



## Security Services

# Campus Parking, Traffic, and Transportation Information

## General Information

The use of motor vehicles on the University of Puget Sound campus is a privilege and not a right. This privilege is extended to those who operate vehicles in a safe and responsible manner, and it requires strict adherence to state and local laws, as well as university regulations. All members of the campus community are expected to comply with the parking and traffic regulations described in this document. Understanding of and compliance with regulations will eliminate unnecessary expense and inconvenience.

Parking on campus is limited and not guaranteed. Security Services is responsible for the administration and enforcement of campus parking and traffic regulations. Security Services is located in McIntyre Hall, Suite 011, 253.879.3311.

Definitions of terms used in this brochure:

**Campus** means all property owned or controlled by the university.

**Faculty and staff** includes all regular University of Puget Sound employees and excludes student and temporary staff.

**Motor vehicle** or **vehicle** includes automobiles, trucks, motorcycles, mopeds, and all other fuel- or motor-driven conveyances.

**Registered vehicle** means a vehicle that is on record with University of Puget Sound Security Services and displays a current parking decal.

**Students** are persons enrolled at the university, part time or full time. **Resident** students are those living in any university-owned residential facility. **Commuter** students are those living off campus in nonuniversity-owned housing.

**Visitors** are persons not enrolled at or employed by the university.

## Registration of Vehicles

**All persons enrolled at or employed by University of Puget Sound who wish to park motorized vehicles in university parking lots must register their vehicle/s and provide accurate license plate information to Security Services each academic year.** Registration for the academic year begins on Aug. 1, and must be completed online at [myPugetSound](https://myPugetSound.edu) by the start of fall semester or before parking a vehicle on campus. **University identification is required** and must be presented at the time of permit/decal pickup. Vehicle registrations are processed

Monday through Friday, 8 a.m.–4 p.m. Please allow 3–5 business days for your registration to be processed and decal mailed, or made ready for pick up. If you have any questions please contact security at [security@pugetsound.edu](mailto:security@pugetsound.edu).

**Faculty and Staff:** All vehicle parking decals will be sent via campus mail.

**Residential Students:** All vehicle parking decals will be sent via campus mail.

**Commuter Students:** An email will be sent when your decal is ready for pick up at Security Services.

**Guest Parking:** Short term and long term Guest Parking registration is available by calling Security Services at 253.879.3311, Monday–Friday, 8 a.m.–4 p.m.

**Temporary parking permits** may be obtained at **no charge** for replacement vehicles, loaners, or longer-term visitors. These permits should be requested via email to [security@pugetsound.edu](mailto:security@pugetsound.edu).

**Daily visitor parking passes** are available at Security Services, Monday–Friday, 8 a.m.–4 p.m. Visitors should check in with vehicle make, model, color, and license plate information.

When a parking citation is issued against a vehicle, the fine shall be paid by the person who is the registered holder of the campus parking permit or by the registered legal owner of the vehicle if the vehicle is not registered with the university.

The loaning of a vehicle **does not relieve** the registered owner/operator of the **responsibility** to comply with university parking and traffic regulations or the subsequent citation. It is the responsibility of the registered owner/operator of the vehicle to inform borrowers of their responsibility to adhere to university parking regulations. All persons operating a vehicle on university property are subject to license plate and registered owner verification through the Washington State Department of Licensing.

## Prohibited Parking

Prohibited or impound areas are:

- A. **Red zones** are no-parking areas and are for **emergency vehicles only**. Any vehicle parked in a red zone is subject to citation and immediate impound. Red zones are enforced 24 hours a day, seven days a week.
- B. **Yellow zones** are for loading, unloading, and service vehicles only. Any vehicle parked in a yellow zone for longer than 15 minutes is subject to citation and impound. Vehicles parked in yellow zones must show visible signs of being loaded and/or unloaded. Yellow zones are enforced 24 hours a day, seven days a week.
- C. **Neighborhood streets on all sides of campus** are restricted parking areas and are not to be used for parking at any time by vehicles operated by students, faculty, or staff. Please park in university lots only.
- D. **Jones Circle** is reserved exclusively for daily visitors to the university. Please see section D under Parking Allocation for more information about visitor parking.
- E. **Miscellaneous**. It is expected that vehicle operators will exercise common sense and park in designated spaces or stalls. Parking a vehicle such that it impedes traffic, obstructs others' view, and/or creates a safety hazard is grounds for citation at the discretion of the observing officer.

## Designated Parking Areas

Campus parking is divided into four groups. Lots are designated accordingly:

**Commuter Student (C)**  
**Faculty/Staff (F)**  
**Clinic Patient (P)**  
**Resident Student (R)**  
**Visitor (V)**

All lots are designated by signage posted at the lot entrances.

All campus parking is on a first-come, first-served, space-available basis. Available parking is not guaranteed. Commuter students are encouraged to use Lot #6 at N. 18th and Lawrence streets, where space is usually available.

Unless otherwise stated, parking is enforced between 8 a.m. and 5 p.m., Monday through Friday, while classes are in session. This includes fall and spring breaks, as well as reading and finals periods. Parking lot violations are not issued during the semester and summer break. Visitor parking, fire lane, loading zone restrictions, and registered carpool parking spaces are enforced year-round.

**Parking is allocated on the following basis:**

**A. Students**

1. **Resident** students may park in lots posted “Resident Student” at the lot entrance and as defined on the attached map.
2. **Commuter** students may park in lots posted “Commuter Student” at the lot entrance and as defined on the attached map. (Commuter students are encouraged to use Lot #6.)

**B. Faculty/Staff**

1. Faculty and staff members may park in lots posted “Faculty/Staff” at the lot entrance and as defined on the attached map.

**C. Carpool/Shared Vehicle Parking**

1. Spaces marked “Registered Carpool Parking Only” are restricted and assigned to individual faculty, staff, or carpool program participants. The appropriate permit must be displayed.
2. Parking is enforced in carpool spaces 24 hours a day, seven days a week.
3. Contact Security Services for carpool information and registration.

**D. Visitors**

1. Visitors may park in Jones Circle, located at N. 15th and Lawrence streets, without a visitor pass for a maximum of one day. Visitors parking in other campus lots must display a visitor pass, which can be obtained at Security Services.
2. Visitors who receive a parking citation should contact Security Services immediately.

**E. Persons with Disabilities**

1. State-designated disabled parking spaces are reserved for vehicles displaying the appropriate state license plate or placard. Parking is enforced in these spaces 24 hours a day, seven days a week. Persons with disabilities may also park in Jones Circle, but must display a state-issued disabled license plate, dashboard card, or other state-approved form of authorization. Violators may be cited by the university, Tacoma Police, or City of Tacoma Traffic Enforcement. Security Services cannot authorize or issue disabled parking permits.

**Regulations**

Vehicle operators are to comply with all parking and traffic ordinances for the city of Tacoma. In addition they should observe:

- A. The maximum speed limit on campus is 15 mph unless otherwise posted.
- B. Motor vehicles, including mopeds, may not be operated on university walkways without special permission. Nonuniversity-owned golf carts or utility vehicles may not be operated on university property without permission from the director of security or the associate vice president for facilities services.
- C. Vehicles operated in an unsafe or reckless fashion may result in sanctions against owners or operators by the university. Individuals can lose parking privileges for up to one year and/or may be required to surrender their parking permit.
- D. No mopeds or motorcycles should be taken inside any building.
- E. Vehicles must be parked only in marked spaces.
- F. Vehicles must be parked in spaces designated by their permits only.
- G. Double parking, blocking, or impeding traffic is strictly prohibited.
- H. Due to space limitations, the university cannot accommodate oversized or recreational vehicles. As a general rule, such vehicles cannot register to park on campus. Violators are subject to citation and/or impound.
- I. No disabled or inoperative vehicle shall be left on campus in excess of 72 hours without consent from Security Services. Persons in violation of this regulation may have vehicles impounded by Gene's Towing, located at 9212 South Tacoma Way, Tacoma, WA 98499, 253.588.1757. Neither the university nor its staff shall be liable for loss or damage resulting from impounding.
- J. There is no long-term vehicle storage on campus—with the exception of winter break, when Security Services reserves a lot for on-campus student vehicle storage. Students must contact Security Services separately and register their vehicles for this service. Vehicles may not be stored on campus over the summer.

## **Sanctions**

The university reserves the right to levy fines or impound illegally parked vehicles 24 hours a day at the vehicle owner's or driver's risk and expense.

### **Violation charges and procedures**

- A. The fine for a citation is \$25 unless otherwise noted below under Special Sanctions.
- B. All citations must be appealed within five (5) business days after the date received to avoid charges. Parking citation fees are billed weekly to student accounts.
- C. Upon receiving a third citation and upon every subsequent citation, vehicles may be impounded by Gene's Towing at the request of authorized security staff members. Vehicles are impounded at the vehicle owner's or operator's risk and expense. In addition to towing fees, the owner/operator is responsible for the parking citation(s) leading to impoundment.
- D. Parking citation fees may be paid at the Security Services office, Monday–Friday, 8 a.m.–4 p.m., with credit/debit card only. Citation fees that have been billed to a student account may be paid online or at Student Accounts in Jones Hall, Room 019.

### **Special Sanctions**

- 1. Vehicles cited in disabled spaces will be assessed a \$50 fine.
- 2. Vehicles driving or parking on walks, grounds, or landscaping may be cited or impounded 24 hours a day at the discretion of Security Services. The owner/operator of the vehicle may also be charged for landscaping repair costs and may be sanctioned by the Division of Student Affairs.
- 3. Persons who alter, steal, or are in possession of stolen or altered University of Puget Sound parking stickers may lose parking privileges for one year and may be subject to additional university sanctions.
- 4. The university reserves the right to bar any vehicle from university property.

5. Students may be referred to the Division of Student Affairs for disciplinary action for habitual or extreme violations of parking or traffic regulations.

## Appeals

Appeal for waiver or cancellation of a parking citation must be done online and within five (5) business days of receiving the parking citation. Persons who receive a parking citation and feel they have justification for where they parked, are encouraged to use the appeal process. Follow the instructions on our website, [pugetsound.edu/security](http://pugetsound.edu/security). Citations cannot be appealed after five (5) days. The director of security or other designated persons will review and respond to appeals. All decisions are final.

Appeals will be:

Canceled—No record of citation and no payment of citation necessary.

Waived—No payment necessary, but citation stays on university vehicle parking record.

Denied—Payment is required and citation stays on the vehicle record.

## Miscellaneous

- A. Please lock unattended vehicles at all times. Never leave keys and portable valuables in vehicles. Parking in lighted areas is advised. The use of a steering wheel locking device is recommended.
- B. The university (neither Security Services nor Facilities Services) does not provide vehicle access. Contact a private locksmith or service for this service. AAA members may also have benefits for this service.
- C. Bicycle owners do not need to register bicycles to park them on campus. However, bicycles should be parked in bicycle racks or inside designated bicycle rooms only. All bicycles should be locked when unattended. "U-locks" are highly recommended. Bicycles may not be stored in outside racks over the summer.
- D. Any damage to, theft of, or theft from vehicles should be reported to Security Services immediately.
- E. University of Puget Sound is not responsible for damages or theft involving vehicles parked on or near university property.
- F. Crime prevention materials are available at Security Services.
- G. Recreational skateboarding (using objects for stunts and/or obstacles) is prohibited on campus property. Students may use skateboards as a form of transportation.
- H. All dogs must be on a leash and cleaned up after.