

UNIVERSITY
OF MIAMI



Parking Policies & Procedures

Parking and Transportation

Coral Gables Campus

2024-2025

Revised July 2024

5807 Ponce De Leon Blvd, Suite 100, Coral Gables, Florida 33146

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PURPOSE

The purpose of the University of Miami's 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 campus is a privilege extended to those using the facilities of the University, consistent with the terms of this parking code and other policies that are set or amended by the 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 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 outlined in this parking policy and agrees to pay any fine or administrative charge assessed for non-compliance with this policy.

1. GENERAL INFORMATION

Contact Information

Parking & Transportation – 305-284-3096

University of Miami Police Department (UMPD) – 305-284-6666

Website: miami.edu/parking

Email: parking.gables@miami.edu

1.01 Familiarity with Parking Policy

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

1.02 Disclaimer of Liability

The University 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, 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 campus.

1.03 Permit Holder Responsibility

By paper or electronic, each parking permit holder acknowledges familiarity with and understanding of the University's *Parking Policies and Procedures* and is understood to have entered a contract with the University 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. 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.

Permit holders are responsible for their compliance with the University parking policy, as well as compliance by any driver of the vehicle including friends and family. Permit holders 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 following Federal, State, City, or Local laws and regulations.

PARKING & VEHICLE OPERATION

2.01 General Rules

Any person who operates or parks a vehicle on the campus shall comply with local municipal, State of Florida, and University 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 or parking service officer 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 UMPD 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.

2.02 Parking Facilities

All parking facility entrances at the University are identified by informational signage which states the permit requirement, color restrictions, and hours of enforcement. The absence of signage does not imply that the parking policy is not in effect.

Requirements and hours of enforcement.

- A valid permit or registered parking session is required to park on campus year-round.
- All colored zone restrictions are enforced Monday through Friday between 8:00am to 4:00pm and are then lifted between 4:00pm and 8:00am, and all day on weekends
- All zones are enforced daily

2.03 Definition of Parking

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

2.04 No-Back-In Policy

Vehicles parked on campus must abide by the 'head-in only' rule to ensure that the License Plate Recognition (LPR) cameras can verify vehicle permits/parking sessions. Vehicles displaying either an official State-issued front license plate or the custom front plate issued by Parking & Transportation may reverse into parking spaces.

Custom front plates may be purchased from Parking & Transportation. These plates must be affixed to the front of the vehicle in the same manner as a regular front license plate (plate fixture not included and is the responsibility of the vehicle owner/operator).

2.05 Designated Parking Spaces

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

2.06 Parking Zones and Eligibility

Color Zones (Purple, Red, White, Pink, Burgundy, Gray, Teal, & Yellow)	All faculty and staff
Color Zones (Red, White, Pink, Burgundy, Gray, Teal, & Yellow)	Commuter Students
Pink (top 3 floors) and Teal	Resident Students
University Village Garages	University Village residents only
Purple and Restricted (Gated lots)	Faculty and Staff only
Reserved	President, Provost, Academic Deans, Vice Presidents, Resident Faculty only
Service zones	Official UM vehicles and faculty/staff subject to eligibility
Disabled Spaces (non-visitor)	Any person with a State-issued disability placard with the appropriate UM parking permit.
EV Charging Stations	All faculty, staff, students, and visitors
Visitor Areas	Visitors only

2.07 Vehicle Updates & Multiple Vehicles

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.

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.

2.08 Restricted Areas

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 the University's neighbors and is a violation of its policies.

The 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 policies to park at the Metrorail station as a means of getting to the University.

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 the lawns and grounds of the campus unless so designated.

2.09 Disabled Parking

Persons with an officially issued disabled parking placard by a U.S. state must have a University parking permit (including daily passes or other temporary) to park in a designated disabled space or any regular space on campus.

Persons with state-issued disabled placards may park in visitor spaces for up to 2 hours without paying the fee. Any additional time must be paid for, regardless of whether the vehicle is registered with a valid University parking permit.

2.10 Disabled/Wounded Veteran Policy

University students who possess a Disabled Veteran or Purple Heart Combat Wounded Veteran license plate are eligible for a complimentary parking permit. This permit is subject to availability within the designated parking zones and adheres to the regulations associated with a UM parking permit. To obtain the permit, students must visit the Office of Parking and Transportation for verification of their license plate and vehicle registration.

2.11 Reserved Parking

Reserved parking is allowed with a University Reserve parking permit in specially designated reserved spaces and any other designated parking space in any other color zone. Each reserved parking space is dedicated to a particular individual. It is not to be used by any other person and is not transferable. Any offending vehicle may be cited and/or towed and/or booted (wheel clamped) at the owner/operator's expense. Those who have reserved spaces must park in their own designated space, and not in any other reserved space.

2.12 Preferred Parking (Restricted Lots)

Preferred parking is allowed with a valid University Preferred parking permit in specifically designated gated parking lots. Access to preferred parking is subject to eligibility and availability.

A Preferred parking permit also allows parking in designated spaces in any color zone, excluding disabled spaces, reserved spaces, metered spaces, and those restricted areas described in section 2.08. 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/operator's expense.

2.13 Inter-Campus Parking

Each campus has their own respective intercampus permit where applications should be completed. (Gables, Rosenstiel, Medical) Eligibility is limited to students, faculty, or staff with a valid Cane Card ID. Eligibility will be determined by each parking department for their respective campuses.

2.14 Gables One Tower Parking

Gables One Tower parking facility is divided into two (2) zones:

1. Upper zone
2. Lower zone

Eligibility is limited to staff/vendors located at Gables One Tower. Visitors to the Gables One Tower and Upper Zone permit holders may park in the designated visitor area. Parking for University faculty and staff from other campuses is available through Pay by Phone.

2.15 Wellness Center Parking

Permits are available for non-University affiliated Wellness center members to purchase at the Wellness Center membership office. Faculty and staff can acquire a Wellness permit through the parking portal and works as a secondary permit in tandem with their regular permit. Permits are valid for three-hour maximum parking in **the Yellow and Gray lots near the Wellness Center.**

2.16 Visitor Parking

Reserved for visitors to the University's campus, including faculty, staff, and students from other Universities. University parking permits are not valid in visitor spaces.

Visitor Parking is found throughout campus and can be purchased through Pay by Phone. In addition, metered parking with the City of Coral Gables is also available through Pay by Phone and located in multiple areas around campus. Locations can be found by referencing the [campus map](#).

2.17 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.

2.18 Abandoned Vehicles

A vehicle that has remained parked on the campus and unused for thirty (30) days may be presumed abandoned unless otherwise notified. The University may remove any abandoned vehicle and dispose of it as appropriate under the laws of the State of Florida. If a vehicle becomes inoperable, the person responsible should notify Parking & Transportation as soon as possible to prevent towing and/or booting (wheel clamping) of the vehicle.

2.19 Gates, Signs, Traffic Control Services, Barricades, Police Directions, and Emergencies

Anyone who defaces University 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 a UMPD Officer, or a Parking Service Officer 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. The absence of signage does not imply that the University's parking policy is not in effect.

2.20 Motorcycle, Moped, Motorbike, and E-Scooter Parking

All motorcycle, motorbike, and moped parking areas are marked. Motorcycles, motorbikes, mopeds, and e-scooters must be parked only in spaces or areas designated for them. E-scooters are allowed to park adjacent to bike racks ONLY and are prohibited from parking in spaces allocated for regular motor vehicles, crosswalks, grass, in breezeways, handrails, or other restricted areas. Engine noise will be regulated according to State of Florida statutes.

The University reserves the right to impound *motorcycles, mopeds, motorbikes, and e-scooters* found improperly parked or deployed on campus. To retrieve any impounded equipment, the owner must demonstrate proper proof of ownership and pay a \$50 impound fee per device per day.

For pedestrian safety, and by City of Coral Gables regulations, e-scooters may only be ridden on bike lanes or sidewalks, however, e-scooters MUST be dismounted when pedestrians are present on sidewalks.

2.21 Boat and Trailer, RV, Mobile Home Parking

Boat and/or trailer, RV, and Mobile Home parking are not open to employees or students.

Departmental requests for temporary accommodation due to business operations may be submitted to Parking & Transportation. At no time can any accommodation block fire lanes.

2.22 Garages

Parking & Transportation 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. Alternate parking locations will be made available to permit holders during the time of maintenance.

2.23 University Village

Parking at University Village is exclusively for its residents. The University Village resident parking permit allows parking in the Scodella and Albenga garages only. University Village residents are prohibited from purchasing any other University parking permit.

Vehicles with University Village parking permits are prohibited from parking in any other campus parking facility between the hours of 8:00 AM & 4:00 PM, Monday through Friday.

2.24 Long Term Parking

Long term parking is available over the summer only and is located at the Mahoney Pearson garage. This option is only permitted for residential students with a valid permit. Requests for long term parking are to be submitted to Parking & Transportation prior to the end of the spring semester.

2.25 Hybrid/EV (Electric Vehicle)

University students, faculty, and staff who wish to park a hybrid or electrical vehicle (as specified by the U.S. Department of Energy) are eligible to purchase an EV/Hybrid permit. The permit grants access to selected color lot and all EV charging stations campus wide. Permit holders must park in their designated color lot when not using an EV charger. The following parking permit categories are not eligible for the hybrid rebate: Vendor, Contractor, Lowe Art, OLLI, Rosenstiel, Inter-Campus, University Village, and University Vehicle. To qualify for the hybrid vehicle permit, interested parties must present for review the hybrid vehicle to Parking & Transportation at the McKnight Building.

Charging Stations

- The University currently has the level 2 EV Charging Station on campus.
- There is a total of (18) charging ports available to UM students, faculty, and staff as well as the public.
- Locations.
 - Six (6) on the first floor inside the Levante Garage.
 - Four (4) on the first floor inside the Albenga Garage.
 - Four (4) on the first floor inside the Mahoney Pearson Garage.
 - Two (2) in lot 2-109B by Allen Hall
 - Two (2) in lot 101 by Cox Annex Building

Utilization

- All charging sessions are restricted to a maximum of 4 hours per day. This time limit assists in creating turnover for the spaces to maximize their availability and use by EV vehicle owners.
- Parking in an EV Charging Station when not charging is prohibited, unless designated by Parking & Transportation.

- Parking in a dedicated EV Charging Station overnight is not permitted.
- Non-compliance is a policy violation and is subject to a citation.

Fees

- There is currently no charging fee for University faculty, staff, and students using the EV charging stations on campus.
- There is no cost for the use of an EV Charging Station for University visitors. Visitors are still required to pay for parking on campus when charging their vehicle.

Safety

- Users of EV Chargers shall follow all instructions to ensure the safe and proper use of chargers, including proper storage of the charging cord and plug after use.
- The connectors must be plugged back into their respective stations.
- Do not use an EV charging station if it is in an unsafe or hazardous condition. Report all issues with the EV stations to Parking & Transportations at (305)284-3096 option 2.

How to start an EV charge session using FPL Evolution Charge Point:

1. Download the ChargePoint app available from the Apple Store or Google Play, the ChargePoint app will let you access the FPL EVolution ChargePoint at our UM locations. The app will also give you the ability to charge at other ChargePoint stations not located on the UM campus. Some of these charging stations located off-campus may require you to pay. (If you already have the ChargePoint app, skip down to step 3.)
2. Create a ChargePoint account for free. You will need to add a payment method to pay for charging at some locations away from work. However, charging your vehicle at UM is free. Note, while the charge is free, a valid UM parking permit is required to park on campus.
3. Text "EV" to MYFPL (69375) to receive a link to the FPL EVolution connection. Connect to FPL EVolution. This step enables you to participate in the research program, which includes free charging at this location

3. Parking Permit Information

3.01 Types of Permits

All permits 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 Payment for Parking Permits

Students: Students may purchase a parking permit either by semester (fall and/or spring) or by academic year (covering both fall and spring semesters). Students currently enrolled in classes may charge the cost of a parking permit to their student account.

First year resident 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.

Employees: Employee permits are continuous and paid for through payroll deduction. By a paper or electronic payroll deduction authorization, faculty members and employees authorize the University to deduct the cost of their parking permit from their pay as determined by the University.

Temporary Staff: Temporary Employees can pay for permits by credit card. For payroll payment options, Parking & Transportation will need verification of employment length through temp employees' direct supervisor.

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

3.03 Short-Term Permits

Short-term permits may be purchased by University visitors and other members of the community who do not regularly bring a motor vehicle on campus. Methods for purchasing these passes are as follows:

Method	Zone Available	Time Restriction
Pay-by-Phone	Yellow, Gray, Burgundy, Teal, Albenga Garage, EV charging stations, and visitors-only areas.	8:00am to 11:00pm 7 days/week
	Purple, Red, Pink, White	4:00 pm to 11:00 pm, M-F and all day on weekends
Luke Pay Machines	Yellow, Gray, EV charging stations, and visitors-only areas.	8:00am to 11:00pm 7 days/week
	Purple, Red, Pink, White	4:00pm to 11:00pm, M-F and all day on weekends
Online - Day Pass Only	Specific Zones based on availability miami.edu/daypass	8:00am to 11:00pm 7 days/week
Parking & Transportation Office Day Passes Only	Specific Zones based on availability	8:00am to 11:00pm 7 days/week

3.04 Departmental Visitors

University departments may purchase parking for individual visitors to their department. The OffStreet system allows a department to issue a variable length pass to an individual visitor. 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 bill each department for their usage accordingly.

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 Parking & Transportation

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 each participant at the discretion of the organizing department. For arrangements, please visit [Parking Events](#) to complete the Special Request Form. Once completed, a member of our Event Services team will contact you. For questions, email parking.events@miami.edu.

Special events may require closing or restricting access to those lots surrounding the event. In these instances, alternative locations will be made available for impacted permit holders.

3.06 Transfer of Permits

Parking permits are non-transferable and cannot be reassigned to another person's vehicle. Should a permit no longer be required, a request must be submitted to Parking & Transportation to have the permit canceled. A permit is only valid on vehicles registered with the original purchaser of the permit. Anyone found participating in the prohibited exchange of a parking permit(s) or unauthorized registering of vehicles will be referred to the appropriate University Dean, department head, and Human Resources when applicable.

3.07 Vehicle Updates

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 Parking Accommodations

Requests for less than thirty (30) days can be submitted to Parking & Transportation. Additional documents may be needed in support of a request. An accommodation greater than 30 days will be redirected to the appropriate department. (ODS, Ombudsperson, Title IX) Note that submission of an accommodation request doesn't guarantee approval.

3.09 Cancelled Permits

Permit holders who depart the University (through graduation, transfer, retirement, separation, or any temporary leave, etc.) before the expiration date of their parking permit must inform Parking & Transportation of their departure or they will be held responsible for the full price of the parking permit. Any applicable refund, credit, or payroll deduction modification for a canceled parking permit will be determined on a pro-rated basis from the date that Parking & Transportation is informed of the permit cancellation request. No refunds are given after the last day of class for the corresponding semester permits. For annual permits, the refund eligibility ends on the last day of Spring semester classes.

3.10 Fraudulent Permits

A fraudulent permit is determined as any permit that has been purchased by means outside of the official University process. 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.

In addition, the University may take legal action and levy additional fees. Such fees may include but are not limited to 1) a charge for the current full cost of a legitimately obtained parking permit of similar type (i.e., annual or semester), 2) a fine for involvement in the distribution or sale of any fraudulent parking permit, which is \$750 per occurrence, 3) a citation for not having a valid permit.

Moreover, disciplinary action may include, but is not limited to, expulsion and/or termination at University's discretion. All the actions and fines described above also apply when a parking permit is obtained in such a manner as to circumvent parking policy, or the use of a parking permit obtained in such a manner.

4. Mobility

4.01 Bicycle Information

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

Park bicycles only in designated bicycle racks.

To deter thefts and increase the chance of recovery of a stolen bicycle, the UMPD offers free registration of all bicycles, as well as bicycle locks. For the University policy related to bicycle registration in its entirety, please reference miami.edu/police.

For 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 have 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 in bicycle racks (locked and unlocked) and considered abandoned per the definition detailed in this policy. In these cases, the UMPD will attach a notice of abandonment to the bicycle 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 the 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 a claim by the owner. The owner must either remove the bicycle or personally contact the UMPD Crime Prevention Office (305-284-1105) to prevent removal. UMPD holds confiscated bicycles for ninety (90) days during which time rightful owners may reclaim them.

4.02 Public Transit

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

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

5. Parking Administration & Enforcement

5.01 List of Parking Code Violations

The following list includes violations of the University of Miami's *Parking Policies & Procedures*.

Multiple citations may be issued on a single occasion for noncompliance.

- A No valid University parking permit - \$75, Second Offense - \$125, and third offense - \$150.
- AA Disregard Parking Officer Instructions - \$50.
- B Meter Violation - \$30.
- BB Unregistered Vehicle - \$50.
- BI No back in violation - \$40.
- CC Small Car Only - \$20.
- EV Overtime in EV Space - \$40. Second Offense - \$65, and third offense - \$90.
- F Parking in the loading zone, service zone, or safety zone - \$40.
- G Parking in a restricted lot (see item 2.05) - \$40.
- G2 Use of an EV/hybrid vehicle parking permit for a non-hybrid vehicle - \$250.
- H Occupying two spaces - \$20.
- J Parking at a location that is not designated as a space for parking - \$40.
- L Unauthorized parking in a reserved space - \$100.
- M Unauthorized parking in a preferred parking lot - \$100.
- N Fraudulent parking permit, including short-term parking permit - \$750.
- NE Non-EV/Hybrid Vehicle parking in EV/Hybrid space - \$50.
- P Parking without a license tag - \$25.
- Q 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.
- U University Village violation - \$50.
- V Overtime in service space - \$20.

5.02 Towing and/or Booting

Vehicles may be towed at the owner's/operator's expense and risk under circumstances including (but not limited to):

- at the time of issuance of any (3rd) citation (**flagrant violator**)
- at the time of issuance of any third (3rd) 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
- blocking an access lane, fire lane, or fire hydrant
- creating a safety hazard
- impeding the free flow of traffic
- parking in disabled spaces or on access or pedestrian's lanes
- parking on campus lawns, sidewalks, or driveways, or in reserved spaces

- unauthorized parking in a posted tow-away area
- fraudulent parking permit
- not parking in a designated space

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 UMPD 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 & Transportation can 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 identification together with the vehicle registration that are required when seeking the release of the vehicle. 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 letterhead. The letter is to include the name of the responsible party who will reclaim the vehicle. The vehicle owner/operator is responsible for paying applicable towing and storage fees. Inquiries regarding applicable fees and acceptable methods of payment should be made to the towing company in advance.

5.03 *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.

5.04 *Unavailability of Parking Spaces*

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

5.05 *Payment of Fines*

The responsibility for payment of charges incurred due to a citation rest with the registrant (holder of the parking permit) and/or with the owner or operator of the motor vehicle. Active faculty, staff, and students will be held responsible for vehicles not registered in the University of Miami parking system and the associated citations when DMV records provide the direct association. Persons violating these

rules may be fined as indicated in section 5.01. Recipients of UM parking citations may submit written appeals to the Parking Appeals Committee.

Fines resulting from citations issued to vehicles of faculty or staff members are the responsibility of the individual and may not be paid by departments. Departments can make payment of fines resulting from citations issued to University vehicles and the vehicles of visitors. Faculty or staff who have a parking citation fine balance greater than \$50 are ineligible to purchase a parking permit.

Fines associated with University parking citations, issued to registered students, are transferred to the responsible party's student account after 15 business days from the date from which the citation was given. Citation balances can then be paid through the Office of Student Accounts Receivable. Additionally, transcripts or diplomas may be withheld at the end of each semester until charges are resolved. Dates associated with parking fines on these statements reflect the date the charge was appended to the account, not the date the citation was issued.

Fines are payable via credit card by visiting miami.edu/parking and logging onto your parking account.

5.06 Accident Reports

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

5.07 Appeals Procedure

Parking citations may be appealed to the University's Parking Appeals Committee (PAC), comprised of students, faculty, and staff. Appeals may be submitted electronically via the Parking management system or from Parking & Transportation website (miami.edu/parking). The Parking Appeals Committee will consider appeals if properly completed and filed with Parking & Transportation within fifteen (15) days of the citation issuance date. Appeals normally will be adjudicated within two-four (2-4) weeks from receipt of the appeal. Results will be e-mailed and can also be viewed by logging onto your account at miami.edu/parking.

5.08 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*.

5.09 Parking Appeals Committee

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