG-R” STUDENT RESIDENT GARAGE ACCESS (ACCESS CARD & ORANGE/GREEN PERMIT)

Students must live in the residence halls to be eligible for this permit. Enforcement periods and parking zone privileges for “HSG-R” spaces are indicated in Appendix A - .

- “HSG-R” decals must be affixed to the outside of the rear windshield on the passenger side. Vehicles must be parked head-in.
- “HSG-R” permits are purchased online and are available to pick up at the Transportation Services office.
- “HSG-R” permits are only valid on floors 4 through 7, including the ramp between floors 3 and 4, in the Highland Street Garage. This permit is not valid in ground parking lots.
- Sharing of garage access cards (Passback) is prohibited and is considered Theft of Service in the State of Texas. If a passback action is detected the system will automatically terminate your access card and your parking privileges will be revoked. No refund will be issued.

9.9 “EAGLE” EAGLE PERMIT (GOLD PERMIT)

This permit is available to all students living off campus. Enforcement periods and parking zone privileges for “Eagle” permits are indicated in Appendix A - .

- “Eagle” permits are honored in all spaces zoned “Eagle”.

9.10 “RS” REMOTE PERMIT (LIGHT GREEN PERMIT)

This permit is available to all customers. This is intended as a lower-cost option where parking is available in remote areas of campus. Pedestrian access to campus and bus service will be available. Enforcement periods and parking zone privileges for “RS” permits are indicated in Appendix A - .

- “RS” permits are honored in all spaces zoned “RS”.

9.11 “V” VENDOR PERMIT (PURPLE PERMIT)

Vendor permits may be purchased at the Transportation Services office. They are for use by companies providing the University with goods or services. Proof of eligibility is required at time of purchase and consists of:

- A letter on company letterhead affirming that the company does business with UNT, and
- The individual requesting a Vendor permit is an employee of said company.

Vendor permits are honored in any space zoned “Eagle”, “FS”, Service, or Visitor for a maximum of two hours, or in any time zone for the posted time limit. Vendor permits are only honored when the permit holder is conducting legitimate business with UNT. Personal use of a vendor permit is prohibited.

9.12 MOTORCYCLE, MOTORBIKE, MOTOR SCOOTER PERMIT

Any motor vehicle (see Regulation 2.5) with two wheels is required to park in a space zoned “Motorcycle”. This excludes “A” permit holders who may park in their designated space or lot. Permits must be permanently affixed on the left front fork of the vehicle or in a lockable, UNT-issued permit sleeve where it can be seen without difficulty. For the fee to purchase a lockable permit sleeve, see Appendix C - .

10.0 PARKING FEES

10.1 PERMIT FEES

Current annual permit fees are in Appendix B. Permit fees prorate beginning on November 1. Contact Transportation Services for current prices.

10.2 LATE FEES AND COLLECTION EFFORTS

10.2.1 Citation Notification

A citation issued to a vehicle is the first and primary notification of a violation.

10.2.2 Additional Notifications

A citation notification is sent electronically to a UNT email address or a secondary email address if one has been provided to Transportation Services. Notification is deemed to have been made at the time the electronic notice is sent to the provided e-mail address. One electronic notification will be sent prior to the escalation fee being implemented and the last day to appeal expires. If an e-mail address has changed, is not provided, or is otherwise not able to receive mail, notice is deemed to have been made at the time Transportation Services attempts to send the electronic notice of citations.

Transportation Services will use state and other appropriate national databases to access address information from vehicle registrations. For citations issued to a vehicle not found in our system, the citation(s) notification will be sent to the registered owner.

10.2.3 Late Fees

A late fee is assessed for each citation that remains unpaid after 15 calendar days from the date the citation is issued. See Appendix C - for current fees.

10.2.4 Collection Efforts

Citations that remain unpaid after 45 days are turned over to collections. Additional fees are assessed by the collection agency.

Transportation Services will place a hold on any student's Student Account when parking fines or fees remain unpaid. Transportation Services will notify Human Resources and the employee's direct supervisor of employee fines and fees that remain unpaid in addition to initiating collection procedures when appropriate.

10.3 IMMOBILIZATION DEVICES/IMPOUND (TOWING)

10.3.1 Process

A vehicle may be immobilized or impounded for any of the following reasons:

- Accumulating three or more past due citations,
- Displaying a permit reported lost or stolen,
- Displaying a permit which has been altered or replicated,
- Parking in lots designated for special events,
- Failing to have any visible identifying numbers (VIN number, License plate)
- Flagrant violation of UNT parking regulations, or
- Any other reason authorized by law.

If the driver or owner of the vehicle arrives after the immobilization or impoundment process has begun, the process will be completed and fee applied. University Community Service Officers or Police Officers cannot accept payment to prevent or stop this process. The vehicle driver or owner must go to the Transportation Services office to resolve all outstanding debt for the vehicle to be released. Impounded vehicles are released through Transportation Services during normal business hours and through UNT Police Communications outside of normal business hours.

10.3.2 Liability

UNT is not responsible for any damage to a vehicle during immobilization, impound, relocation, or storage.

10.3.3 Fees

A scofflaw or towing fee, in addition to any citation fine, is charged to the permit holder or registered owner of the vehicle. Payment in full of all outstanding citation fines, scofflaw fees, and tow fees is required prior to release of the vehicle. Should the vehicle not be claimed or the fines/fees are not paid in full the vehicle may be disposed of in accordance with State law. See Appendix C - for current fees.

10.3.4 Restrictions

Any unauthorized tampering or removal of an immobilization device may result in criminal prosecution.

10.4 REVOCATION OF PARKING PRIVILEGES

The Director of Transportation Services may revoke an individual's privilege to park on campus for any of the following reasons:

- Accumulating 10 or more citations, paid or unpaid, during an academic year,

- Accumulating three or more citations for failure to display a valid permit during an academic year,
- Committing a criminal act relating to university parking regulations, and
- Any other reason authorized by law.

A permit that is revoked for any of the above reasons will become void at the time of revocation, and will not be entitled to a refund.

10.5 CITATION FEES

The goal of Transportation Services is to obtain voluntary compliance with the regulations rather than to assess fines. Parking fines have been enacted to support this goal. Citations are not cleared from an individual's parking record once paid. A complete history of an individual's parking activity is maintained. For a list of parking violations and the citation fine amounts, see Appendix C - .

10.6 NON-PAYMENT OF PARKING FEE IN GATED OR GARAGE PARKING

In the event that an individual exits the parking garage without paying, they will be issued a Notice of Non-Payment citation. The fee for this citation can be found in Appendix C - . The Notice of Non-Payment citation will follow the same guidelines as parking citations; a late fee will be applied after 15 calendar days from the date of issuance. If the individual is a student, a hold will be placed on their student account. These citations are eligible to be sent to a collection agency if left unresolved. These citations are not eligible for appeal.

10.7 TRANSFERRING FEES TO STUDENT ACCOUNTS

No fees or fines will be transferred to a student's Student Account.

11.0 PARKING PAYMENT AND APPEALS

11.1 PAYMENT PROCEDURES

Payment options to Transportation Services are as follows:

- Payments are accepted online 24 hours a day, seven days a week by logging into the Transportation Services website, transportation.unt.edu. Online payment methods include VISA, Master Card, American Express, and Discover.
- The Transportation Services office accepts VISA, Master Card, American Express, Discover, Cash, Traveler's Checks, or Money Orders. Personal checks will be accepted from any individual with an appropriate government ID such as a state driver's license or military ID.

11.1.1 Returned Checks

All returned checks will be assessed a Merchant Fee of \$30 ([Section 3.506 Texas Business & Commerce Code](#)). All Hot Checks will be filed with the Denton Criminal District Attorney for collection and/or prosecution ([Denton County District Attorney - Hot Checks Section](#)).

11.2 UNPAID CITATIONS

After being issued a citation, payment must be made before the 16th calendar day from the date of issuance to avoid a late fee (see Regulation 10.2). Unpaid citations may result in:

- Immobilization or Impoundment,
- Service Indicator holds attached to student account,
- Reporting to a collection agency, and
- Revocation of parking privileges.

Transportation Services reserves the right to collect parking fines and fees from the registered owner of the vehicle, the permit holder, registered purchaser, and/or the UNT student or UNT employee operating the vehicle on campus.

11.3 PAYROLL DEDUCTION

Benefits eligible UNT employees have the option to use payroll deduction to purchase a parking permit.

- Requesting payroll deduction as a payment option authorizes the University to reduce your annual salary, divided over 9 or 12 months of pay periods.
- The designation of an employee as either a 9 or 12 month employee is dependent upon the employee's classification with UNT Human Resources. If an employee elects payroll deduction, the number of pay periods for the deduction will be determined by the employee's classification as either 9 or 12 months.
- Upon termination of employment with UNT, a permit holder on payroll deduction shall return their permit to Transportation Services. Permits not returned remain active and the permit holder is responsible for the permit fee.
- If an employee requests to exchange a permit, one deduction process will be discontinued and a new one initiated for the new permit.

11.4 PARKING CITATION APPEALS

11.4.1 Procedures

All individuals believing a parking citation was issued in error may appeal the citation. Citation appeals must be filed within 15 calendar days of date the citation is issued. Citation appeals are filed online at transportation.unt.edu (guest accounts can be created). Appeals cannot be submitted following the 15th day after issuance. Citation appeals will be reviewed by an Appeals Officer. The Appeals Officer will make a determination consistent with these regulations.

The Appeals Officer's determination is final. No further action may be taken.

11.4.2 Restrictions

The parking appeals process applies to UNT parking violations only. City parking and traffic citations must be cleared through the Municipal Court of the City of Denton, Texas, on or before the time and date stated on the citation. Citations

resulting in vehicle impoundment may be appealed through the normal appeal process but must be paid before the vehicle is released.

11.5 WARNINGS

11.5.1 Visitors

Visitors to the University are entitled to a warning on the first ticket issued.

Exceptions are:

- No Parking Areas
- Yellow or red curbs or lines on the street,
- Tow Away Zones,
- Fire Lanes,
- ADA accessible spaces,
- Reserved space or lot violations,
- Paid Hourly lots, and
- Parking meters.

To reduce a citation to a warning, a visitor must bring the citation along with a valid I.D. to Transportation Services within 15 calendar days of issuance. Visitors may also appeal their citation online.

11.5.2 UNT Faculty, Staff, and Students

UNT faculty, staff, and students may have one "No Valid Permit Displayed" citation per academic year reduced to a warning provided specific conditions apply:

- The individual has purchased a current permit, is parked where that permit is honored, and has no other permit displayed.
- The individual purchases a current, annual permit from the Transportation Services office within three calendar days from the date of issuance. In order for the warning to apply, the individual must purchase a permit that is honored in the lot for which the citation was written.

11.6 INTERDEPARTMENTAL TRANSFERS (IDT)

All IDT requests made for permit payment must be reviewed and approved by the Associate Director and Director of Transportation Services.

12.0 BICYCLES

12.1 PROCEDURES

Bicycles are not required to display a parking permit. Bicycles must be parked in bicycle racks only.

12.2 RESTRICTIONS

Bicycles may not be parked, stored, or left standing in any lobby, hallway, or room of any building. Riding bicycles on campus is prohibited in designated areas.

12.3 SAFETY

Bicycles are subject to all state and local motor vehicle laws pertaining to street travel. Bicycles operating on a shared-use pathway must yield right-of-way to pedestrians and operate at a speed and manner consistent with public safety.

12.4 IMPOUNDING BICYCLES

12.4.1 Improperly Stored Bicycles

Bicycles chained to handrails, trees, or any location other than designated bicycle racks may be impounded immediately. Security devices will be removed by whatever means necessary to impound the bicycle. The University will not be held liable to the owner of the security device for the cost of repair or replacement of such securing device.

12.4.2 Abandoned Bicycles

Bicycles may be identified as abandoned if they are left unused, are missing a major component such as pedals, handle bars, or chain and/or have a flat tire(s). Once identified as abandoned, the owner has two weeks to move the bike or make repairs or the bike is subject to impoundment.

12.4.3 Disposal

Impounded bicycles will be held for 30 calendar days after impound before they are disposed of. A list of impounded bicycles will be posted on the UNT Police Department web page for a minimum of 30 days:

<http://www.unt.edu/police/Property.html>. (See [UNT Policy 9.10](#))

12.4.4 Claiming an Impounded Bicycle

Claiming an impounded bicycle requires:

- Proof of ownership (sales receipt, serial number, or unique identifier),
- Valid picture ID,
- Signed statement of receipt from Transportation Services, and
- Payment of any citations issued against the bicycle.

Appendix A - Permit Time Table

PERMIT REQUIRED BY TIME		
SPACES/ZONES	7:00a.m. – 5:30p.m.	5:30p.m. – 7:00a.m.
<i>A – Reserved</i>	A – Reserved	Any Valid UNT Permit
<i>FS – Faculty/Staff</i>	AA, A – Reserved, FS, HD, HF, TF, or V	Any Valid UNT Permit
<i>Eagle</i>	AA, A – Reserved, Eagle, TF, or V	Any Valid UNT Permit
<i>RS – Remote</i>	AA, RS	Any Valid UNT Permit
<i>R – Resident</i>	AA, R or HD	
<i>HD – Hall Director</i>	HD	
<i>Visitor</i>	AA, Visitor, V, or HF	
<i>ADA</i>	ADA License Plate/Placard and Valid UNT Permit	
<i>Motorcycle</i>	Motorcycle Permit	
<i>Service</i>	AA, V, or Media	
<i>Metered & Pay-By-Cell</i>	Payment Required, or ADA License Plate/Placard and Valid UNT Permit	
<i>Time Zone</i>	Time Limit Enforced, No Permit Required	

Appendix B - Permit Rates

PARKING PERMIT RATES		
PERMIT TYPE	PERMIT COST	VALID
<i>A – Reserved</i>	\$577.00	Annual
<i>FS – Faculty/Staff</i>	\$225.00	Annual
<i>Eagle</i>	\$250.00	Annual
<i>Eagle Fall</i>	\$175.00	Fall Semester
<i>RS – Remote</i>	\$125.00	Annual
<i>R – Resident</i>	\$250.00	Annual
<i>HSG-R – Garage Resident</i>	\$450.00	Annual
<i>HD – Hall Director</i>	\$577.00	Annual
<i>TF – Teaching Fellow</i>	\$137.00	Per Semester
<i>V - Vendor</i>	\$225.00	Annual
<i>Motorcycle</i>	\$115.00	Annual
<i>HF – Honorary Retiree</i>	\$0.00	Annual

Appendix C - Fee Amounts

PARKING CITATION AMOUNTS	
VIOLATION	CITATION AMOUNT
<i>01 – Expired Meter or Time Zone</i>	\$35.00
<i>02 – Permit Displayed or Affixed Improperly</i>	\$35.00
<i>03 – No Valid UNT Permit Displayed</i>	\$35.00
<i>04 – Wrong Permit for Area</i>	\$35.00
<i>05 – Lost/Stolen Permit</i>	\$100.00
<i>06 – Altered Permit</i>	\$250.00
<i>07 – No Parking Area</i>	\$35.00
<i>08 – Failure to Observe Signs/Barricades</i>	\$35.00
<i>09A – Visitor Space – Unauthorized Parking</i>	\$35.00
<i>09B – Reserved Space – Unauthorized Parking</i>	\$125.00
<i>10 – Tow Zone – Unauthorized Parking</i>	\$35.00
<i>11 – Obstructing Traffic</i>	\$35.00
<i>12 – Improper Parking</i>	\$35.00
<i>13 – Unauthorized Vehicle</i>	\$35.00
<i>14 – Parked in ADA Space</i>	\$250.00
<i>15 – Blocking ADA/Special Access</i>	\$100.00
<i>FL – Fire Lane</i>	\$100.00
<i>SCF – Scofflaw</i>	\$125.00

OTHER FEE AMOUNTS	
FEE	FEE AMOUNT
<i>Citation Late Fee</i>	\$25.00
<i>Vehicle Tow Fee</i>	\$125.00
<i>Damage/Theft of Impound Boot</i>	\$500.00
<i>Damage/Removal of Impound Lock</i>	\$100.00
<i>Tampering with Impound Boot</i>	\$125.00
<i>Vehicle Impound</i>	\$125.00
<i>Vehicle Storage Fee, per day</i>	\$15.00
<i>Permit Replacement Fee</i>	\$25.00
<i>Permit Replacement Fee (Damaged Permits)</i>	\$10.00
<i>Permit Replacement Fee (Stolen Permits)</i>	\$10.00
<i>Garage Passback Fee, per violation</i>	\$35.00
<i>Damage to Garage Equipment</i>	\$250.00
<i>Lockable Permit Sleeve</i>	\$25.00
<i>Returned Check Fee</i>	\$30.00
<i>Garage Theft of Service</i>	\$100.00
<i>Temporary Permit (With Current Permit, 1 per year free)</i>	\$2.00

Appendix D - Hourly Parking Rates

HOURLY PARKING RATES		
AREA	COST	PAYMENT ACCEPTED VIA
<i>Union Circle Garage</i>	\$2.00	Credit/Debit Card
<i>Parking Meters</i>	\$1.00	U.S. Coins
<i>Retail Zone Meters</i>	\$0.50	U.S. Coins
<i>Pay-By-Cell</i>	\$2.25	Smartphone App, Toll-Free Number, Prepaid Code
<i>Smart Meter</i>	\$2.25	Credit/Debit Card, Prepaid Code