

UNIVERSITY  
OF MIAMI



# Parking Policies & Procedures

Parking and Transportation

Coral Gables Campus

2018-2019

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5807 Ponce De Leon Blvd, Coral Gables, Florida 33146

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## **PURPOSE**

The purpose of the University Parking Policies & Procedures is to educate all faculty, staff, students, and visitors on the Parking Policies & Procedures for the Coral Gables campus.

## **SCOPE**

Parking on the University of Miami's Coral Gables Campus is a privilege extended to those using the facilities of the University, consistent with the terms of this parking code and other policies of the University as they are set or amended by the University of Miami administration. Parking privileges are extended only to those members of the University community including trustees, faculty, administrators, staff, students, vendors and visitors who have paid for University of Miami parking and registered their vehicle(s). In consideration of being permitted to use the University's facilities for parking, each motor vehicle operator agrees to be bound by the rules set forth in this parking policy, and agrees to pay the University any fine or administrative charge assessed for non-compliance with this policy.

## **1. GENERAL INFORMATION**

### *1.01 Familiarity with Parking Policy*

All Faculty, Staff and Students of the University and/or any operator of a motor vehicle visiting the University are expected to be familiar with and abide by these rules at all times. The fact that a person does not receive a citation for noncompliance of any portion of the parking code does not mean or imply that the rule is not in effect. The responsibility for obtaining knowledge of all applicable rules rests with the motor vehicle operator and/or parking permit owner.

### *1.02 Disclaimer of Liability*

The University of Miami strongly urges those who park on campus not to leave valuables in an unoccupied vehicle at any time, and to lock all vehicles when not in use. The University of Miami, its officers, agents, trustees, and employees are not liable for loss or damage to any vehicle or the contents of any vehicle that is located, operated, or parked on the Coral Gables campus.

### *1.03 Permit Holder Responsibility*

By virtue of a paper or electronic University of Miami parking permit application on file with Parking & Transportation Services, each parking permit holder acknowledges familiarity with and understanding of the University's *Parking Policies and Procedures* and is understood to have entered into a contract with the University of Miami in which the permit holder agrees to abide by the rules and policies contained therein. Applying for a parking permit does not grant the right to park at the University of Miami. Permits are virtual and linked to the tag number of the permit holder's vehicle(s) and are only valid when used with the registered vehicle.

All Permit holders are responsible for their own compliance with the University of Miami parking policy, as well as compliance by family members and guests, and will be held financially responsible for citations issued to vehicles traced to their family members and guests, as well as themselves.

All vehicles must be operated in accordance with Federal, State, City or Local laws and regulations.

## **PARKING RULES**

### *2.01 Parking Facilities*

All parking lot entrances in the University parking system are identified by informational signage that a permit is required, a representational color identifying which permits are allowed, and the hours of enforcement.

Absence of signage does not imply that University of Miami parking policy is not in effect. Parking facilities are enforced during the following times:

- A permit is required to park on campus 7 days a week from 8:00am through to 11:00pm
- All colored zones are enforced Monday through Friday 8:00am to 4:00pm
- Color zone restrictions are lifted between 4:00pm and 8:00am, Monday through Friday and 24 hours a day at the weekends
- University Village / Reserved / Preferred / Service zones are enforced 24/7/365

### *2.02 No-Back-In Policy*

All vehicles parked on the Coral Gables campus must abide by the 'head-in only' rule to ensure that the license plate is facing the road and can be read by the License Plate Recognition (LPR) cameras. Vehicles displaying either an official State-issued front license plate or the custom front plate issued by Parking & Transportation (See section 3.02) may reverse into parking spaces. Reversing into a parking space without either one of the front plate options listed above will result in the issuance of a 'no back in violation' citation.

### *2.03 Definition of Parking*

Motor vehicles are considered parked when stopped for any period of time. Parking is permitted only in those spaces specifically designated for use by vehicles linked to an appropriate permit for the space.

### *2.04 Designated Parking Spaces*

Absence of a 'No Parking' sign does not constitute authorization for parking. Vehicles are to park in spaces Parking & Transportation Services has defined by means of white lines, pre-casts, and/or other marking devices, both temporary and permanent.

### *2.05 Eligibility*

**First year resident students [students residing on the Coral Gables campus who are attending college on a full time basis for the first time] are restricted from purchasing a parking permit to park on the University of Miami's Coral Gables campus.**

All other students as well as all regular faculty and staff (FT & PT) are eligible to purchase one parking permit. The zones and permit types available are subject to availability and eligibility as listed below:

General Colored Zones (Purple, Red, White, Pink, Brown, Burgundy, Gray, & Yellow)	All faculty and staff
General Colored Zones (Purple, Red, White, Pink, Brown, Gray, Yellow, & Green)	Commuter Students
Blue, Yellow, & University Village zones	Resident students only
Reserved	Academic Deans and Vice Presidents Only
Preferred (Gated lots)	Faculty and Staff
Service zones	Official UM vehicles and faculty / staff subject to eligibility
Disabled Spaces (non-metered)	Any person with a State-issued disability placard with the appropriate UM permit.

**Any faculty, staff or student found using a parking permit outside of their approved eligibility status will be subject to a \$750 fine for fraudulent use, tow and/or booting (wheel Clamping), confiscation of the permit, and disciplinary action.**

Each current University of Miami faculty member or employee who has a parking citation fine balance greater than \$50 is ineligible to purchase a parking permit. Students with unpaid parking fines will have such fines charged against their student account. Additionally, transcripts or diplomas may be withheld at the end of each semester until charges are resolved. Checks returned by banks for any reason will result in the assessment of an administrative fee, as well as reimbursement for the returned check by cashier’s check or money order.

*2.06 Multiple Vehicles*

A permit holder may register more than one vehicle to their account if they are the registered owner/operator of the vehicle. Staff and faculty may register their vehicles online at the time of the permit purchase or at any other subsequent time through the parking website. Students wishing to register more than one vehicle must contact Parking & Transportation with documented proof of ownership before being able to add the additional vehicle.

*2.07 Restricted Areas*

Employees, students and contractors conducting business with the University are required to utilize the parking services provided by the University and pay the appropriate fee, if applicable. Parking outside of the University’s facilities, on the swales of side roads surrounding the campus may not be illegal, but it jeopardizes the relationship with UM’s neighbors and is a violation of University policies. In addition, parking at the University Metrorail station is reserved for patrons who intend to board the Metrorail at this station and not for patrons coming to the University. It is a violation of University policy to park at the University Metrorail station as a means of getting to UM. Violation of these policies will result in disciplinary action.

Parking in locations designated as fire lanes, loading zones, or service zones is not authorized. Unauthorized vehicles may be cited and/or towed and/or booted (wheel clamped) at the owner/operator’s expense, and fines may be levied against the owner/operator.

No parking is authorized on the walkways, sidewalks, driveways, or on the lawns and grounds of the campus, unless so designated.

Meters are reserved for visitors of the University.

### *2.08 Disabled Parking*

Persons issued an official disabled parking placard by a U.S. state must purchase a University of Miami parking permit for their correct classification. Disabled permit parking is allowed in specially designated spaces and any other marked space, but not in reserved and restricted spaces (see section 2.05). A University of Miami parking lot appropriate parking permit (including daily passes or other temporary UM permits) and a state disabled parking placard are required to park in disabled spaces on campus.

. If a vehicle is parked in a disabled space with a state disabled placard but without paying for University of Miami parking, the vehicle will be cited for 'No Valid Parking Permit'. If a vehicle has paid for University of Miami parking but no state disabled placard, the vehicle will be cited for 'Parking in a Disabled Space'.

Persons with state disabled placard may park in UM meter spaces for up to the maximum time period of the meter (i.e. 1.5 hour meter at the Ritcher Lot 203 and 2 hours at the Wellness Center and Pavia garage), but not longer, without paying the meter fee, regardless of whether or the vehicle is registered to a valid University virtual parking permit.

Citations related to unauthorized parking in a parking space and/or access lane designated for the disabled are Miami-Dade County citations, and any inquiries must be addressed to the County.

### *2.09 Reserved Parking*

Reserved parking is allowed with a University of Miami Reserve parking permit in specially designated reserved spaces and any other designated parking space in any colored zone, but not in disabled spaces without a disabled placard. Reserved parking spaces are enforced 24 hours per day all year. Reserved parking is restricted to the president, provost, vice presidents, academic deans, and resident faculty of the University of Miami. Each reserved parking space is dedicated to a particular individual, and is not for use by any other person and is not transferable. Persons other than those for whom the designation is made may not utilize reserved spaces, and any offending vehicle may be cited and/or towed and/or booted (wheel clamped) at owner/operators expense. Those who have reserved spaces must park in their own designated space, and not in any other reserved space. (NOTE: Unless the vehicle is registered with a reserved space permit, University-owned or leased vehicles are not authorized to park in reserved spaces.)

### *2.10 Preferred Parking*

Preferred parking is allowed with a valid University of Miami Preferred parking permit in specifically designated gated parking lots. A Preferred parking permit (virtual) also allows parking in designated spaces in any color coded zone, except for disabled spaces, reserved spaces, metered spaces, and those restricted areas described in section 2.05. Parking in a designated preferred parking lot without a valid preferred permit may result in the vehicle being cited and/or towed and/or booted (wheel clamped) at owner/operators expense.

Access to preferred parking is subject to eligibility and availability. Maintaining eligible status will require faculty and staff maintaining a zero (0) balance for parking fines at the University of Miami.

### *2.11 Inter-Campus Parking*

Eligibility is limited to students, faculty or staff with Cane Card ID identifying them as a student, faculty or staff at the University of Miami. Coral Gables campus students, faculty, and staff are to apply for inter-campus parking at the Coral Gables parking office. Medical campus students, faculty, and staff should apply at the medical campus parking office. RSMAS students, faculty, and staff apply at the Business Office. Lot eligibility will be determined by each parking department for their respective campuses.

### *2.12 Gables One Tower Parking*

Gables One Tower parking facilities are divided into three zones:

- Upper zone
- Lower zone
- Metrorail/Denny's Discount

Eligibility is limited to staff located at Gables One Tower. Visitors to the Gables One Tower may park in the designated visitor lot. Visitor parking for UM Faculty and staff from other campuses' is available for up to three hours.

### *2.13 Wellness Center Parking*

Available for sale only at the Wellness Center membership office for Wellness Center members who are not otherwise currently affiliated with the University of Miami at its Coral Gables campus. Valid for three-hour maximum parking in ***the Yellow and grey lots near the Wellness Center.***

### *2.14 Metered Parking*

University of Miami parking meters are reserved for visitors to the University's Coral Gables campus, including faculty, staff, and students from other UM campuses. Meters are enforced 7 days a week from 8:00 a.m. to 11:00pm.

University of Miami parking permits are not valid at parking meters.

Do not park at inoperative or malfunctioning parking meters. Parking at an inoperative or malfunctioning parking meter may result in a citation for "Parking at an inoperative meter".

Parking meters located along Stanford Drive, Dickinson Drive (east), San Amaro Drive (aka Hurricane Drive), Pisano Avenue, and Pavia Street are under the jurisdiction of the City of Coral Gables. Check meters for enforcement times. Please refer to the Coral Gables Parking website for further information.

### *2.15 Short Term Parking Permits*



Short-term permits are available, and allow for parking in certain areas subject to availability. The correct vehicle tag number must be associated to the short-term permit to be valid. See section 3.03 of this document.

#### *2.16 Board of Trustees Parking*

Members of the Board of Trustees, whose vehicles are registered with a Board of Trustees parking permit, may park in any marked space except reserved and disabled spaces, without the requisite disabled placard, and those restricted areas designated in section 2.05.

#### *2.17 Unavailability of Parking Spaces*

The inability of a person to find a lawful, designated parking space is not justification for violation of these rules, and shall not be considered as a mitigating circumstance in an appeal. This includes special events.

#### *2.18 Fire Lanes and Access Lanes*

All vehicles will be cited and towed from fire lanes and access lanes at owner's expense. Citations for such violations are Miami-Dade County citations, and any inquiries must be addressed to the County.

#### *2.19 Abandonment of Vehicles*

A vehicle that has remained parked on the campus and unused for a period of thirty (30) days may be presumed abandoned. The University may remove any abandoned vehicle and dispose of it as appropriate under the laws of the State of Florida. In the event a vehicle becomes inoperable or runs out of fuel while on the campus, all reasonable steps should be taken to move the vehicle from the street or other hazardous position to a parking space. If a vehicle must be parked in non-compliance to await repairs or fuel, the person responsible should notify the Parking & Transportation Services as soon as possible in order to prevent towing and/or booting (wheel clamping) of vehicle.

#### *2.20 Gates, Signs, Traffic Control Services, Barricades, Police Directions, and Emergencies*

Anyone who defaces a University of Miami property will be responsible for paying for its repair and/or replacement. In emergencies, parking lot signs, traffic control devices, barricades, and directions given by police officers or Parking & Transportation Service Officers take precedence over all parking policies and information markers. Ignoring or circumventing barricades, or disregarding the instructions of a parking or police officer may result in a citation, fine, and/or disciplinary action. Absence of signage does not imply that University of Miami parking policy is not in effect.

#### *2.21 Motorcycle, Moped, and Motorbike Parking*

All motorcycle, motorbike, and moped parking areas are marked. Motorcycles, motorbikes, and mopeds must be parked only in spaces or areas designated for them. Parking motorcycles, motorbikes, or mopeds in spaces allocated for regular motor vehicles is prohibited. Parking motorcycle, motorbikes, or mopeds on sidewalks, crosswalks, grass, in breezeways or other restricted areas is also prohibited.

Engine noise will be regulated according to State of Florida statutes. See section 3.01 for parking permit information.

#### *2.22 Boat and Trailer, RV, Mobile Home Parking*

Boat and/or trailer, RV, and Mobile Home parking is not permitted on the Coral Gables campus.

#### *2.23 Long term Parking*

The University of Miami does not allow for long term parking (storage) for anyone, with or without a valid parking permit. This includes parking over the summer, spring or winter breaks. For students on official University of Miami Study Abroad program, please contact the Parking & Transportation department.

#### *2.24 Garages*

Parking & Transportation Services reserves the right to close any Parking Garage or parking lot over vacation periods and/or summer for maintenance provisions and cleaning, and at any time for health or safety reasons.

#### *2.25 Watsco Center Parking*

Yellow permits allow access to the lots in close proximity to the Watsco Center. Scheduled Watsco Center events may require closing the lots surrounding the Watsco Center and require closing or otherwise restricting the Walsh Avenue up to 24 hours prior to the event's scheduled start time.

The Hurricane 100 parking lot (H-100), a gated parking lot is designated a yellow zone and may be used by any yellow permit holder when the gate is raised. However, this lot is also used for Watsco Center events. When the gate is closed, the lot is to be considered restricted and not available to holders of UM parking permits.

#### *2.26 University Village*

The University Village resident parking permit allows parking in the University Village North & South Garages only. University Village residents are prohibited from purchasing any other University of Miami parking permit.

Vehicles with University Village parking permits are prohibited from parking in any other Coral Gables campus parking facility between the hours of 8:00AM & 4:00PM, Monday through Friday, regardless of whether a temporary day pass permit is purchased. The vehicle is subject to being cited. Vehicles with University Village parking permits are prohibited from UM metered parking, regardless of whether the meter is paid.

#### *2.27 Public Transit Program*

University of Miami employees may not purchase or receive a Public Transit pass and a University of Miami parking permits during the same month.

University of Miami employees with a University parking fine balance greater than zero (0) are ineligible to participate in the University's Public Transit program.

### 2.28 Hybrid Discount Program

University of Miami students, faculty, and staff who wish to park a hybrid vehicle (as specified by the U.S. Department of Energy) on the Coral Gables campus are eligible for a rebate of up to 50% of the price of a colored zone permit (Purple, Red, White, Pink, Yellow, Brown, Gray, & Burgundy). For those with a Preferred or Reserved permit, the discount will be equivalent to 50% of a colored zone permit. Discounts cannot be combined. A person eligible for the employee discount program or a student parking in a discount zone cannot also receive the hybrid discount. Certain restrictions apply, and the following parking permit categories are not eligible for the hybrid rebate: Visitor, Vendor, Contractor, Lowe Art, OLLI, RSMAS, Inter-Campus, University Village, and University Vehicle. To qualify for the hybrid vehicle decal and rebate, interested parties must present the hybrid vehicle to Parking & Transportation Services at the McKnight Building. A person receiving the hybrid vehicle discount will be restricted from adding any other non-hybrid vehicle to their account. The parking of a non-hybrid/electric vehicle under a discounted hybrid permit may result in citation, fine, and/or towing and/or booting (wheel clamping) at the owner/operator's expense.

## 3. Parking Permit Information

### 3.01 Types of Permits

All annual, monthly and day passes are virtual and assigned to the vehicle tag number. Use of permits is restricted to four (4) (or more) wheeled motorized vehicles. Two (2) and three (3) wheeled motorized vehicles require a virtual motorcycle permit.

### 3.02 Front Plates

All permits and passes are issued virtually and will be assigned to the corresponding vehicle license plate. Vehicles with only a rear license plate must comply with the University's 'No-Back-In' policy (see section 2.02). Any patron with a vehicle that only has a rear license plate, but wishes to reverse into a parking space, may purchase a vanity front plate from Parking & Transportation. These plates must be affixed to the front of the vehicle in the same manner as a regular front license plate (fixture not included in the price of the plate from Parking & Transportation and is the responsibility of the vehicle owner/operator). The vanity front plate cannot be placed on the dashboard of the vehicle and vehicles found reversed in with the front plate on the dashboard will receive a citation and/or booting (wheel clamping) or towing at the owner's expense.

### 3.03 Short-Term Permits

Hourly and day passes are available for purchase from a variety of methods. These short-term permits may be purchased by University visitors and other members of the University community who do not regularly bring a motor vehicle on campus and by University Departments expecting guests on campus. Methods for purchasing these passes are as follows:

Method	Zone Available	Time Restriction
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Pay-by-Phone Hourly and Day Passes	Yellow and Gray Zones and Albenga & Mahoney/Pearson Garage (visitors only)	8:00am to 11:00pm 7 days/week
	Purple, Red, Pink, White, Brown	4:00pm to 11:00pm, M-F 8:00am to 11:00pm weekends
Luke Pay Machines Hourly and Day Passes	Pink Zone (Pavia Garage) (visitors only)	8:00am to 11:00pm 7 days/week
	Brown Zone (Merrick Garage) (visitors only)	
	Yellow Zone (Wellness Center) Lot 203 (Max 1.5hrs) (visitors only)	8:00am to 11:00pm 7 days/week
Pay-by-Phone Hourly and Day Passes	Purple, Red, Pink, White, Brown	4:00pm to 11:00pm, M-F 8:00am to 11:00pm weekends
	Online Day Passes Day Passes Only	Yellow and Gray Zones <a href="http://www.miami.edu/daypass">www.miami.edu/daypass</a>
8:00am to 11:00pm 7 days/week		
Parking & Transportation Office Day Passes Only Open 8:30am to 5:00pm, M-F	Yellow and Gray Zones	8:00am to 11:00pm 7 days/week

### 3.04 Departmental Visitors

UM departments may purchase parking for individual visitors to their department. The ‘Pay-by-Phone Validation’ system allows a department to issue a day pass to an individual visitor. Care must be taken that the correct vehicle license plate information is entered when issuing a pass since the department will be responsible for any citations issued to a vehicle incorrectly registered. Parking & Transportation will provide each department with a monthly recap of the usage of the ‘Pay-by-Phone Validation’ system and bill accordingly. The number of spaces available to individual visitors is very limited and should a department expect 10 or more visitors simultaneously, notification should be sent in advance to Parking and Transportation’s Event Services (see section 3.05). **UM departments are not permitted to purchase parking for Coral Gables campus employees and/or faculty.**

### 3.05 Seminars and Special Events

Upon receipt of advance notification, efforts will be made to provide convenient parking for University related special events. Short-term parking arrangements may be obtained from the Parking & Transportation Services by any department, division, school, college or person for seminars, meetings, and other special events. Parking arrangements can be either billed to the department or to each individual participant at the discretion of the organizing department. For arrangements, please visit [www.miami.edu/parking](http://www.miami.edu/parking), Parking Information, Services Offered, Special Request Form. Please fill out the form provided and a member of our Event Services team will contact you.

### 3.06 Transfer of Permits

Parking permits are not transferable. Should a permit be no longer required, a request must be submitted to Parking & Transportation to have the permit cancelled (see section 3.07) and must not be assigned to another person's vehicle. A permit is only valid on vehicles registered to the original purchaser of the permit. A permit may not be assigned to any other vehicle belonging to another person that would otherwise purchase a permit. Towing and/or booting (wheel Clamping) at the owners/operator's expense and risk, fines, and/or disciplinary action may result if ineligible vehicles are added to an account. Anyone found participating in the prohibited exchange of a parking permit(s) or unauthorized registering of vehicles will be referred to the appropriate University of Miami Dean, department head and Human Resources when applicable.

### *3.07 Reassignment of Permits*

Any person to whom a permit has been issued shall be responsible to update their account with the appropriate vehicle information when (a) the vehicle is sold, ownership is transferred or the title to the vehicle is changed; or (b) temporary use of a rental or service loaner is required. Permit owners are responsible for fines or violations that may result from failure to remove their permit upon the sale or transfer of the registered vehicle.

### *3.08 Cancelled Permits*

Any applicable refund, credit, or payroll deduction modification for a cancelled parking permit will be determined on a pro-rated scale based on the date that Parking & Transportation Services is informed of the request to cancel the permit.

Faculty or staff members who depart the University (through retirement, separation, or any temporary leave, etc.) prior to the expiration date of their parking permit must inform Parking & Transportation of their departure or he/she will be held responsible for the full price of the parking permit.

### *3.09 Fraudulent Permits*

A fraudulent permit is determined as any permit that has been purchased by means outside of the official UM online process or in person from the Office of Parking & Transportation. Any person involved in the distribution or sale of a fraudulent parking permit will be fined, vehicle towed and/or booted (wheel clamped) at owner's/responsible party's expense, and/or subject to appropriate disciplinary action, as well as being assessed the current full cost of a legitimately obtained parking permit of similar type (i.e. annual or semester). In addition, the University may take legal action. The fine for involvement in the distribution or sale of any fraudulent parking permit is \$750 per occurrence. In addition, there may be a fine levied for the 'no valid UM permit' violation.

Furthermore, additional fees as determined by Parking & Transportation Services may be levied. The Dean of Students and/or other appropriate Deans receive a report of students involved in the distribution or sale of fraudulent parking permits. Appropriate Deans, department heads and Human Resources receive reports of faculty or staff involved in the distribution or sale of fraudulent parking permits. Disciplinary action may include, but is not limited to, expulsion and/or termination at the University of Miami's discretion. All the actions and fines described above also apply when a parking

permit is obtained in such a manner as to circumvent University of Miami policy, or the use of a parking permit obtained in such a manner.

#### **4. Parking Administration & Enforcement**

##### *4.01 Code Non-compliance List*

The following list includes violations of the University of Miami's *Parking Policies and Procedures*, and constitute a basis for the issuance of citations by the Parking and Transportation Services: Parking in a manner inconsistent with any of the provisions of section 3 of these rules; Parking in areas not specifically permitted by the issued permit; Parking without paying the appropriate fee; Parking in or blocking a loading zone or reserved space; Overtime parking in metered spaces; Parking in non-designated spaces; Parking without a license tag; Not parking between markings;; Consistently parking in an unlawful manner; Overtime parking in a service space; Parking at an inoperative meter; Parking in a space designated for small cars only.

See section 4.02 for a sample listing of charges.

##### *4.02 List of Parking Code Violations*

Tickets and fines for noncompliance may include multiple types for a single occasion.

- A2 No valid University of Miami parking permit, \$50. Second Offense, \$75, and third offense, \$100.
- BI No back in violation, \$40
- B0 Overtime meter, \$30.
- F0 Parking in loading zone, service zone, or safety zone, \$40.
- G0 Parking in a restricted lot -restricted by parking permit type and/or time/place (see item 2.05), \$40.
- G2 Use of a hybrid vehicle parking permit in non-hybrid vehicle (see item 2.26), \$250.
- H0 Occupying two spaces \$20.
- JO Parking at a location that is not designated as a space for parking, \$40.
- LO Unauthorized parking in a reserved space, \$100.
- MO Unauthorized parking in a preferred parking lot, \$50.
- NO Fraudulent, parking permit, including short term parking permit: \$750.
- PO Parking without a license tag, \$25.
- Q0 Parking in areas temporarily restricted by barricades or against the lawful order of a police officer, \$50.
- SH Shared Permit Violation. Two vehicles registered under one permit on the campus at the same time - \$50
- U0 University Village violation, \$50.
- V0 Expired time limit, \$20.
- Z0 Parked in space designated for small car only, \$20.

#### **Non Compliance May Result in Towing and/or booting (wheel clamping) of the vehicle.**

##### *4.03 Towing and/or Booting*

Vehicles may be towed at the owner's/operator's expense and risk under circumstances including (but not limited to): (a) at the time of issuance of any (3<sup>rd</sup>) citation (**flagrant violator**); (b) at the time of

issuance of any third (3<sup>rd</sup>) or more citation (excluding voided citations, successfully appealed citations, or paid citations) to any faculty or employee permit holder (**repeat offender**) with a parking citation balance greater than \$100.00; (c) blocking an access lane, fire lane, or fire hydrant; (d) creating a safety hazard; (e) impeding the free flow of traffic; (f) parking in disabled spaces or on access or pedestrians lanes; (g) parking on campus lawns, sidewalks, or driveways, or in reserved spaces; (h) unauthorized parking in a posted tow-away area; (i) fraudulent parking permit; and (j) not parking in a designated space (as defined by 2.03).

In addition to the circumstances enumerated above, any vehicle found in a wrecked or junked condition, or not in a proper condition to be lawfully operated on a roadway, may be removed from the campus at the owner's/operator's expense and risk.

For information about removing a vehicle from impoundment after towing contact the University of Miami Police at 305-284-6666. An authorized commercial towing firm carries out the towing action. Once the motor vehicle is "hooked" by the tow truck and a case number is assigned, the vehicle is considered towed and becomes the concern of the towing firm. Vehicles not yet "hooked" and/or when a case number is not yet assigned may be released at the scene of the violation provided Parking and Transportation Services is able to validate identification, and cash payment is made at the time to the tow truck operator.

#### A. Release of Vehicle

The registered owner of the impounded motor vehicle may proceed at her/his own expense to the authorized commercial towing firm office to present positive identification together with the vehicle registration that are required when seeking release of the vehicle. Positive identification includes a valid motor vehicle operator's license. Any person, other than the owner of the vehicle, is to present a signed, notarized letter from the owner stating that the bearer of the letter has permission to reclaim the vehicle. The year, make, tag, and VIN information is to be included in the letter. If the vehicle is registered to a vehicle rental agency or other business, this letter should be written on the agency's business letter head. The letter is to include the name of the responsible party who will reclaim the vehicle. The vehicle owner/operator is responsible to pay applicable towing and storage fees. Inquiries regarding applicable fees and acceptable methods of payment should be made to the towing company in advance.

#### 4.04 *Flagrant Violators*

Payment of citations will prevent a vehicle from being towed from campus. However, parking violations are still considered non-compliance with university policy. Flagrant violators with 3 or more citations, irrespective of whether the citation has been paid or not, will be referred to the appropriate department (Employees – Human Resources, Students – Dean of Students Office, Faculty – Faculty Affairs) for possible disciplinary action.

### 5. Administrative Charges and Sanctions

#### 5.01 *Payment of Fines*

The responsibility for payment of charges incurred due to a citation rests with the registrant (holder of the parking permit) and/or with the owner or operator of the motor vehicle. When a parking permit is

not obtained the responsibility rests with the owner and/or operator of the motor vehicle. Persons violating these rules may be fined as indicated in section **4.02**. Recipients of University of Miami parking citations may submit written appeals to the Parking Appeals Committee. **See section 8.**

Fines are payable by VISA, MasterCard, American Express or Discover during normal business hours at Parking & Transportation Services in the McKnight Building; or via cash in person at the Cashiers` window in the Ashe building, between 8:30 a.m. and 5:00 p.m., Monday through Friday, within thirty (30) days after issue of the ticket. Payment by check can be mailed to the following address:

University of Miami Parking  
P.O. Box 025405 – Location # 5  
Miami, FL 33102-5405

The citation number must be clearly marked on the check. Student or employee identification numbers are to appear on all correspondence (appeals, checks, letters, etc.) in order to avoid errors in payment of parking fines, and to expedite other procedures. Fines may also be paid online by visiting [www.miami.edu/parking](http://www.miami.edu/parking) and logging onto your parking account.

Fines resulting from citations issued to vehicles of University of Miami faculty or staff members are the responsibility of the individual, and may not be paid by Interdepartmental Requisition (IDR). IDR's are acceptable as payment of fines resulting from citations issued to University of Miami vehicles and the vehicles of visitors.

Fines associated with University of Miami parking citations, issued to registered students, are billed to the responsible party via monthly statements originating in the Office of Student Accounts Receivable. Dates associated with parking fines on these statements reflect the date the charge appended to the account, not the date the citation was actually issued.

Fines associated with University of Miami parking citations, issued to faculty, staff and persons not associated with the University, have a three-month period from the first billing date in order to question citations for which they have been billed but believe were not issued or received. If, after three months, a review of the citations has not been requested, it will be presumed that the citations were issued to the proper person, and therefore, the individual is liable for the associated fines.

#### *5.02 Payment for Parking Permits*

**Students:** Students currently enrolled in classes may charge the cost of a parking permit to their student account via the Parking system.

**Employees:** Employees may pay for parking permits through payroll deduction. By virtue of a paper or electronic payroll deduction authorization, faculty members and employees authorize the University of Miami to deduct the cost of their UM parking permit from their pay as determined by the University.

**Interdepartmental Requisitions (IDR's) are not acceptable as payment for parking for UM Coral Gables campus employees, faculty or students.**

**Visitors:** Visitors who have a zero (0) UM parking citation balance may be authorized to purchase a parking permit by check or credit card at the Parking & Transportation office. Hourly and day passes are also available from a variety of sources (see section 3.03 for details).

## **6. Operation of Vehicles**



## 6.01 *General Rules*

Any person who operates or parks a vehicle on the campus shall comply with local municipal, State of Florida, and University of Miami rules and policies, including but not limited to all stop signs, yellow or white lines for routing traffic, speed-limit signs, one-way street signs, and traffic lights or signals.

These persons shall also comply with any other sign, indicator, marker, or lawful hand, voice, whistle, or other commands or signals given by appropriate police officers or members of the Parking and Transportation Services for the control, direction, parking, and general regulation of traffic.

***Pedestrians have the right of way at all crosswalks.***

The speed limit on campus is 15 miles per hour, unless otherwise posted.

Failure to comply with a University Police Officer or a Parking Service Officer may result in disciplinary action.

Students, faculty, administrators, and employees are all subject to the same rules, and will be penalized accordingly.

## 6.02 *Accident Reports*

If an accident occurs on campus and results in property damage or personal injury, it is to be reported to the University of Miami Police Department, in addition to complying with the State of Florida law regarding the report of vehicular accidents. UM Police will notify the City of Coral Gables Police Department, which will investigate the accident.

## 6.03 *Areas Not Used for Vehicular Traffic*

Except in an emergency, no person shall drive a vehicle upon any pedestrian path, sidewalk, grassy areas, safety zone, or any other areas of the campus not ordinarily used for vehicular traffic. Noncompliance with this policy is a moving, not a parking, violation.

## 6.04 *Operation of Two-Wheel Motorized Vehicles*

Motorcycles, mopeds, and motorbikes are to be operated only on streets designated for normal motor vehicle use. **See section 2.19.**

# 7. **Bicycle Information**

## 7.01 *Bicycle Guidelines*

Bicycles must abide by all rules of the road as set forth in the State of Florida Statutes. Bicycles ride with the flow of traffic as near to the right side of the road as possible.

## 7.02 *Bicycle Parking*

Park bicycles only in designated bicycle racks.

### *7.03 Bicycle Registration*

To deter thefts and increase the chance of recovery of a stolen bicycle, the University of Miami Police Department offers free registration of all bicycles, as well as bicycle locks. For UM policy related to bicycle registration in its entirety, please see the UM Police website at [www.miami.edu/police](http://www.miami.edu/police). Below the UM Police shield, choose the Bicycles on Campus link.

### *7.04 Abandoned Bicycles*

For the purposes of this policy, "abandoned bicycle" means all bicycles that are presumed, by reasonable aesthetic standards, to be disposed of on University property in a partially or fully wrecked, inoperative, or dismantled condition or has no apparent intrinsic value to the rightful owner.

The University makes bicycle racks available for student, faculty and staff use. From time to time, bicycles are left at bicycle racks (locked and unlocked) and considered abandoned per the definition detailed in this policy. In these cases, the University of Miami Police Department (UMPD) will attach a notice of abandonment to the bicycle in an attempt to notify the owner that the bicycle is considered "abandoned" by the University, and that the bicycle is subject to removal per this policy. After 20 days from attachment of notice of abandonment, said bicycle will be removed from its current location by whatever means necessary. Removal of notice of abandonment will not constitute claim by the owner. The owner must either remove the bicycle or personally contact the University of Miami Police Department Crime Prevention Office (305-284-1105) to prevent removal. UMPD holds confiscated bicycles for ninety (90) days during which time they may be reclaimed by rightful owners.

## **8. Appeal Information**

### *8.01 Parking Appeals Committee*

All constituencies of the University of Miami are represented on the Parking Appeals Committee. Members of the Committee are appointed to serve a term of one year.

### *8.02 Appeals Procedure*

Parking citations may be appealed to the University's Parking Appeals Committee (PAC), comprised of students, faculty, and staff. Original or first level, appeals must be in writing. Appeals may be submitted electronically via the Parking management system or from Parking & Transportation Services website ([www.miami.edu/parking](http://www.miami.edu/parking)). PAC will consider appeals if properly completed and filed with Parking & Transportation Services within fifteen (15) days of citation issuance date. Appeals normally will be adjudicated within two (2) weeks from receipt of the appeal. Results will be e-mailed and can also be viewed by logging onto your account at [www.miami.edu/parking](http://www.miami.edu/parking).

### *8.03 Justification for Appeal*

Appeals may be made in cases in which the facts cited in the ticket are contrary to the University of Miami's *Parking Policies and Procedures*.