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## 1. Introduction

As a unit within the Division of Finance and Administration, Parking and Transportation Services (“PTS”) keeps the University of Idaho (“U of I”) moving by facilitating a safe and efficient parking and transportation system. PTS strives for excellence in customer service and is committed to serving the U of I community by professionally managing university parking infrastructure, enforcing relevant parking policies, making sound financial decisions, providing clear and informative communications, and engaging with stakeholders as our campus adapts to changing needs and growth.

### A. Regulations and Enforcement.

University of Idaho Parking Regulations are enforced at all times. All users of the parking system are responsible for complying with parking regulations. Enforcement of parking regulations on dedicated streets, alleys and the campus walkway zone is under the joint jurisdiction of the Moscow Police Department (“MPD”) and PTS. *See APM 40.32.* These parking regulations apply to all persons who park vehicles on the U of I Moscow campus as designated by the [Campus Parking Map](#). Lack of familiarity with the regulations does not constitute a defense for failure to comply. Flashing hazard lights on a vehicle parked in violation of these regulations does not prevent that vehicle from being issued a citation or other enforcement action from occurring. Daytime parking is defined as 6 a.m. to 2 a.m. the following day and overnight parking is defined as 2 a.m. to 6 a.m.

### B. Scope.

Faculty, staff, students, visitors and vendors must pay to park a vehicle on the University campus. This can be done through the purchase and display of parking permits or through payment at meters and/or pay station lots. All parking is regulated and unless parking privileges are explicitly stated for an area by signage, permit, map and/or regulations, there are no parking privileges in that area. *See APM 40.32.*

PTS reserves the right to change regulations as necessary. The Director of PTS may grant a waiver of regulations on a case-by-case basis. The University assumes no liability for loss of or damage to vehicles or their contents while on University property or within University-administered parking facilities.

All general University, city, and state parking and traffic regulations apply to all vehicles including all civil and criminal procedures. Failure to comply may be cause for official action, including criminal prosecution and civil fines. Non-University agencies with jurisdictions overlapping those of U of I are also authorized to enforce appropriate local, state, and federal regulations independently.

## 2. Payment for Parking

### A.

All parking spaces require payment. Every parking space on campus requires either a permit or a real-time payment. *See APM 40.32.* The rules for each type of space are available in this document, on signs, and displayed by meter/pay station equipment. The U of I parking payment system is comprised of three components:

- Pay-to-Park Areas
- Parking lots/spaces
- Parking permits

### B. Pay-to-Park Areas

Pay-to-park areas in the form of individual metered spaces, pay station lots and mobile payment zones are provided throughout campus for short-term and/or periodic use. by faculty, staff, students and visitors. Enforcement times, maximum parking time, hourly rates, and available payment options vary and are posted on individual meters, pay stations and/or signage. PTS may adjust hourly rates throughout the year to reach optimal utilization of spaces. License plate numbers must be entered correctly when paying to park at a pay station or when using mobile payment. Mobile payment parking sessions are valid only for the zone in which payment has been made, sessions do not transfer to validate parking in a different mobile payment zone.

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Meters and pay stations accept most credit/debit cards. There are no refunds given for transactions at meters or pay stations. If one payment method is malfunctioning, the alternative payment method should be used. If a pay station or meter is completely out of order, the parking area or space becomes a no parking zone and an alternative parking area or space needs to be used. Some parking permits allow parking in meter and pay station lots with no additional payment required. Check specific permit privileges for details.

## C. Parking Lots and Spaces

Every parking lot has a sign at each entrance indicating the color code/type of lot and a specific lot number. Some spaces within lots have specific parking restrictions; these spaces are individually signed. There are five types of parking lots/areas on the U of I campus:

- Restricted
- Metered
- Timed
- Color-coded
- Specialized

2.C.1 **Restricted areas.** Restricted areas are those in which parking is only available under extremely limited circumstances.

### 2.C.1.a Campus Walkway System

The university-designated Campus Walkway System, as shown on the [Campus Parking Map](#), is closed to unauthorized vehicles in order to provide a safe pedestrian walkway system. Bicycles and electronic bicycles, scooters and electronic scooters, skateboards, any other wheeled or motorized conveyance and motor vehicles that share the walkway must yield to pedestrians and travel at walk speed at all times. All moving violations on the walkway are enforced by the Moscow Police Department. A valid campus walkway permit is required year-round, 24 hours a day to enter and park on the Campus Walkway System.

- Parking on the Campus Walkway System is permitted only in designated/marked spaces. Spaces are marked by signage and/or paint striping. Vehicles that do not display a valid permit for walkway access or that are not parked in a designated parking space will be subject to a Restricted Area citation.
- Vendor, Service, Delivery and Disability permits, and reserved permits issued to individuals or departments who have designated reserved spaces within the walkway system are valid campus walkway permits.
- For infrequent walkway access needs, temporary Delivery, Service, or Disability, permits with time restrictions are available from PTS on a case-by-case basis.
- Exempt vehicles may access and park on the campus walkway in designated valid campus walkway spaces, but storage of exempt vehicles on the walkway for an extended period, including overnight, is prohibited, unless overnight parking is specifically set forth on signage for a designated reserved space.

2.C.1.b **Lots 26, 27 and 53.** Lot 26, located south of the College of Natural Resources Building; Lot 27, located north of Morrill Hall; and Lot 53, south of the Life Science Building, are restricted areas. Vehicles displaying Disability, Service, or Delivery permits are allowed to access and park in these locations in the respective marked spaces. Exempt vehicles and vehicles displaying a reserved permit issued to individuals or departments that have designated reserved spaces in these areas may also access and park in the designated spaces in these locations.

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2.C.1.c **Areas restricted for event parking or required maintenance.** Certain lots or spaces may be restricted or closed prior to special events or for maintenance; these areas will be posted with signage in advance. All lot users, including permit holders, must comply with posted signage.

2.C.2 **Metered areas** (See 2.B, above)

2.C.3 **Timed areas.** A limited number of parking spaces on campus allow limited time parking (15 or 30 minutes) with no payment required. These spaces are identified by signs and are intended for visits on campus requiring only a few minutes to park. Vehicles parked in timed areas beyond the posted time limit are subject to an Overtime Limit citation.

2.C.4 **Color-coded areas.** Most parking on the U of I campus is organized into color-coded parking lots associated with color-coded permits. Silver, Purple, Magenta, Economy, Green and NCC permits/ lots are dedicated to Vandals who live on campus. Gold, Orange, Red and Blue permits/ lots are commuter spaces, valid for those who live off campus and commute to U of I.

2.C.5 **Managed areas.** Individual spaces designated by signage as spaces requiring a special permit. Examples of specially marked spaces include, but are not limited to, reserved spaces, service spaces, delivery spaces, and disability spaces.

## D. Parking Permit Rules

2.D.1 **General parking permit rules.** Valid parking permits can be purchased only from PTS. Permits purchased from other parties are automatically invalid. Use of a parking permit purchased by a party other than PTS may result in an Illegal Use citation.

2.D.2 **Parking permits allow parking in corresponding lots/spaces.** Some parking permits allow parking in additional lots/spaces. Check your permit privileges for details. If a lot, space or time of day is not explicitly listed as a parking privilege for your permit in these regulations, it is not a parking privilege. Availability of preferred parking lot(s)/space(s) is not guaranteed.

2.D.3 **Permit ownership.** Permit ownership and eligibility are non-transferable to another person and permits may be used in any vehicle that is transporting the permit owner. At a permit holder's discretion, an individual who IS ELIGIBLE for the same permit type may utilize that permit; however, the permit owner is responsible for all parking citations issued to that permit number. An individual using a permit for which they are NOT eligible may incur an Illegal Use citation. Unless otherwise specified by PTS, only one permit of one kind may be purchased by an individual.

2.D.3.1 **Revoked permits.** Use of revoked permits by any party is prohibited. Use of a revoked permit may result in an Illegal Use citation to the original permit holder. Use of a revoked permit may result in vehicle impoundment.

2.D.4 **Annual permit prorated purchase and refund schedule.** Annual parking permits may be purchased or refunded throughout the year at a prorated price based on the current year permit proration schedule. Short-term and temporary permits cannot be returned for a refund.

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**2.D.5 Short-term or temporary versions of annual permits.** Short-term or temporary permits offering the same privileges for a shorter duration may be available at a reduced price. Check specific parking products on the parking and transportation website for details. These permit types are not available when their annual versions are sold out.

**2.D.5.1 Free Temporary permits are available on a limited basis to annual permit holders.** If an annual permit is not accessible for use because it was left in another vehicle or has become inaccessible for some reason, a Temporary permit may be requested from PTS or through the parking software.

**2.D.6 Permits must be displayed properly.** Permits must be displayed inside the driver's side windshield approximately seven (7) inches from the lower corner of the windshield and be clearly visible and readable from outside the vehicle. It is the driver's responsibility to ensure the parking permit is displayed properly once parked. Vehicles displaying a permit that is not in the specified location is subject to an Improper Display citation. If the permit is not visible from outside of the vehicle it is subject to a Permit Violation citation. Vehicle covers may be used, but the cover must have the capacity to be lifted by PTS staff for the purpose of checking for a parking permit and subsequent enforcement of parking regulations.

**2.D.7 Altering, counterfeiting or illegally duplicating a parking permit.** Altering, counterfeiting or illegally duplicating a parking permit in any way is a violation of these regulations and may result in an Illegal Use citation. Altering a permit includes but is not limited to cutting in any way, writing on, taping/gluing material to or in any way changing text on permit. Counterfeiting a permit includes but is not limited to creating any item that mimics, replicates, or is intended to replace a permit with the intention of using that item as a parking permit. Duplicating a permit includes but is not limited to creating a copy of a permit.

**2.D.8 Replacement permits.** If a permit is lost, stolen or damaged, a replacement permit for any individually purchased permit may be issued to the original permit holder for a \$15.00 charge. If the identifiable remnants of the original permit are not returned to PTS, the permit owner must sign and complete a lost/stolen permit form. Vehicles displaying a permit declared lost or stolen are in violation and subject to citation. Criminal prosecution may result from displaying a permit declared lost or stolen.

**2.D.9 Ineligibility to use a permit.** Account holders of account/s which have been placed on hold due to outstanding parking debt are ineligible to use a parking permit to park on campus. Each color-coded permit type has unique eligibility requirements as determined by PTS:

- Students must be actively enrolled in classes on the main Moscow campus. If they hold a residential permit then they must actively reside in the residences related to that permit type.
- Employees must hold an active position with the University of Idaho or one of its on-campus partners (affiliates). Employees are eligible for residential permits if they 1) live in the residence as part of their official job duties or 2) live in an on-campus residence as their primary residence while employed at the university.

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## **E. Eligibility to Purchase and Use Permits**

Each color-coded permit type has unique eligibility requirements and parking privileges as listed below, which may vary among other color-coded lot permits. Eligibility may be revoked, subsequent to unpaid parking fees, including citations and permit fees. Parking and Transportation Services may verify or request verification of permit eligibility at any time. Ineligibility to purchase a new permit or justification for a permit to be revoked may result from the following conditions:

- Termination of the permit holder's eligibility for the specific permit type;
- Provision of false information on the application for a parking permit or for a replacement permit;
- Continued violation of parking regulations;
- Use of a counterfeit parking permit or alteration of a permit;
- Improper or fraudulent use of a permit;
- Unpaid parking fees, including citations and permit fees. Individuals with parking debt will be restricted from purchasing a new parking permit. A parking account may be placed on hold until the account is cleared through full payment or negotiated settlement.

## **F. Types of Parking Permits**

**2.F.1 Standard color-coded parking lot permits.** Annual color-coded lot permits purchased by eligible students, staff and/or faculty carry specific parking privileges based on the color of the permit and are valid through the date listed on the permit. Eligibility for color-coded permits is based primarily on whether the purchaser lives on campus or off campus. For purchasers who live on campus, specific living location determines eligibility for permit type. Other types of color-coded lot permits (Vandal Permits, Retiree Permits, Night-Differential Permits, EMT/Fire Department Gold Permits and Lot Specific Permits) may offer different benefits and/or include additional eligibility requirements.

**2.F.2 Gold permits/lots.** Gold permits are available for purchase by persons who (1) live off campus and (2) are full-time, benefit eligible faculty or staff (as verified by U of I Human Resources) or full-time, permanent employees of third-party affiliates (as verified by the employer). Gold permits offer 24- hour/day, seven days/week parking in regular spaces of Gold lots, and daytime parking in regular spaces of Orange, Red and Blue lots. Gold or other qualifying permits are required in Gold lots from 2 a.m. to 5 p.m., Monday through Friday, year-round. Some individual Gold parking lot spaces require permits until 9 p.m., indicated by signage posted at those spaces. Gold permits are NOT valid for overnight parking in Orange, Red and Blue lots.

**2.F.3 Orange permits/lots.** Orange permits are available for purchase by persons who (1) live off campus and (2) are a U of I faculty, staff or student. Orange permits offer daytime parking in regular spaces of Orange, Red, and Blue lots. Orange or other qualifying permits are required in Orange lots from 6 a.m. to 5 p.m., Monday through Friday when classes are in session. No permits are required in Orange lots for daytime parking in regular spaces on holidays or during academic breaks. Parking in Orange lots between 2 to 6 a.m. requires an Early Morning permit.

**2.F.4 Red permits/lots.** Red permits are available for purchase by persons who (1) live off campus and (2) are a U of I faculty, staff or student. Red permits offer daytime parking in regular spaces of Red and Blue lots. Red or other qualifying permits are required in Red lots from 6 a.m. to 5 p.m., Monday through Friday when classes are in session. No permits are required in Red lots for daytime parking in regular spaces on holidays or during academic breaks. Parking in Red lots between 2 to 6 a.m. requires an Early Morning permit.

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2.F.5 **Blue permits/lots.** Blue permits are available for purchase by persons who (1) live off campus and (2) are a U of I faculty, staff or student. Blue permits offer daytime parking in regular spaces of Blue lots. Blue or other qualifying permits are required in Blue lots from 6 a.m. to 5 p.m. Monday – Friday when school is in session. No permits are required in Blue lots for daytime parking in regular spaces on holidays or during academic breaks. Parking in Blue lots between 2 to 6 a.m. requires an Early Morning permit.

2.F.6 **Green permits/lots.** Green permits are available for purchase by current residents of Elmwood Apartments and University Apartments (UA) and are not interchangeable. To be eligible to purchase a Green permit, a housing agreement must be completed and verified by Housing and Residence Life (HRL). Purchasing a commuter permit in addition to a Green permit is permissible. Parking restrictions/rules for each individual permit will be applied.

2.F.7.1 University Apartments Green permits are not valid in Elmwood Green lots and vice versa. Green permits offer 24 hours per day, seven days per week, year-round parking in the appropriate Green lot and daytime parking (6 a.m. through 5 p.m.) in regular spaces of Blue lots. The appropriate Green or visitor permit is required in Green lots 24 hours per day, seven days per week, year-round. There is a limit of two UA Green permits per individual unit and one Elmwood Green permit per individual unit.

2.F.7.2 University Apartments Visitor Permits. University Apartments 10-Day Visitor permits are available for purchase only in person at the PTS office by CURRENT residents of University Apartments who have purchased or are eligible to purchase a University Apartments Green permit. University Apartments Visitor permits are to be used by occasional visitors of residents in University Apartments and are only to be used while visiting a University Apartments resident. University Apartments Visitor permits may not be used for more than ten (10) consecutive days of parking. University Apartments Visitor permits are not valid in any vehicle owned or operated by a resident of University Apartments.

2.F.7.3 **University Apartments Serpentine Walkway.** The University Apartments Serpentine Walkway system has restricted vehicle access at all times. UA Green permits are authorized to access the serpentine walkway system and use designated spaces for loading and unloading only for a maximum of 30 minutes. Disability permits are authorized to access the serpentine walkway and use designated spaces and are not subject to posted time limits in those designated loading spaces, but Disability permits are not valid for overnight parking (2 a.m. to 6 a.m.).

2.F.8 **Silver permits/lots.** Silver permits are available for purchase by current residents of Housing and Residence Life (HRL) residences. To be eligible to purchase a Silver permit, a housing agreement must be completed and verified by HRL. Students in Fraternity and Sorority Life (FSL) who are residents in HRL facilities are eligible for a Silver permit only during their residence in an HRL facility. When FSL students are re-housed in FSL facilities their eligibility for HRL permits is no longer valid and they must exchange their HRL permit for the appropriate and available permit type. When a resident moves out of an HRL residence their permit eligibility changes to commuter and they are no longer eligible for a residential permit. They must either exchange the residential permit for a commuter permit type or return their residential permit to PTS for a prorated refund.

Silver permits are valid for 24-hour parking in Silver parking lots.

2.F.9 **Purple permits/lots.** Purple permits are available for purchase by returning Fraternity and Sorority Life (FSL) active chapter members who are (1) officially enrolled in one or more class at the university (as verified by the Office of the Registrar) and (2) who live on campus in a chapter house not located on Nez Perce Drive. Chapter

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membership and residence in a chapter house must be verified by PTS with FSL. ***Off-campus FSL members are not eligible to purchase or use Purple permits.*** As space in Purple lots becomes available throughout the semester, permits may be distributed to FSL members who hold an eligible PTS permit.

Purple permits are valid for 24-hour parking in Purple parking lots, except during academic breaks, when there is no overnight parking on streets.

**2.F.10 Economy permits/lots.** Economy permits are available for purchase by current FSL members who live on campus and by current residents in HRL facilities. To be eligible to purchase an Economy permit, a housing agreement must be completed and verified by PTS with HRL or, for students living in FSL, residence must be verified by PTS with FSL. Parking restrictions/rules for each individual permit will be applied.

Economy permit holders who park in Economy lot 57E, west of the ICCU Arena, will be required to temporarily relocate their vehicles for home football games and for any other special event that involves RV parking in lot 57E. Economy permit holders will be notified by email in advance of events for which they must relocate their vehicles from Economy lot 57E. Economy permit holders are strongly encouraged to enroll for parking texts through their AIMS parking account.

Economy permits are valid for 24-hour parking in Economy parking lots, except during academic breaks, when there is no overnight parking on streets, and except for parking in Economy lot 57E, as described above.

**2.F.11 Magenta permits/lots.** Magenta permits are available for purchase by all incoming students who are registered for FSL recruitment and all current FSL active chapter members who are (1) officially enrolled in one or more classes at the university (as verified by the Office of the Registrar) and (2) who live on campus in a chapter house located on Nez Perce Drive. Chapter membership and residence in a chapter house must be verified by PTS with FSL. ***Off-campus FSL members are not eligible to purchase or use Magenta permits.***

Magenta permits are valid for 24-hour parking in Magenta parking lots, except during academic breaks, when there is no overnight parking on streets.

**2.F.12 Vandal permits** offer the same parking privileges in commuter lots as their annually purchased counterparts but auto-renew each year and must be paid via payroll deduction. A new permit will automatically be (a) charged annually and (b) a physical permit will be issued annually. ***Once purchased, the only way to stop payroll deduction is to return the physical permit to PTS.*** Unpaid balances will be subject to collections. Not all color-coded lot permits are available as Vandal permits.

**2.F.13 Retiree permits** offer the same parking privileges as a Gold permit with one exception: Retiree permits do not allow overnight parking (2 a.m. to 6a.m.) in Gold lots. Retiree permits are complimentary for U of I honored or emeritus retirees. If the retiree returns to U of I in a full-time position (as defined by Human Resources and as outlined in FSH 1565.E.3.i.) they are no longer eligible for a Retiree parking permit and must purchase a permit to park on campus.

Retiree permits are issued solely to the retiree and are for use by the retiree only. Family members of the retiree, university employees, and students are not eligible to use a Retiree permit. Improper use of the permit constitutes illegal use. Upon the death of the Retiree permit holder, the Retiree permit will no longer be valid for use and can be returned to PTS or otherwise discarded.

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## 2.F.14 Other color-coded parking lot permits

2.F.14.a **Nighttime Differential permits** are available to staff who work at night and receive a night-shift differential from the university, as specified in the Faculty/Staff Handbook, Chapter 3440, Section E. These permits can be purchased for half of the current price of an annual color-coded lot permit and are valid only during the employee's regular work shift as specified on the permit. Night-time differential permits will have special designations on the permit. Nighttime Differential permits are not available for all color-coded permits.

2.F.14.b **Early Morning (EM) permits** are valid for parking between 2 a.m. and 6 a.m. in Gold, Orange, Red or Blue parking lots. During snow and ice conditions, overnight parking is restricted to designated areas within certain color-coded lots (see the [Snowy Conditions Overnight Commuter Parking Map](#)).

2.F.14.b-1 **Commuter EM permits** are valid for use by commuters who need to park on campus between the hours of 2 a.m. and 7:45 a.m. for academic pursuits (study, research, etc.) and/or on-campus employment, as verified by PTS. Parking between 7:45 a.m. and 5 p.m. requires the appropriate commuter permit (Gold, Orange, Red or Blue).

***Commuter O/E permits cannot be combined with other parking permits to imitate residential parking privileges.***

2.F.14.b-2 **Athletic EM permits** are valid for parking in any non- reserved space in Gold Lot 56 during home and away games and in regular parking spaces in Orange, Red or Blue parking lots between the hours of 2 a.m. and 7:45 a.m. for coach-mandated, team, early morning practices/workouts only, as verified by PTS. If parking after 7:45 a.m. is necessary, a valid U of I annual permit is required.

2.F.14.b-3 **ROTC EM permits** are valid for parking in any non-reserved space in Orange, Red or Blue parking lots between 2 a.m. and 7:45 a.m. If parking after 7:45 a.m. is necessary, an annual U of I parking permit valid for the same parking lot is required. During Thursday Leadership Lab ONLY, an ROTC permit is valid for parking in any non-reserved space in Gold lot 56 starting at 4:45 p.m.. During snow and ice conditions, overnight parking is restricted to designated areas within certain color-coded lots (see the [Snowy Conditions Overnight Commuter Parking Map](#)).

2.F.14.c **Moscow Volunteer Fire Department (MVFD) permits** are available for purchase only by volunteer Fire or EMT officials currently enrolled or employed at the U of I. MVFD Gold permits offer the same parking privileges as regular Gold permits.

2.F.14.d **Lot-Specific permits** may be made available to U of I students and temporary or part-time employees each year on a limited basis in specific lots pre-determined by PTS. Lot-Specific permits are valid only in certain lots as specified on the permit. Lot-Specific permits are NOT valid in any space not explicitly designated by the permit and/or these regulations and they do not permit overnight parking (2 a.m. to 6 a.m.).

2.F.14.e **Vendor permits** are intended for work-related use by individuals who provide services to the U of I and are not directly employed by the university. Proof of employment must be submitted to PTS prior to receiving the permit. Vendor permits are not valid for university employees or students. Vendor permits are valid in the following areas: regular spaces in color-coded lots (no time limit), designated "Valid Campus Walkway Permit Required" spaces on the campus walkway for 30 minutes, and meters or timed spaces for two (2) hours. If access to service or delivery spaces is necessary, an application for a Service or Delivery permit must be completed and submitted to PTS after purchasing a Vendor permit.

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2.F.14.f **Media permits** are available for official media personnel to cover media events/happenings on the U of I campus. Proof of media employment (business card, pay stub, etc.) must be submitted prior to being issued a Media permit. Media permits are not intended for use by an employee being paid by the university or for U of I students. Media permits may not be used for personal use. Media permits are valid in meters and timed spaces for a maximum of two (2) hours and in regular spaces in any color-coded lot with no time restrictions. Media permits are NOT valid in reserved spaces, disability spaces, service/delivery spaces, anywhere on the campus walkway system or any area not designated as a parking space.

2.F.14.g **Special Temporary permits.** PTS has the authority to create permits based on situational needs. These permits follow unique rules which are specifically stated on the permit. Rules stated on Special Temporary permits are binding for that permit type, including eligibility requirements, expiration dates and requirements to exchange the Special Temporary permit for other permanent permit types, as directed by PTS.

2.F.14.h **NCC permits.** NCC permits are available for students and other residents who live at NCC. To be eligible to purchase an NCC permit, a housing agreement must be completed and verified by PTS with HRL. NCC permits are valid for 24-hour parking in the NCC parking lots and daytime parking (6 a.m. through 5 p.m.) in regular spaces of Blue lots.

2.F.15 **Visitor permits.** Visitor permits are only to be used by visitors to the U of I. Visitors are considered to be anyone who is not a current faculty/staff member or student at the U of I campus in Moscow. Moscow campus faculty, staff and students are not eligible for Visitor permits. University of Idaho departments may purchase Visitor permits in various formats for their visitors' use only

- Visitor permits are valid in any regular space in all color-coded lots until 11:59 p.m. for the date issued.
- Visitors parking after 11:59 p.m. must have a valid Visitor permit for the next date/day.
- Visitor permits are also valid in spaces reserved for Visitor permits.
- Visitor Permits are valid only for the date(s) stated on the permit.
- Multiple Visitor permit options are available, including parking for consecutive days or intermittently visiting campus throughout the year.
- Visitor permits are NOT valid in meters, timed spaces, reserved spaces (with exception of spaces reserved for Visitor permits), service/delivery spaces, campus walkway or any area not designated as a space. If a visitor chooses to park in a meter, payment is required even with display of Visitor permit
- If a Visitor receives a parking citation, PTS will allow a department to provide an index number to cover the fee associated with the citation. This is only allowed for citations received by a campus visitor and is NOT allowed for faculty, staff or students. Vehicles displaying Visitor permits are required to comply with university parking regulations, as well as with city ordinances and state laws. Any citations received must be paid or appealed within 15 days from the date the citation was issued.
- Departments across campus can purchase permits from PTS and issue them to their individual visitors.
  - Single-use Scratch Off Visitor permits are physical parking permits that require the complete date to be scratched off the permit when in use.
  - Multi-day Department Guest permits are issued electronically and must be printed and displayed by the visitor upon their arrival to campus.
  - Both of these permit types follow all of the regulations of a standard Visitor permit.
  - Departments using a visitor permit to escort a guest on campus must contact PTS to disclose the location of the vehicle that displays the Visitor permit.

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## G. Specialized Permits/Spaces: Disability, Short-term Access, Reserved, Delivery, Service

### 2.G.1 Disability permits/spaces

Parking and Transportation Services issues Annual and Temporary Disability permits to university faculty, staff, students and frequent visitors. Guidelines for Annual and Temporary U of I Disability Permit Use:

- Both a U of I Disability permit and a State-issued Disability permit are required for parking in any ADA marked space by university faculty, staff, students, and visitors except on weekdays after 5 p.m., weekends, academic breaks, and on university holidays. During these times, ONLY a valid State-issued Disability permit or Disability license plate is required to be displayed in ADA marked spaces.
- In all hourly paid parking and timed areas, at all times that payment is required or time limit is enforced, ONLY a State-issued Disability permit or Disability license plate is required to be displayed, and no time restriction applies. However, it is a violation of these regulations for a current University employee or student to park in a campus meter or timed space with only a State-issued Disability permit or Disability license plate to avoid the purchase of a university parking permit. See also APM 40.32.A.2.
- Both a U of I Disability parking permit and a valid state-issued Disability permit or Disability license plate are required to park in regular spaces in color-coded parking lots when permits are required.
- Use of a U of I Disability permit by an individual who is not the permit owner constitutes illegal use. If the U of I Disability permit holder requires the use of a Personal Care Assistant (PCA), the PCA must be named on the U of I Disability permit application. Use of the U of I Disability permit by the PCA is acceptable only when accompanying the permit holder.
- U of I Disability Permit eligibility requirements include photo identification and current registration for a State-issued Disability permit or Disability license plates. Required information may be submitted in digital format electronically or presented in person at the PTS office, to be scanned by staff. If the State-issued Disability permit is non-expiring, there will be no need to annually re-submit state information after the initial submittal.
- Temporary State Disability placards are issued by the State of Idaho, not by PTS, and are not sufficient for parking on the U of I campus in a Disability space. A U of I Temporary Disability Permit must also be displayed. Persons who have received a Temporary State Disability placard are eligible to receive a free U of I Temporary Disability permit if they already own an annual permit of any type. For State of Idaho Temporary Disability permit holders who do not already own an annual permit, a U of I Temporary Disability permit can be purchased from PTS at a daily rate.
- U of I Temporary Disability permits are given an expiration date that matches the expiration date of the temporary state-issued permit.

2.G.2 **Short-Term Access permits** are available to those needing improved access due to a short-term disability. This permit type is valid for three (3) days and allows parking in any regular color-coded lot space, metered space, posted timed space and valid campus walkway space. This permit is not valid in ADA marked spaces. There is limit of one (1) issued permit per person per academic year. If access to ADA marked spaces is necessary, or improved access parking is required for a period of longer than three (3) days, see Disability Permits above. If additional time is needed pending the receipt of a temporary ADA placard from the State of Idaho, PTS may, at its discretion, extend the duration of the Short-Term Access permit.

H. **Reserved permits/spaces:** There are a limited number of campus parking spaces available to be reserved for and assigned to departments, individuals or specific uses.

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**2.H.1      Vandal Reserved permits/spaces.** As directed by university administration, the following positions within the university are automatically eligible to purchase a Vandal Reserved Parking Permit/Space. The Vice President of Finance & Administration has the authority to grant exceptions to this list.

- President
- Provost
- Vice Presidents
- Vice Provosts
- College Deans
- University Counsel

Vandal Reserved permits are valid 24/7 in the individual's Vandal Reserved space and are also valid for daytime parking (6 a.m. to 2 a.m. the following day) at meters and in all Gold, Orange, Red, and Blue lots.

Vandal Reserved Guest permits are issued to individuals who purchase Vandal Reserved permits/spaces, upon request. These permits may be used by anyone the space holder authorizes when they are away from campus. Vandal Reserved Guest permits are valid only in the designated individual's Vandal Reserved space, as noted on the permit.

**2.H.2      Department Reserved X-plate.** (Exempt) spaces are reserved for specific X-plate vehicles only. These spaces are available for purchase by any university department that has X-plate vehicles requiring 24-hour parking. A Departmental Reserved X-plate application must be submitted and approved by PTS prior to issuance of the space. Department Reserved X-plate spaces have signage indicating use by a specific department for X-plate vehicle parking only. These spaces are enforced 24 hours. Any unauthorized vehicles parked in a Department Reserved X-plate space will be subject to an Exempt Reserved citation.

Federal, state, local and university exempt plate vehicles are not allowed to be stored overnight on campus in any regular parking space; they must be stored overnight in a departmentally purchased reserved space:

- Daytime parking (6 a.m. to 2 a.m. the following day) for exempt vehicles is allowed in a departmentally purchased exempt reserved space, in any regular space in any color-coded lot, in designated "valid campus walkway" spaces on the walkway, or at meters and/or timed spaces with no time restrictions.
- Exempt plate vehicles are not allowed to park in any of the following locations: disability spaces, visitor spaces, service/delivery spaces, reserved spaces for other departments or individuals, or any other specially marked space.

**2.H.3      Department Reserved permit/space – general.** General Department reserved parking spaces are distinct from X-plate reserved parking spaces. Department Reserved spaces can be occupied only for the purposes indicated by the Department in the statement of justification on the Reserved Space Request form. Personal vehicles parked in these spaces that do not conform to those purposes are subject to a Reserved Space citation. PTS will make the final determination as to whether a justification warrants a General Department Reserved Space. Such justifications may include, but are not limited to, full-time university staff whose permanent office location is off-campus and who need routine access to campus to conduct university business, an exceptional need to accommodate a certain type of departmental visitor or parking of certain non-X- plated vehicles used solely to conduct university business.

**2.H.4      Departmental Permit Reserved Spaces.** Departmental Permit Reserved spaces are available for employee parking with display of a Departmental permit. Departmental permits are available for purchase by university departments only. There is no limit on the number purchased. A Departmental permit application must be submitted and approved by PTS prior to receiving the permit. Departmental permits are intended for short-term parking for use by university employees while attending meetings at a location on campus other than their office or building. Departmental permits are not intended for daily parking, personal use, student use or visitor use and are subject to revocation for

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continued misuse. Departmental permits are valid for a maximum of two and a half (2.5) hours in any of the following spaces: spaces reserved for Departmental permits only, regular spaces in any colored lot, metered spaces, and timed spaces.

**2.H.5 Visitor Reserved Permit/Space.** Spaces posted as Reserved – Visitor Permit Required are available for visitor parking only and require display of a Visitor permit for parking 6 a.m. to 5 p.m., Monday through Friday, unless otherwise noted. Visitor reserved spaces are located throughout campus and as noted on the campus parking map.

- If a university employee escorts a guest to campus and uses a Visitor permit, the employee must contact PTS to disclose the location where the Visitor permit is being used.

**2.H.6 Delivery permit/space:** Delivery Permits are intended to provide closer access to buildings for the purpose of making deliveries. Delivery permits are appropriately used when parking in close proximity to the location of delivery is required due to size of item(s) being delivered, number of items being delivered or timing of delivery. Annual and Temporary Delivery permits are available, with proper justification describing frequent delivery access needs required in order to obtain an annual Delivery permit. An application for an annual Delivery permit, including approval by the department head must be submitted and approved by PTS before the permit is issued.

- Delivery permits are required for exempt plates, identifiable vendor vehicles or personal vehicles that are used for business or academic-related delivery purposes. Use of a Delivery Permit by any vehicle not listed on or registered with the permit is not allowed and vehicles in violation may receive citations. Use of Delivery permits for non-business/academic-related delivery access constitutes invalid permit use and vehicles may be subject to citation.
- Delivery permits are valid in all designated delivery spaces, meters, timed spaces and regular spaces in any colored lot for 1 hour. Delivery permits are also valid in parking spaces on the campus walkway marked with a “Valid Campus Walkway Permit Required” sign for up to but not in excess of 30 minutes.
- Delivery permits are NOT valid in service spaces, reserved spaces, disability spaces or any area not designated as a space.
- University of Idaho affiliates can receive up to ten (10) free Delivery permits per academic year. If ten (10) permits are used in one year, contact PTS for further assistance.

**2.H.7 Service permit/space:** Service permits are intended for business use only when close proximity to buildings is required to perform active service work. Use of this annual permit type is allowed only for vehicles with exempt plates or company plates listed on the account. Permit use by non-listed plates is a violation and a citation may be issued. Temporary Service permits are available at PTS for personal vehicles. Those requesting Service permits must be frequent service providers, such as repair persons, vendors, or a university employee who requires the use of equipment and materials that are transported in a service vehicle.

A Service permit application must be submitted and approved by PTS before the permit is issued. Approval by department head is required and justification must be provided for use of an annual Service permit versus use of a Temporary Service permit. Annual Service permits are NOT valid for student use, personal use, or for attending meetings.

Annual Service permits are valid in designated Service spaces, regular spaces in any color-coded lot, meters, timed spaces, and in parking spaces on the campus walkway marked with a “Valid Campus Walkway Permit Required” sign for up to but not in excess of two (2) hours. Service permits are also valid in Delivery spaces for one (1) hour. Annual Service permits are NOT valid in reserved spaces, disability spaces or any area not designated as a parking space.

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## I. Reciprocal Parking Agreements

University of Idaho faculty, staff, and students assigned to, enrolled at, or who pay fees to the U of I Moscow campus or employees of other entities located on the Moscow campus must display a valid U of I parking permit when parking at the U of I. Any attempt by the above personnel to use a parking permit from another university campus in lieu of a valid U of I permit may result in a fine for illegal use of a parking permit.

The U of I in Moscow has made reciprocal parking arrangements with the institutions mentioned below for the purpose of enhancing the accessibility to either campus for faculty, staff, and students participating in cooperative programs and cross listed courses. Selected parking permits from each university have been deemed valid in specific parking areas. A permit from any institution not mentioned in these regulations is not valid at the U of I Moscow campus.

### 2.I.1 The University of Idaho and Washington State University (Pullman)

The University of Idaho and Washington State University in Pullman (WSU) have developed a cooperative parking arrangement for the purpose of enhancing the accessibility to either campus for students, faculty and staff participating in cooperative programs and cross-listed courses. Selected parking permits from each university have been deemed valid in specific parking areas. WSU satellite campus parking permits are NOT valid on the U of I campus. **U of I permit holders should consult WSU Transportation Services with any questions about parking on the Pullman campus.**

The following applies to WSU permit holders who wish to park at U of I. WSU permit holders are subject to all U of I parking and traffic regulations. WSU permit holders parking on the U of I campus must apply for a reciprocal parking permit through PTS. Reciprocal permits issued by PTS must be placed inside the vehicle, face up on the driver's-side dashboard. Applications for reciprocal parking permits will be verified with WSU Transportation Services for accuracy. Reciprocal parking permit holders are required to re-apply each year they need to park on the U of I campus. For one-time or infrequent parking, a visitor permit, rather than a reciprocal permit, is the appropriate parking solution.

- WSU Orange and Green annual permits are valid in U of I Gold, Orange, Red, and Blue permit areas.
- WSU Yellow, Red, Crimson, and Gray annual permits are valid in U of I Red and Blue permit areas.
- WSU Blue annual permits are valid only in U of I Blue permit areas.
- WSU-issued zone permits displayed with a valid state-issued disability placard or disability license plate are valid in U of I Disability parking spaces and parking permit areas.
- There is no reciprocity at U of I for WSU parking permits in U of I parking permit areas which are not specifically listed above. This includes the U of I Student Recreation Center parking lot.
- WSU parking permits are not valid in lieu of payment in U of I pay lots including the U of I Student Recreation Center parking lots.

### 2.I.2 University of Idaho and Lewis-Clark State College (LCSC)

LCSC permits are honored in U of I Blue lots only; U of I permit holders should consult the LCSC Security Department for further information about parking at LCSC.

### 2.I.3 University of Idaho – Moscow, and University of Idaho – Idaho Falls

- All general color-coded Moscow campus permits are valid in all Idaho Falls general permitted lots
- All general Idaho Falls campus permits are valid in Gold, Orange, Red, and Blue Moscow campus lots and should be displayed face-up on the driver's side dashboard

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## 2.I.4 University of Idaho – Moscow, and University of Idaho – Boise

All University of Idaho – Boise permits are honored in U of I Moscow Gold, Orange, Red and Blue lots. University of Idaho Moscow permits are not valid at University of Idaho – Boise.

## 3. Parking Enforcement

Citations may only be issued to a vehicle once per day in the same parking space, with the exception of Over Time Limit and Meter violations, which may be issued to the same vehicle in the same space every two hours. If a vehicle relocates to a different space but is still in violation of the same citation type, another citation may be issued. Multiple violations issued within 365 days will be subject to uplift fines. Multiple citations may be issued on the same day for different violations.

### A. Two Enforcement Categories.

Parking violations on campus fall under two categories:

- **General Violations** – Violations of parking rules and regulations that are enforceable 24 hours per day, seven (7) days a week, year-round.
- **Daytime Violations** – Violations of parking rules and regulations, when those regulations are enforceable 6 a.m. to 5 p.m. or at other times, with exceptions that extend beyond that time frame and have specific posted signage indicating the exception or are altered temporarily during academic break enforcement periods.

**B. General Violations.** The violations outlined in this section (B.1 through B.17) are general violations. Vehicles subject to the general violations outlined below are subject to citation and/or wheel lock/impound as outlined in Section 3.D.3

Immobilizing or impounding a vehicle without warning for violating the general regulations will occur if PTS determines it is necessary to ensure safety, maintain access or prevent damage.

**3.B.1 No Parking.** Vehicles parked in areas not designated as a parking space will be issued a No Parking citation. This includes but is not limited to the following areas: at the end of a row outside of the yellow striping, landscaped areas, yellow curbs, malfunctioning meters, areas without wheel stops (in gravel lots), and areas posted as No Parking. No Parking citations may also be issued to vehicles occupying more than one parking space or occupying an EV Charging Station parking space while not actively charging (even if meter is paid). In parallel parking areas, vehicles parked with left wheels to the curb may be cited as No Parking, except on one-way streets where parking on the left is acceptable.

**3.B.2 Disability Space.** Vehicles parked in disability spaces on campus that do not display valid permit(s) as described above (2.G.1 Disability Permits/Spaces) are subject to a disability violation.

**3.B.3 Over Time Limit.** A permit is not required for areas posted as 10, 15, or 30-minute parking only; however, vehicles that remain parked longer than the posted time will be subject to an Over Time Limit citation. A vehicle may not be moved within the same timed area to avoid a penalty. Managed spaces requiring special permits generally have time limitations, including spaces designated as Service, Delivery, Valid Campus Walkway Spaces. Vehicles parked beyond the valid time duration in managed spaces are subject to an Over Time Limit citation. Over Time Limit citations may be issued in spaces with time restrictions every two (2) hours for a continued violation, with a limit of two (2) citations per day. Multiple Over Time Limit violations within 365 days will result in an uplift fine.

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3.B.4     **Obstructing Traffic.** No vehicle, including service vehicles, may park in such a manner as to impede access for emergency services, lot maintenance equipment, snowplows, sanitation services, or in a manner which would restrict pedestrian or vehicular traffic. Vehicles in violation are subject to an Obstructing Traffic citation.

3.B.5     **Oversized Vehicle.** All vehicles must fit within a single parking space. Any vehicle that cannot fit within a single space must obtain permission from PTS and must be parked so that lines of sight necessary for safe driving are preserved. Vehicles in violation are subject to an Oversized Vehicle citation.

3.B.6     **Disabled Vehicle.** Vehicles that become disabled on campus must be reported to PTS immediately. Disabled or inoperative vehicles may be cited 48 hours after notifying PTS, even with a valid parking permit. Vehicles in violation are subject to a Disabled Vehicle citation.

3.B.7     **Illegal Use.** Display or possession of a permit for which the driver is not eligible, or any counterfeit or altered permit or any revoked permit, constitutes illegal use. Acquiring a permit under false pretenses invalidates the permit and constitutes illegal use. Personal use of a department-owned permit that is intended for work-related use away from the office also constitutes illegal use of a permit. Vehicles in violation are subject to an Illegal Use citation. Criminal prosecution may result.

3.B.8     **Failure To Comply.** Drivers who fail to comply with specific parking instructions from PTS staff will result in a Failure to Comply citation.

3.B.9     **Restricted Area.** Vehicles parked in restricted areas without a valid permit will be subject to a Restricted Area citation.

3.B.10    **Unregistered Vehicle.** All vehicles parked on university property must display current license plates and registration tags. Unregistered vehicles or vehicles displaying expired license plates will be subject to an Unregistered Vehicle citation.

3.B.11    **No Parking 2 a.m. – 6 a.m.** Monday through Friday, between the hours of 2 a.m. and 6 a.m., an Overnight permit is required in all commuter parking lots (Gold, Orange, Red, and Blue lots). Gold permit holders may park overnight in Gold lots only. Vehicles parked in a commuter lot between the hours of 2 a.m. and 6 a.m. without a valid Overnight or Gold permit (in Gold lots only) will be subject to a No Parking 2 a.m. to 6 a.m. citation.

3.B.12    **Service Space.** Service spaces are restricted to Service permits only. Service permits are limited to two (2) hours in a service space. Vehicles parked in a service space without a valid temporary or annual Service permit will be subject to a Service Space citation.

3.B.13    **Delivery Space.** Delivery spaces are restricted to Delivery and Service permits only. A Service or Delivery permit is limited to one (1) hour in a delivery space. Vehicles parked in a Delivery space without a valid Temporary or Annual Service or Delivery permit will be subject to a Delivery Space citation.

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3.B.14 **Lost/Stolen Permit.** Once a permit is recorded as lost or stolen, that permit is no longer valid for use. Use and/or display of a permit recorded as "lost/stolen" will result in a Lost/Stolen citation and/or wheel lock/impound as outlined in Section 3.D.2. Criminal prosecution may result.

3.B.15 **Fire Lane.** Parking for any length of time in a fire lane by vehicles other than emergency vehicles is prohibited. Vehicles in violation are subject to a Fire Lane citation and/or Impound as outlined in Section 3.D.3.

3.B.16 **Exempt Plate Reserved Space.** Exempt Reserved spaces are to be used only by tax-exempt vehicles owned by the department that purchased the reserved space; vehicle must have an exempt license plate. Only exempt vehicles are allowed to park in exempt reserved spaces; personal vehicles are NOT allowed in exempt reserved spaces. Vehicles in violation are subject to an Exempt Reserved Space citation.

3.B.17 **Wheel Lock.** A Wheel Lock citation is issued to vehicles upon installation of a wheel lock. Refer to Section 3.D.5 for reasons vehicles may be immobilized on campus. Tampering with or damaging a wheel lock will result in additional criminal/civil actions.

## 3.C Daytime Violations

The violations outlined in the section below (3.C.1 through 3.C.5) are daytime violations. Enforcement of daytime violations is adjusted during academic breaks and university holidays as follows (academic breaks include fall, winter, spring and summer break – see university calendar for specific dates):

- During academic breaks, permits are not required for daytime parking in regular spaces in all Orange, Red, Blue, Silver, Purple or Magenta lots
- During academic breaks, overnight parking is not allowed on campus streets or in parking lots posted "No Parking 2 a.m. – 6 a.m."
- Gold lots require permits year-round
- Green lots require permits year-round
- Meter and pay station payment is required year-round except for Student Recreation Center (SRC) Parking Lot 107 (east side) which does not require payment during summer and academic breaks.
- Parking requirements and restrictions for parking spaces such as reserved, service, delivery, timed and walkway spaces, no parking areas and fire lanes; maintain the same requirements, privileges and restrictions year round
- For Disability spaces see Disability Permits/Spaces Section 2.G.1

3.C.1 **Permit Violation.** A vehicle parked in a parking area that requires a valid permit, as indicated by signage, must properly display a valid permit for that area. Vehicles without a permit or displaying an invalid permit for the area will receive a Permit Violation citation.

3.C.1.1 **Improper Display Of Permit.** Permits must be removed from the plastic package, placed in the lower left-hand corner of the driver's-side windshield and be fully visible from outside of the vehicle. If a permit is displayed improperly or not completely visible from outside, vehicle will be subject to an Improper Display citation.

3.C.2 **Reserved Space Violation.** All vehicles that park in a reserved space must display an authorized reserved space permit and/or meet vehicle requirements as indicated by signage. Unauthorized vehicles parking in posted

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reserved spaces will be subject to a Reserved Space citation. Non- electric vehicles parking in an EV charging station parking space will be subject to a Reserved Space citation even if the meter is paid. Reserved spaces are enforced at all times unless otherwise posted.

**3.C.3 Meter Violation.** Meter citations are issued in all pay-to-park areas when a vehicle is parked at a single space parking meter that indicates time has expired, or when there is no active parking session for the license plate of the vehicle parked in an area where pay-by-plate (via pay station or mobile payment) is available, unless a valid permit is displayed that permits parking in a pay-to-park area without payment. Enforcement times for pay-to-park areas vary and are posted on signage, on single space meters, and within the mobile pay app for each location.

When paying to park at a pay station or using mobile payment, license plates must be entered correctly. An error with the license plate entry may result in a Meter citation. Vehicles in an EV charging station parking space will receive a Meter citation even when actively charging if the meter shows no time remaining.

Meter citations may be issued every two hours to a vehicle that continues to be in violation with a limit of three (3) Meter citations per day.

- A malfunctioning meter automatically converts to a No Parking space if it is not located in a color permitted lot.
- If located within a color permitted lot, malfunctioning meters revert to a regular color permitted space and the proper permit for that area must then be displayed in that metered space.
- Vehicles parked at a malfunctioning meter without a valid parking permit for that color permitted lot are subject to a No Parking citation.
- There are no refunds given for meter payments.
- It is the responsibility of the driver to notify PTS immediately of any meter malfunction. After doing so, the driver must move to another vacant parking space and park in accordance with these regulations.

## 3.D Post-Citation Regulations/Processes

### 3.D.1 Citation appeals and the Parking Committee

PTS retains the authority to enforce U of I Parking Regulations. Violation of those regulations results in citations. Citations can be addressed in two ways: (1) by payment and (2) by submitting an appeal.

**3.D.1.a The Parking Committee** serves as a judicial committee to PTS and may review and advise the university administration on campus parking conditions, policy, and regulations. The Parking Committee is composed of specific number of volunteers from the following categories: three faculty members, three non-PTS staff members, two students, and the Parking Committee Liaison. The Parking Committee Liaison is a PTS employee appointed by the PTS Director and is an ex-officio (non-voting) member. The Parking Committee meets once per month to review appeals, except during summer break.

**3.D.1.b Appeals process.** All appeals must be submitted online, through the parking software's online portal at <https://uidaho.aimsprinting.com>. Appeals made in person or via email or via writing will not be considered.

- Appeals for citations must be submitted via the PTS website within 15 days from the date the citation was issued; the date of issuance is counted as day one (1). After 15 days, citations are no longer eligible for appeal and must be paid. Once an appeal is submitted it will be adjudicated by the Parking Committee. Citations that are appealed will not be subject to late fees.
- If supporting evidence for the appeal, such as a photograph, is unable to be submitted electronically, that material should be brought in person to PTS for duplication and inclusion with the appeal.

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- Citations that will be submitted for appeal should not be paid prior to submission. Once a citation is paid it is no longer eligible for appeal. 3.B.17 Wheel Lock citations are the exception to this must first be paid. If an appeal is approved, the payment will be refunded.

The PTS Committee Liaison pre-screens all appeals and automatically denies appeals that list an invalid reason on the “Extenuating Circumstances vs. Invalid Appeal Reasons” list, located online at <https://www.uidaho.edu/infrastructure/parking/citations/appeal-citation>.

The Parking Committee will review only the materials submitted with the citation appeal. Appeals that fall under the Parking Committee’s list of invalid reasons to appeal will be denied. All remaining appeals are reviewed and decided upon by the Parking Committee.

The Parking Committee’s decisions will be based solely upon matters indicated in the citation, stated in the appeal or included by the appellant as tangible evidence (i.e. receipts, medical documentation, etc.). The Parking Committee will make one disposition for each citation appeal reviewed:

- Uphold the citation
- Dismiss the citation
- Partial dismissal, with fine amount potentially reduced

Individuals who submit appeals will be notified via email of the disposition of their appeal, within 30 days following the monthly meeting of the Parking Committee at which the appeal was adjudicated.

Late appeals can be requested only if there are extenuating circumstances as to why an appeal was not submitted by the citation’s appeal-by-date. This request must be submitted to PTS by email to [parking@uidaho.edu](mailto:parking@uidaho.edu) and must state:

- The request for a late appeal
- Citation number
- Extenuating circumstance that prevented the appeal from being submitted within 15 days of the date of the citation.
- Reason for appeal

The Parking Committee retains the authority to reject late appeals.

Emailed requests for a second appeal may be submitted if an individual has additional information that could affect the original decision of the Parking Committee. Dissatisfaction with the Parking Committee’s decision on the original appeal is not sufficient cause for a second appeal. Requests must be submitted to PTS at [parking@uidaho.edu](mailto:parking@uidaho.edu) within 15 days of the notification date of the disposition of the original appeal. If the 15-day deadline is not met, the original decision is final. A request for a second appeal must contain new information that was not part of the original appeal. Restatements of the previous appeal will not be considered.

If an individual is dissatisfied with the second appeal decision, a written appeal may be submitted to Parking Services within 15 days of the second appeal notification date. Third appeal requests are reviewed and decided upon by the Associate Vice President of Division of Financial Services, Operations. Decisions at the third appeal level are the final university decision for all parties except for students, who have the option of appealing the final university decision to the State Board of Education.

No member of the Committee with any personal conflict of interest or knowledge of the specific case or individual will be allowed to participate in the determination of that appeal.

The Parking Committee retains the authority to revoke an individual’s privilege to submit citation appeals based on consistent abuse of or flagrant disregard for these regulations.

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## 3.D.2 Citation penalties and assessment

All parking citations must be paid or appealed within 15 days of issuance. Unpaid citations may result in:

- University account holds and other collection-related activities
- Vehicle immobilization and/or impound (see Section 3.D.5)
- Ineligibility to purchase a new permit

After 15 days, citations not submitted for appeal require payment; the fine amount will be assessed as follows:

- **Citations issued to vehicles specified in a parking account will be attached to the employee's or student's account that is associated with the license plate number of the cited vehicle.**
  - For students, monetary penalties may result in a hold being placed on student records, which affects the ability to register for the following semester or to receive a diploma.
- **Citations issued to vehicles not specified in a parking account will be assessed as follows:**
  - If a U of I parking permit was displayed at the time the citation was issued, the fine amount will be assessed to the parking permit owner.
  - If no U of I parking permit was displayed at the time the citation was issued, the fine amount and an additional DMV Discovery Fee may be assessed to the registered vehicle owner, company, corporation, or firm in whose name the vehicle is registered through the Idaho Department of Licensing, or the corresponding agency of another state or nation. The DMV Discovery Fee covers costs associated with identifying vehicle owners and accurately assessing fines owed.
  - PTS will attempt to search for the person responsible for unpaid citations for multiple years after the citation is issued.

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# UNIVERSITY OF IDAHO PARKING REGULATIONS

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## 3.D.3 Citation Fee Schedule

### PTS Citation Fee Schedule FY26, Effective July 1, 2025

Code	Description	Cost	Increase (Uplift) for Repeat Offenses - per fiscal year (July 1—June 30)	Uplift Cap
B.1	NO PARKING	\$50	Increases by \$5 after every third citation of same type	+\$30 by 19th citation of type
B.2	DISABILITY SPACE VIOLATION	\$150		
B.3	OVERTIME LIMIT	\$40	Increases by \$5 after every third citation of same type	+\$30 by 19th citation of type
B.4	OBSTRUCTING TRAFFIC	\$75		
B.5	OVERSIZED VEHICLE	\$40		
B.6	DISABLED VEHICLE	\$30		
B.7	ILLEGAL USE	\$175	Results in wheel-lock citation after additional citation of same type	None
B.8	FAILURE TO COMPLY	\$100		
B.9	RESTRICTED AREA	\$100		
B.10	UNREGISTERED VEHICLE	\$25		
B.11	NO PARKING 2AM-6AM	\$30	Increases by \$5 after every third citation of same type	+\$30 by 19th citation of type
B.12	SERVICE SPACE VIOLATION	\$50	Increases by \$5 after every citation of same type	None
B.13	DELIVERY SPACE VIOLATION	\$50	Increases by \$5 after every citation of same type	None
B.14	LOST OR STOLEN PERMIT	\$400		
B.15	FIRE LANE	\$100	Increases by fine amount after every citation of same type	None
B.16	EXEMPT PLATE RESERVED SPACE	\$100	Increases by fine amount after every citation of same type	None
B.17	WHEEL LOCK	\$100	Increases by fine amount after every citation of same type	None
C.1	PERMIT VIOLATION	\$30	Increases by \$5 after every third citation of same type	+\$30 by 19th citation of type
C.1.1	IMPROPER DISPLAY	\$25		
C.2	RESERVED SPACE VIOLATION	\$100		
C.3	METER VIOLATION	\$25	Increases by \$5 after every third citation of same type	+\$30 by 19th citation of type
C.4	NOT A MOTORCYCLE SPACE	\$25	Increases by \$5 after every citation of same type	None
	UNREGISTERED MOTORCYCLE/MOPED	\$25		
	OTHER VIOLATION	\$25		
	VEHICLE IMPOUND	\$20		
D.1	DMV FEE	\$15		
D.2	48 HOUR NOTICE FEE	\$15		
G.5	TOW	\$200		

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## 3.D.4 Citation payment options

Parking and Transportation Services does not accept citation payments in coins for an amount exceeding \$5.00 unless the coins have been rolled; for pennies, any amount exceeding \$1.00 will not be accepted.

Citations may be paid in one of the following ways:

- Online at <https://uidaho.aimsparking.com> using Discover, MasterCard or Visa
- Three times each year (October 15, March 15 and June 15), any remaining unpaid tickets are transferred to the ticket-holder's university account and then must be paid online via MyUI.
- At the Parking Office located on campus inside the Intermodal Transit Center at 1006 Railroad Street. Cash accepted, no loose coins.
- Mail a check or money order payable to U of I Bursar to Parking and Transportation Services, 875 Perimeter Drive MS 4106, Moscow, ID 83844-4106.

3.D.5 **Immobilization/wheel lock or impoundment.** PTS staff may ticket, immobilize, impound, or tow any nuisance vehicle on U of I property. The decision to immobilize or impound will be made by PTS staff on a case-by-case basis after reviewing any violation history of the permit holder or vehicle. Wheel lock or impoundment are serious violations that jeopardize future parking privileges on the Moscow campus.

3.D.5.a **Conditions for immobilization/wheel lock.** Vehicles may be declared a nuisance vehicle and may be subject to wheel lock or impound for the following reasons:

- Vehicles with three (3) or more unpaid parking citations which are 15 or more days past the date of issuance; this includes defaulted collection accounts with multiple citation debt that has not been collected by the university
- Vehicles with five (5) or more unpaid/un-appealed citations that were issued within a 15- day period
- Vehicles registered to a person who has missed a single payment as specified by a signed promissory note with the U of I for payment of citation debt
- Vehicles parked in a disability space and not displaying a valid disability parking permit
- Vehicles obstructing traffic flow or parked in a fire lane
- Vehicles parked in a closed or reserved lot
- Vehicles appearing to be abandoned or disabled
- Vehicles not displaying a valid license plate or current vehicle license registration
- Vehicle displaying a permit that is recorded as lost, stolen, revoked, altered, counterfeited or duplicated in any way
- Driver/owner has provided false information or attempted to conceal or obfuscate vehicle ownership or personal identity
- Vehicles illegally parked in a reserved space or lot that is reserved for a special event
- Vehicles parked in a service or delivery space without proper permit
- Failure to comply with specific parking instructions from PTS staff
- Driver/vehicle parking privileges already have been revoked

3.D.5.b **Notification of eligibility.** As a courtesy, but not in all cases, PTS will attempt to notify vehicle owners that they have met conditions for immobilization. Warning stickers placed on vehicle windows are binding and removal is the responsibility of the vehicle driver. If an individual is warned of immobilization eligibility more than once during an academic year, the individual may be subject to a 48 hour notice fee. Once notification of eligibility for immobilization is provided, all outstanding citations must be paid to avoid a wheel lock.

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**3.D.5.c      Release of immobilization/wheel lock.** Vehicle release is contingent on payment of all remaining parking debt including the citation for immobilization (B.17). Payments may be made over the phone or in person. Only card or cash are accepted. Citations in the appeals process do not need to be paid at the time of immobilization. After 48 hours (excluding weekends and official holidays) from the time of immobilization, if no contact has been made with PTS, this vehicle is eligible for further citation or impoundment.

**3.D.5.d      Impoundment.** Impounded vehicles may be reclaimed after all outstanding fees related to citation, immobilization and impoundment of the vehicle are paid. Fees may include a towing service charge and a daily storage fee. If the towed vehicle has been in storage on university property for a period of 60 days without being reclaimed and if there is pending parking debt, the university may dispose of the vehicle in accordance with Idaho Code section 49.17 and with guidance from U of I Office of General Counsel.

Notification: After 48 hours (excluding weekends and official holidays) from the time of vehicle removal, if attempts to notify an individual of their vehicle tow/impound have been unsuccessful, PTS will take further action when owner identification becomes possible. A written notice shall be sent by certified mail to the vehicle owner(s) or the applicable university parking permit holder and shall include the following information: name, address and telephone number of the PTS office, vehicle description, the authority and purpose of the impound, a copy of these regulations, a statement of how the vehicle may be reclaimed, and a statement of the right to a post-tow appeal.

**3.D.5.e      Opportunity for appeal of towing/impoundment.** When towing/impoundment has occurred, the Parking Committee will provide an opportunity for an appeal to determine the validity of the circumstances after all parking debt and related fines have been paid. Appeals for immobilization (B.17) will not be considered if submitted before the vehicle is released by PTS.

Requests for an appeal of towing and impoundment must be submitted online, through the parking software's online portal at <https://uidaho.aimsparking.com> within 15 days from the date of the immobilization/impound notice. Written requests can be mailed to PTS at 875 Perimeter Drive MS 4106, Moscow, ID 83844/4106 or sent via email to [parking@uidaho.edu](mailto:parking@uidaho.edu) or hand delivered to the PTS office located at 1006 Railroad St., Moscow, ID 83843. Any such requested hearing shall be conducted at the next regularly scheduled meeting of the Parking Committee. The Parking Committee's decision is final and binding upon all parties.

**3.D.6      Parking Privilege Revocation.** The Director of Parking and Transportation Services may revoke the privilege to park in any or all areas managed by PTS based on repeated violations or a conspicuous disregard for U of I parking regulations, such as excessive citation activity or parking in uniquely restricted areas such as ADA and Reserved, or any criminal activity. Terms of the revocation can be appealed directly, in person, to the Executive Director of Public Safety, Security and Parking for a final disposition.

## 4.      Appendix

### A.      Inclement Weather

**During snowy conditions, parking between 2 a.m. and 6 a.m. in commuter parking lots for vehicles with a valid overnight parking permit is further restricted to specific parking spaces in specified parking lots only.** These restrictions are necessary for early morning snow removal equipment to have unobstructed access to the lots for efficient plowing. Valid parking spaces during these hours is indicated on the [Snowy Conditions Overnight Commuter Parking Map](#).

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Citations may be issued to vehicles parked outside of the designated overnight parking areas and vehicles may be towed at owner's expense as snow conditions warrant. These citations may be issued to vehicles displaying a valid Overnight parking permit if those vehicles are not parked in spaces designated for snowy conditions.

## B. Event and RV Parking

Parking and Transportation Services may preempt the use of certain lots or streets for special events and retains the authority to charge a fee for parking at these events. Lots reserved solely for event parking will be posted in advance, and regular permit holders will not be allowed to park in lots posted as reserved for an event. Vehicles parked in reserved lots after the lot was posted will be subject to citation and/or impoundment. Individuals must abide by posted signage and directions from PTS staff. Failing to comply with directions from PTS may result in citation.

Parking or storage of trailers, RVs and golf carts is not allowed without a parking permit from PTS. RV parking in Lot 110 is valid only with prior purchase of an RV parking permit from the U of I ticket office for weekends designated for home football games. RV parking in Blue lot 60, west of Railroad St., is valid only with prior purchase of an RV parking permit from PTS for weekend designated by PTS. PTS RV parking on football game day weekends is jointly managed by PTS and the U of I Ticket Office.

## C. Other Vehicles

4.C.1 **Motorcycles.** For the purpose of these regulations, any motorized two-wheeled vehicle is considered to be a motorcycle, with the exception of electric bicycles. Motorized vehicles, including mopeds, are prohibited from parking at bicycle racks. Motorized vehicles, other than electric scooters or electric bikes, that are parked at bicycle racks are subject to citation. Permits are not required for motorcycles parked in designated motorcycle parking areas that are indicated on the [Campus Parking Map](#). Motorcycles parked in metered spaces require payment at the posted rate. Motorcycle operators who wish to park in regular permitted vehicle spaces must display a valid parking permit for the lot and should consult with PTS for permit display options.

Driving or parking of motorcycles on landscape areas, lawn areas or sidewalks/pathways outside the designated Campus Walkway System is prohibited at all times. Motorcycles are permitted to park overnight in all designated motorcycle parking spaces except from November 1st to March 1st each year when no motorcycle parking is allowed between the hours of 2 a.m. and 6 a.m. in most designated motorcycle parking areas. Parking between 2 a.m. to 6 a.m. is allowed year-round only in motorcycle spaces within Lot 22, Lot 60, and Lot 108.

4.C.2 **Bicycles.** For the purpose of these regulations, a vehicle operated manually with the turn of pedals is considered to be a bicycle. All Moscow city ordinances/codes, Idaho state laws, and university requirements apply to the operation of bicycles on university property. It is the responsibility of the bicycle operator/owner to understand and comply with bicycle rules, regulations, and laws on campus.

The campus walkway system and pedestrian areas on campus are considered sidewalks for the purposes of bicycle safety and enforcement. Bicyclists riding on the campus walkway system should ride no faster than walk speed of three miles per hour and always yield to pedestrians.

Bicycles are to be parked in bicycle racks only. Attaching bicycles to any object other than a bicycle rack is prohibited. Bicycles parked in violation of these regulations should be reported to PTS.

Repeat violators of bicycle parking regulations will be subject to escalated fines and may be referred to the Dean of Students and/or Office of Risk Management.

4.C.2.a **Campus bicycle management.** Campus bicycle management includes promoting bicycle safety, education and ridership; understanding supply and demand of bicycle parking; identifying bicycle amenities in need of

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improvements; and managing bicycle parking by actively enforcing campus bicycle parking rules and regulations. The purpose of managing bicycle parking on campus is to ensure pedestrian and disability safety and access, protect landscape elements, and improve aesthetics of campus.

**4.C.2.b Abandoned or disabled bicycles.** An abandoned or disabled bicycle, for the purpose of these regulations, is defined as a bicycle that appears not to have moved from its location for an extended period, or a bicycle that cannot be safely operated due to dysfunctional or broken parts. This includes, but is not limited to the following:

- No seat on bike
- Flat tires
- Bent rims
- Broken chain or no chain on bike
- Missing pedals
- Cobwebs, dust, grass or branches collecting or growing over the bike

Determination of a bicycle's abandoned or disabled status is at the discretion of PTS.

Abandoned or disabled bicycles will be tagged for removal. After a minimum of seven (7) days from the date the bicycle is tagged, PTS will move the bicycle to storage. Bicycles that have been moved to a University storage facility may be claimed at any time before they become the property of the University and are disposed of as outlined below. Those wanting to claim a bike should contact PTS.

**4.C.2.c Bicycle impoundment.** Unclaimed bicycles placed in storage are deemed impounded on the second Monday in September of each calendar year. In accordance with Idaho Code Section 55-405, impounded bicycles that are not claimed within three (3) months will be disposed of in the following manner:

- On the second Monday in September of each calendar year, PTS will provide written notice of impounded bicycles to the Latah County Clerk.
- A general notice stating that abandoned bicycles impounded on university property will be disposed of if not claimed within three (3) months from the date of the notice to the Latah County Clerk will be published in the newspaper of general circulation, as designated by the Latah County Clerk, within 20 days of impoundment. The notice will be published in accordance with Idaho Code section 55-405.
- Bicycles not claimed within three (3) months from the date of notice of impoundment provided to the Latah County Clerk become property of the U of I and will be disposed of by the University in accordance with the University's Surplus Property Policies and Guidelines <https://www.uidaho.edu/infrastructure/facilities/les/surplus/policies>.

Impoundment of bicycles may occur without warning when a bicycle is parked in a manner that poses a safety problem, is obstructing access to or from a building, is obstructing access to or from a disability ramp or parking space, is obstructing access in a pedestrian area, or that may potentially harm vegetation on campus. PTS retains the authority to determine if a bicycle is parked in a harmful or obstructing manner.

Bicycles parked outside of designated bicycle parking locations that are not posing an immediate safety problem or obstructing access also may be tagged with an impound notice.

After 24 hours, bicycles that have been tagged with an impound notice will be subject to impound if found parked outside of designated bike racks. If possible, an impound notice will be posted at the location the bicycle was parked.

When bicycle impound is required for a bike that is locked, the bicycle lock will be cut and will no longer be useable. Reimbursement for locks cut from impounded bikes is not available.

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4.C.2.d **Bicycle security.** It is strongly recommended that bicycle owners register their bicycles through the Moscow Police Department. PTS provides forms for bicycle registration with the Moscow P.D. at PTS's physical office and will pay the bicycle registration fee for students, along with transmittal of the registration to the Moscow P.D. In the event a bicycle is stolen or lost, this will assist in relocating the bicycle and may also allow PTS to identify and contact a bicycle's owner prior to impounding a bicycle.

Bicycle locks reported to PTS as being locked over another individual's bike, making it impossible for the owner to remove his/her bike will be removed. The owner of the offending bicycle and/or lock that was removed may recover their bicycle at the PTS office. Parking employees have the authority to remove bicycle locks for this reason when a request is received.

Bicycle locks are NOT allowed to be locked to bike racks when no bike is present. Locks found attached to bike racks with no bike present will be considered abandoned property and will be cut, removed, and disposed of by PTS.

PTS and/or the university is not responsible for damage to property incidental to the removal process. This includes damage to cables, locks and bicycles that are removed for any reason.

## D. Definitions

**Affiliate or Third-Party Affiliate:** An agency or private entity involved in a business relationship with the University of Idaho, with employees who park within the campus footprint.

**Bicycle:** A vehicle operated manually with the turn of pedals.

**Campus Walkway System:** A designated area in the core of campus that is restricted to only essential vehicular traffic to ensure a safe pedestrian walkway area. All vehicles including bicycles, scooters and skateboards must travel at a walk speed, yielding the right of way to pedestrians at all times while traveling on the campus walkway system.

**Color-coded parking lot:** A parking lot designated by a specific color (e.g. Gold or Silver) or by parking for a specific classification of permits (e.g. Economy or NCC).

**Commuter:** A U of I student or employee who does not live in a residence within the campus footprint.

**Daytime parking:** Parking on campus between the hours of 6 a.m. through 2 a.m. the following day.

**Daytime Violations:** Parking violations that are enforced Monday through Friday, 6 a.m. to 5p.m., with the exception of individual spaces that may have different enforcement times as posted. See Section C.3.

**Delivery Vehicle:** On campus, delivery vehicles are considered vehicles owned and operated by university departments or commercial establishments. These vehicles require short-term delivery access for pick- up/drop-off of items. Parking near the delivery location is required due to size of items being delivered, number of items being delivered or timing of delivery. All delivery vehicles must display a valid U of I Delivery permit and park according to Delivery permit regulations.

**Designated Parking Space:** A parking space, defined by signage, concrete wheel stops, painted lines on ground, or a parking meter.

**Dismissed/Waived:** A decision made by the Parking Committee to waive the fine associated with an appealed citation. The submitted appeal statement provided a description that sufficiently explained the situation to warrant a dismissal of the fine.

**Electric Bicycle:** A bicycle that is augmented with an electric motor. Electric bicycles may be parked at bicycle racks.

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**Electric Vehicle (EV):** Any motor vehicle that can be recharged from an external source of electricity and the electricity stored in the rechargeable battery packs drives or contributes to drive the wheels. Fully electric vehicles and plug-in hybrids are included in this definition.

**Essential Business:** Fundamental and crucial business necessary for the university to operate each day; necessary functions required for the institution to fulfill its mission or for departments, research and teaching to be successful.

**Essential Vehicle:** A vehicle that needs to park at a specific location in order to successfully complete essential business for the university. Essential vehicles transport tools or supplies that are heavy or in large quantity, and proximity to destination is necessary to conduct essential business.

**General Violations:** Parking violations that are enforced at all times and all days. See Section B.3.

**Immobilize:** To place a wheel lock on a vehicle so that the vehicle cannot be moved from its current location.

**Impound:** To relocate a vehicle from the location last parked using a tow truck.

**Meter:** An electronic unit that requires payment in the form of debit/credit card or via mobile payment phone app. Meters are located at individual parking spaces.

**Motorcycle:** Any motorized two-wheeled vehicle. Mopeds and motorized scooters are considered motorcycles for the purpose of these regulations.

**Nuisance Vehicle:** A vehicle that causes significant disruptions to parking operations or interferes with the mission of PTS and/or essential university business. Examples of a nuisance vehicle are described in Section 3.D.5.

**Overnight parking:** Parking on campus between the hours of 2-6 a.m.

**Park/Parking:** The placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

**Pay Station (or Pay and Display):** An electronic unit that requires payment in the form of debit/credit cards. Pay station units are located centrally within lots that require payment. Upon payment receipts are printed and must be displayed on the inside of the driver's side window.

## Parking Committee:

**Permit Eligibility:** Determines if it is appropriate for an individual to display and use a certain permit type. Permit eligibility is determined by the following:

- An individual's affiliation with the university; student, faculty/staff (board appointed or temporary), visitor.
- Location of an individual's residence.
- Description of departmental or business parking needs on campus; justification of use statement.

**Regular space:** A parking space that is not marked with a sign limiting the space to a specific restricted use or uses.

**Service Vehicle:** On campus, service vehicles include vehicles owned and operated by university departments or commercial establishments. These vehicles provide a service for the university and actively engage in service or maintenance of the buildings or grounds. Parking in close proximity to the area is required because the vehicle and/or equipment in the vehicle are essential to completing the service. All service vehicles must display a valid U of I Service permit and park according to Service permit regulations.

**Snow pole:** Vertical signage at a parking space that designates the parking space is not valid for parking while the sign is in place.

**Striping/Painting:** Yellow, white or blue markings on the pavement that designate a parking space, a disability space, a curb or sidewalk edge, or the end of a row or designated parking area.

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**Specially Marked Spaces:** Individual spaces designated by signage as spaces requiring a special permit. Examples of specially marked spaces include, but are not limited to, reserved spaces, service spaces, delivery spaces, disability spaces.

**Third-Party Affiliate (see “Affiliate,” above)**

**Uphold:** A decision made by the Parking Committee to retain the fine associated with an appealed citation. The submitted appeal statement does not provide a description that sufficiently explains the situation to warrant a dismissal of the fine.

**Uplift Fee:** An automatic increase in fine amount for subsequent violations. See fine schedule in Section 3.D.2 for details.

**Vendor:** An agency or private entity involved in a business relationship with the University of Idaho, with employees who park within the campus footprint.

**Visitor:** Any person who is not a Moscow-campus-based student, staff or faculty.

**Void:** Elimination of the fine associated with a parking citation.

**Walk Speed:** Operating an automobile, bicycle, scooter, motorcycle, or skateboard at the pace of a walking pedestrian. Walk speed is approximately three (3) miles/hour.

**Walkway Access Permit:** A permit that allows vehicular access onto the campus walkway system and is valid for parking in one or more of the designated spaces on the campus walkway.

**Wheel Stops/Bumpers:** Concrete objects (approx.. 6" wide by 6' long) placed at the head of a parking space. Wheel stops/bumpers designate individual parking spaces. In gravel lots all spaces are designated by wheel stops/bumpers; if there is not a bumper in a gravel lot, then that area is not a valid parking space.