

## Regulation Legislative History Cover Sheet

General Regulation Information	
<b>Regulation proposed for enactment/revision</b>	Policy 5-206: Vehicle Parking Policy
<b>Policy owner(s)</b>	Director, Commuter Services
<b>Policy officer(s)</b>	Chief Financial Officer
<b>Contact person(s)</b>	Gena McFarlane
<b>Other related regulations with proposed revisions</b>	None
<b>Effective date of revisions</b>	August 9, 2022
<b>Brief (1-2 sentence) description of revisions and reason for revision</b>	Changing policy to reflect current practice including: (1) updating the name of the Commuter Services Department; (2) replacing references to displayed parking permits with virtual permits; (3) replacing references to the parking pamphlet with references to Commuter Services' website; and (4) updating the membership and role of the parking committee.

Consultation and Approval	
<b>Groups and Stakeholders Consulted</b>	
Director, Commuter Services	
<b>Required Approval Steps</b>	
Council of Academic Deans (if applicable)	Not applicable
Institutional Policy Committee	May 13, 2022
Academic Senate Executive Committee	July 11, 2022
Academic Senate	Information Calendar, August 29, 2022
Board of Trustees (if applicable)	August 9, 2022

## Memorandum

**To:** Senate Executive Committee  
**From:** Gina McFarlane  
**Date:** 07/05/2022  
**Re:** Policy 5-206: Vehicle Parking Policy

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Changing policy to reflect current practice including:

- (1) updating the name of the Commuter Services Department;
- (2) replacing references to displayed parking permits with virtual permits;
- (3) replacing references to the parking pamphlet with references to Commuter Services' website; and
- (4) updating the membership and role of the parking committee.

**Policy 5-206: Vehicle Parking Policy.**

**Revision #1.** Effective date: August 9, 2022

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**I. Purpose and Scope**

A. Purpose.

To describe the University's policy regarding parking of motor vehicles on campus.

B. Scope.

[\[reserved\]](#)

**II. Definitions**

[reserved]

**III. Policy**

- A. ~~Parking-Commuter~~ Services shall operate, maintain, and administer a campus motor vehicle parking system as authorized by Utah Code, Title 53B, Chapter 3, ~~Sections 101-110~~ [Enforcement of Regulations at Institutions](#).
- B. ~~Parking-Commuter~~ Services shall provide motor vehicle parking on campus to the extent practical and feasible, for students, employees, and visitors. Reasonable efforts shall be made to provide convenient parking in proximity to various campus facilities. However, the University does not guarantee the availability of parking space at any particular time nor the location of available parking space.
- C. Campus parking regulations ~~shall be set forth in a pamphlet, available at the Office of Parking Services. A digest of these regulations shall also be distributed with each parking permit issued~~ [can be found on Commuter Services' website at commuterservices.utah.edu](#). The regulations shall apply to all campus lands except those leased to non-University entities.
- D. [The University shall charge](#) ~~A~~ appropriate and reasonable fees ~~shall be charged~~ to those who park vehicles on campus. All University parking regulations and fees are subject to review and approval by the Board of Trustees.
- E. All persons who park vehicles on campus ~~must~~ [shall](#) purchase ~~and display a virtual~~ parking permit from Commuter Services ~~or park in a metered area or pay lot~~ and pay the appropriate fee. Fees are subject to change. Information about parking permit classifications and rates ~~is contained in the regulation pamphlet available at the Office of Parking Services~~ [can be found on Commuter Services' website at: commuterservices.utah.edu](#).
- F. [Commuter Parking](#) Services shall operate the parking system on a self-supporting basis, generating sufficient revenues from parking sales and fines to pay for the cost of administration, operation, and enforcement of the system, including the construction and maintenance of parking facilities.

- G. The University administration shall establish a committee composed of students, ~~employees, and alumni~~faculty, and staff to advise the administration regarding campus parking needs, ~~parking permit fees, and parking regulations~~.
- H. All fines for illegal parking ~~by of~~ vehicles with a valid parking permit are the responsibility of the person to whom the permit is issued and should be paid in full and in a timely manner. Unpaid parking fines are escalated over time and may result in a registration hold for a student or payroll deduction for an employee. University funds, regardless of source, may not be used to pay an individual's parking fines.
- I. Parking tickets issued for failure to have a current university parking permit ~~shall~~ ~~bear~~ the responsibility of the registered owner of the vehicle. Registered owners shall be contacted for payment of the fines. If contact with the registered owner does not result in payment of the fines, the vehicle may be impounded if ~~it~~ the vehicle is subsequently parked on campus. The parking regulations shall set forth the contact process and fines. Fines that cannot be collected by means set forth above may be referred to collection agencies for resolution. All fines shall be payable to the University.
- J. The administration shall establish a process ~~by which those who have~~for a person who has been assessed a fine for violation of parking regulations may appeal the fine. The appeals process shall be set forth in the digest of parking regulations.
- K. Campus land available for motor vehicle parking is limited. Streets ~~which that~~ access the campus have limited capacity and excess traffic negatively impacts surrounding residential and commercial areas. The University administration encourages students, employees, and visitors to use public transportation, car pools, or means of transportation other than a single occupant motor vehicle to commute to ~~the~~ campus.
- L. University funds may not be used to acquire parking permits except to provide parking for visitors and guests who are involved in official ~~university~~University

business, or if the purchase is approved by the president. The types of permits available and the process for obtaining them shall be described ~~in the regulations pamphlet~~ [on Commuter Services' website at commuterservices.utah.edu.](#)

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*Parts IV-VII of this Regulation (and all other University Regulations) are regulations resource information – the contents of which are not approved by the Academic Senate or Board of Trustees and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.*

#### **IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**

- A. Policies/ Rules. [ *reserved* ]
- B. Procedures, Guidelines, and Forms. [ *reserved* ]
- C. Other Related Resources. [ *reserved* ]

#### **V. References**

- A. Utah Code Title 53 B, Chapter 3, Enforcement of Regulations at Institutions

#### **VI. Contacts**

The designated contact officials for this regulation are

- A. Policy Owners (primary contact person for questions and advice): Director of Commuter Services
- B. Policy Officers: ~~Vice President for Administrative Services~~ [Chief Financial Officer](#)

See University Rule 1-001 for information about the roles and authority of policy owners and policy officers.

#### **VII. History**

- A. Current version. Revision 1.

1. Approved by Board of Trustees, August 9, 2022.
  2. Editorial Revisions [reserved]
- B. Previous Versions
1. Revision 0. Effective December 9, 1991
- C. Renumbering
1. Renumbered from Policy and Procedures Manual 2-28.