

University of Iowa Parking & Transportation Regulations

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Section 1: General Provisions

A. Authority

1. The University has adopted the following regulations to facilitate traffic and parking on campus. They have been adopted in accordance with Chapter 262 of the Iowa Code, Section 681-4 of the Iowa Administrative Code and the University's Operations Manual. These regulations supersede all previous registration and parking regulations.
2. The Department of Parking and Transportation enacts and enforces university parking regulations on campus. These rules and regulations are in effect at all times and are intended to promote order and ease of movement for pedestrians and vehicles and to safeguard people and property.
3. University parking and traffic regulations and fees may be revised at any time. Amendments to the regulations shall be reviewed by the Parking & Transportation Committee before implementation.
4. Rate and fee changes shall be reviewed by the Parking & Transportation Committee and approved by the Board of Regents before implementation.
5. The Director of Parking & Transportation is the final authority for interpretation of these regulations. Exceptions to these regulations is at the discretion of the Director of Parking & Transportation.

B. Applicability

1. These regulations apply to all students, faculty, staff members, patients, and visitors of the University.
2. All persons on campus must be aware of these regulations. Failure to know these rules and regulations is not an excuse for violation.
3. Violation of any of the following regulations may result in a citation, towing at the owner's expense, and/or revocation of parking privileges and/or permits.

C. General

1. The university is not responsible for fire, theft, damage, or loss to vehicles parked or operated on the university campus.
2. The Parking and Transportation Department reserves the right to temporarily close any campus parking area or facility for University purposes. Advanced notice will be given in these cases when practical.

Section 2: Definitions

Parking definitions are for the express purpose of these regulations. Parking and Transportation Departmental Policies may differ from other University definitions in terms of scope and purpose. For reference, definitions from the Iowa Administrative Code Section 681—4.2(262) are also included in this section.

1. Abandonment
 - a. Registered bicycle: Registered bicycles left undisturbed in racks for one calendar month may be treated as abandoned.
 - b. Unregistered bicycle: Unregistered bicycles left undisturbed in racks or other legal parking areas for seven days or more may be treated as abandoned and impounded.
 - c. Vehicle: A vehicle that does not move for greater than 72 hours.
2. Bicycle - any vehicle which has two or three wheels and fully operable pedals and which is a traditional bicycle designed solely to be pedaled by the rider. An electric/battery-powered bicycle designed not only to be pedaled by the rider but also propelled by an electric motor of less than 750 watts (one horsepower) may be treated as a bicycle and may be parked at bicycle racks.
3. Bike Share - A system, through membership, that allows individuals to rent bikes or e-bikes for a period of time for a fee. Bike share can be a “docked” or “dockless” system.
4. Carpool - An organized group of two or more commuting members of campus who regularly ride together in one car and share the use of a carpool permit.
5. Car Share - A program that allows, through membership, individuals to rent a vehicle for a period of time for a fee.
6. Public Parking Facility – Public parking facility where payment is required for parking and may be gated. Payment may be processed at a pay station or mobile application.
7. Commuting Students – Students living outside the City of Iowa City and the City of Coralville and commuting to campus from that address.
8. Concurrent Parking - When multiple vehicles, registered to one parking account or permit, are found parked in the same lot at the same time.
9. Citation – Ticket issued (physically or electronically) for a parking violation.
10. Director - the Director of Parking and Transportation at the university or any other person designated by the president of the university to perform any function or duty of the director hereunder.
11. e-Citation: A citation that is delivered via an electronic method (typically email).
12. Emergency Ride Home Program - Eligible employees in the U-PASS and Employee Van Pool programs may be reimbursed for the cost of a trip used to get home or to a daycare/school if an

emergency arises at work and a taxicab, bus ride, or Transportation Network Company (TNC) was used for the ride.

13. Employee - any person currently employed by the university.
 - a. If a person is a student and an employee at the same time, Parking & Transportation will use Payroll's standard to determine which status prevails. Only the prevailing status will be used for parking purposes.
14. Employee, Affiliate or Contract - employee working for a non-University business but carrying out business for the University per a public/private partnership or University contract. Generally, these employees work on campus but are paid and have benefits through another organization.
15. Faculty – The Faculty classification includes only full-time (50% or greater) faculty classifications of FT, FS, FV, FQ or FR and rankings of 11, 12, or 13. Also included are classifications FH 15 and 16; FB 11 and 12; FN 11, 12 and 15. The Faculty classification also includes the President, Vice Presidents, Deans and select University officials and administrators. All other University of Iowa employees are classified as Staff regardless of their individual classification.
16. Graduate Medical Education (GME) – University of Iowa Hospital and Clinics graduate medical education programs for residency and fellowship training. The GME office manages the assignment of parking based on specific GME qualifications.
17. Handrail - railing intended to provide physical support to a pedestrian.
18. Immobilization of a bicycle - consists of restricting the bicycle's use by detaining it at the point of infraction with a university locking device.
19. Impoundment
 - a. Bicycle – includes removing the owner's locking device, transporting the bicycle to a university facility, and detaining it with a university locking device.
 - b. Vehicle – includes having a vehicle towed and stored in a tow lot until applicable fees are paid.
20. In-line skates - shoes which are attached to multiple wheels for the purpose of individual transportation.
21. License Plate Recognition (LPR) – technology that uses cameras to read license plates and is used for parking management purposes.
22. Loading Zone – limited free time parking space for short term parking and/or loading or unloading. Loading zones have push button meters and /or signs to define the parking area. Allocated time for all zones is signed and in the meter head, if meter is present.
23. Motorcycle - any vehicle which is self-propelled and has less than four wheels in contact with the ground.

24. Motor vehicle - any vehicle which is self-propelled and has four or more wheels in contact with the ground.
25. Night and Weekend privileges (NW) – no charge parking in University Public Parking facilities after 4:30 pm until 8:30 am Monday-Friday and all weekend long.
26. No Parking Area - Any area not specifically marked, striped, or designated for parking.
27. Off Campus - Students not living in University Housing but living within the city limits of the City of Iowa City or the City of Coralville.
28. On Campus – Students living in University Housing and have a valid residence hall contract for the academic semester.
29. Parking and Transportation Committee – the charter committee that advises the University President and University administration about parking and transportation. The committee charter can be found in Chapter 2.8(16) of the University Operations Manual.
30. Parking Permit: A physical or virtual parking credential that defines and grants access to parking in designated area(s) during designated times. All permits require registration of a vehicle and license plate.
31. Pay station – Machine that allows customers to purchase parking in a designated paid hourly parking location. All pay stations accept credit cards and validations, but only some accept cash.
32. Pay-By-Plate – Parking in a designated area that requires the customer to enter their license plate when paying for parking through a mobile application or pay machine.
33. Pay-By-Space – Parking in a designated area that requires the customer to enter their parking zone and specific parking number when paying for parking through a mobile application or pay machine.
34. Pedestrian Areas or Slow Zones - any walkway, sidewalk, crosswalk, plaza, patio, play court, parking facility, loading zone, or any other University facility that is intended primarily or partially for use by pedestrians.
35. Permanent Position – Any employee position assigned Permanent status in the HRIS system.
36. Registered Vehicle- A vehicle registered with Parking and Transportation and authorized to park on campus.
37. Reserved space – Any parking space designated for a specific user or use.
38. Roller skates - shoes which are attached to multiple wheels for the purpose of individual transportation.
39. Skateboards - any board or platform with attached wheels used for individual transportation.
40. Staff - Anyone employed by the University on a 50% FTE or greater permanent position, including eligibility for university benefits. This would include Merit, Professional, most administrators and others.

41. Storage - the parking of a bicycle or vehicle for a continual period of more than twenty-four hours.
42. Street furniture - is any structure or accessory in a university pedestrian area or slow zone designed for the benefit of pedestrians. This includes, but is not limited to, benches, tables, lampposts, and trash receptacles.
43. Student - any person registered with the university for academic credit who is not employed by the university on a full-time salaried or equivalent basis.
 - a. Also, anyone registered with the University for academic credit who is not employed 50% FTE or greater permanent position.
 - b. Graduate, teaching and research assistants are classified as students if they are registered for academic credit.
 - c. If a person is a student and an employee at the same time, Parking & Transportation will use Payroll's standard to determine which status prevails. Only the prevailing status will be used for parking purposes.
44. Temporary Employee – Any non-student, part-time or full-time, and non-permanent employee of the University.
45. University - the state University of Iowa.
46. U-PASS – University of Iowa bus pass that provides unlimited rides on Iowa City Transit or Coralville Transit.
47. Vehicle - any wheeled or treaded device used or designed for use as a means of transportation or conveyance of persons or property.
48. Virtual Permit—when an individual registers their vehicle(s) with Parking and Transportation, the license plate information is used as a permit instead of a physical parking permit.
49. Visitor - any person who owns, operates or parks a vehicle on the university campus who is not a student or an employee.
50. Waitlist, Employee - The waitlist for the systematic and fair distribution of employee parking privileges. Only employees with 50% FTE or greater in a permanent position qualify for the waitlist.

Section 3: Employee & Student Permits / Bus Passes

A. General

1. The terms “permit,” “parking privilege,” “parking credential” and “virtual permit” represent the required permission to park on the University of Iowa campus in permitted or reserved parking areas.
2. Permits and access cards are for personal use only.
3. Only one parking permit is allowed per customer. Maintaining a bus pass, motorcycle permit, and/ or vanpool assignment with a parking permit is allowed.
4. All faculty, staff or student permits must be purchased online via the Parking & Transportation website at <https://parking.uiowa.edu>.
5. The University uses a license plate recognition (LPR) system for most parking enforcement. With LPR, customers will not receive a physical parking permit. Customer’s vehicle license plates are used as a virtual parking permit. See *Section 6 Parking Regulations* for specific regulations applicable to virtual and physical permits as it relates to License Plate Recognition (LPR).
6. Rates, Fees and Cancellation
 - a. Parking permit rates are approved by the Board of Regents every fiscal year. Applicable permit rates are found under “Rates” section of these regulations.
 - b. Permit holders are responsible for parking permit charges until the permit expires or they request termination of their permit through Parking & Transportation.
7. Lost or stolen permits / placards
 - a. If a physical permit has been lost or stolen, the person to whom the permit was registered may receive a replacement permit for a processing fee.
 - b. A lost or stolen permit report must be filed with Parking & Transportation prior to replacement.
 - c. If a lost/stolen permit is found, it must be returned to Parking & Transportation.
 - d. Citations may be issued to vehicles displaying a lost or stolen permit.
8. Permit and Bus Pass Restrictions
 - a. Employees are not eligible to purchase visitor/daily parking permits or validations for personal use.
 - b. It is prohibited for any person to alter, produce, or use any reproduction of a parking permit, access card or U-PASS.

- c. It is prohibited to obtain or use a parking permit, access card or U-PASS by fraud or misrepresentation of facts.
- d. It is prohibited to give, sell, or transfer to another person a parking permit, access card or U-PASS.
- e. It is prohibited to falsify or use another individual's state issued handicapped placard for their personal use.
- f. Violating these restrictions may result in citations and / or confiscation or revocation of parking privileges.

9. Parking When Assigned Lot is Full

- a. A permit does not guarantee a parking place.
- b. On the rare occasion a reserved lot is full, permit holders will need to drive to the nearest open surface lot and contact Parking & Transportation. They will need to provide their name, license plate, normal permit lot and where the vehicle is currently parked.
- c. Permit holders may use a Public Parking facility or a meter and pay the associated charges for the time parked in that area.
 - i. Please note that Hospital Parking Ramps 1, 2, 4, and the Family Care Center parking lot are reserved for patients weekdays from 8:30 a.m. to 4:30 p.m. Any faculty/staff parking in these facilities during these hours without an appropriate permit, including those using NW privileges, will be subject to a citation and fine.

B. Faculty / Staff (Employee) Parking Permits

- 1. Employees who choose to park on campus will need to meet eligibility criteria as outlined in the Faculty/Staff Parking Assignment Policy and place their name on lot-specific waiting lists. The policy can be found on the department website.
- 2. Permit Eligibility:
 - a. University of Iowa faculty and staff employed 50% time or more in a permanent position, as defined by the UI Human Resources Department, are eligible for a parking assignment to a Faculty/Staff parking facility.
 - b. An employee's eligibility for a specific parking facility is dependent upon their work address.
 - c. New parking assignments are primarily made from parking lot waiting lists. Open slots for permits are available until a waitlist offer is made.

3. Waiting lists
 - a. Demand exceeds the capacity of many campus ramps and lots; therefore, waitlists are maintained for these facilities. New parking assignments are made from these waiting lists.
 - b. Employees can access parking waitlists via the UI Employee Self Service portal under My Parking.
4. Faculty and staff with disabilities will be given priority in space assignment. A copy of the individual's state issued disability placard or license plate is required for consideration. The parking permit entitles the registrant to park during enforcement hours in only the specific parking area assigned.
5. Temporary employees may be assigned parking based on availability. Payroll deduction for temporary employees is not permitted so payment must be made at time of purchase. Permits may be purchased on a monthly, weekly or daily basis.
6. Affiliate or Contract Employees are assigned parking based on availability and may be eligible to be placed on a wait list based on the specific University contract language.
7. Employees may register up to three (3) vehicles on a permit, including motorcycles.
8. Employee virtual permits do not expire. Parking permit fees apply until the employee cancels their permit.
9. Changes to license plates, vehicle ownership, permit cancelations are the responsibility of the employee.
10. Fees and Cancellation
 - a. Employee permit annual rates are listed in the Rates section of these regulations.
 - b. For rate definition, Faculty / Staff permit cycle runs from August 1st through July 31st.
 - c. Permanent full-time employees 50% or greater paid monthly are eligible for Payroll Deduction. Employees who are eligible for payroll deduction will have their monthly parking permit or bus pass charge deducted on a pre-tax basis.
 - d. Parking payroll deductions are assessed one month after actual parking usage. For example, if you receive your permit on August 5th, your deduction will be on your September 1st check. If you get your permit on or after August 16th, a month and a half deduction will go on your October 1st check.
 - e. Parking fees may be prepaid on a yearly basis. If prepaying for fees, yearly fees will be due August 1st each year.

- i. Any Parking and Transportation related fees and sanctions may be payroll deducted if not paid after initial billing.
 - f. Permit fees and refunds are prorated after the 15th of each month.
 - g. University departments may not pay for an employee's parking permit.
 - h. Employees have the ability to view a summary of their monthly parking activity and any related charges on a secure web site located within the UI Employee Self Service portal under My Parking.
 - i. Employee permit holders are responsible for parking permit charges until the permit expires (if applicable) or they request termination of their permit through the Parking Office.
 - j. Physical permits, if applicable, must be returned to Parking & Transportation for cancelation.
11. Only one vehicle associated with a permit is permitted to park on campus at any time (in locations other than visitor parking areas). If multiple vehicles associated with the same permit are found in the same lot, citations for Concurrent Parking will be written to all vehicles associated with the permit.
12. Employee (NW) privileges are provided with all employee permits. NW privileges require using a parking access card in gated facilities. NW privileges are explained in the NW section of these regulations.

C. Student Permits

1. Student permits are available for Fall, Spring and Summer semesters. Applicable annual cycles for semester permits are:
 - a. Fall: August 16th – December 31st
 - b. Spring: January 1st – May 15th
 - c. Summer: May 16th – Aug 15th
2. Eligibility for student parking permit is defined by:
 - a. whether one is registered undergraduate or graduate student
 - b. where one lives during the academic session
 - c. possessing a state issued disability placard which would require the use of a motor vehicle for ADA accommodation
3. Students may register one (1) vehicle on a permit.

4. No student may apply for or receive a permit for any vehicle owned or operated by another student.
5. Student permit combinations:
 - a. Students may not combine or hold more than one student parking permit with the following exceptions:
 - i. Motorcycle permits can be combined with any student permit.
 - ii. Students may combine a Student Night and Weekend (NW) or Motorcycle Permit with a discounted transit U-PASS. The discounted transit U-PASS is not available with any daytime student parking permits.
6. Fees and Cancellation
 - a. Student permit annual and semester rates are listed in the Rates section of these regulations.
 - b. All student permits are billed on a semester basis. The first installment is billed at the time of purchase, typically in August and the second in January.
 - c. Student parking and bus pass fees may be billed to the students UBILL or prepaid by credit card at time of purchase. Spring fees are automatically billed through the UBILL.
 - d. Permit fees and refunds are prorated after the 15th of each month.
 - e. If applicable per permit type, students have the ability to view a summary of their monthly parking activity and any related charges on a secure web site located within MyUI (click on Student Information and My Parking under My UIOWA).
 - f. Permit holders are responsible for parking permit charges until the permit expires (if applicable) or they request termination of their permit through the Parking Office.
 - g. Physical permits, if applicable, must be returned to Parking & Transportation for cancelation.
7. Students with any UI parking permit may also park in any Public Parking facility or metered spaces and pay the applicable hourly rates.
8. Night Weekend (NW) privileges are provided with some student permits. NW privileges require using a parking access card in gated facilities. NW privileges are explained in the NW section of these regulations.

D. Graduate Medical Education (GME) Permits (Resident & Fellows)

1. Parking & Transportation maintains a limited number of department and employee permits for the Graduate Medical Education program (GME).

2. GME Permit Program
 - a. Only GME program participants are eligible for GME permits.
 - b. The GME office manages the distribution of permits and locations to their programs.
 - c. Program permits are recycled annually due to incoming and graduating students.
3. M Program
 - a. The M Program is an extension of GME employee permit parking and must be used in conjunction with an approved UI GME Program hangtag.
 - b. Provides limited weekday access to parking in Hospital Ramp 1, Hospital Ramp 3 and the Newton Road Ramp for UIHC Medical Residents and Fellows.
 - c. Specific hourly limits (per calendar month) and rates apply to GME M program permits when used in these ramps between 8:30 am and 4:30 pm, Monday thru Friday:
 - i. For the first 16 hours of each calendar month, parking is free.
 - ii. For hours 16 – 32, of each calendar month, parking is charged at the standard hourly rate.
 - iii. For any hours in excess of 32 within each calendar month, parking is charged at the graduated rate.
 - d. The M designation includes an additional programming feature on the parking access card that tracks parking utilization and payroll deducts charges based on the specific M Program rates.
4. The Graduate Medical Education (GME) M Program policy contains more detailed information about eligibility, rates and usage and can be found on the department website.

E. Athletic Department Permits

1. Parking & Transportation maintains a limited number of permits for student athletes and coaches for the Department of Athletics.
2. Student athlete permit limitations
 - a. Permits are sold on a first come first serve basis.
 - b. Students living in University residence halls are not eligible.
 - c. Students having a storage, Hancher, or commuter parking are not eligible.
 - d. AM/PM Permits are valid only for time printed on the permit. If used outside times allowed, student is required to pay hourly fee.
 - e. Permit does not guarantee a parking place.

- f. Program permits are recycled annually due to incoming and graduating students.
- 3. Coach permits
 - a. Permit allows for full or assistant coaches to receive a parking assignment in Parking Lots 6, 11, 37, 43, 47, or 35.
 - b. Applies only to full or assistant athletic coaches with rank code of PSC1 or PSC2.
 - c. Assistant Athletic coaches must not have any other parking assignment.
- 4. The Department of Athletics parking policy contains more detailed information about eligibility, permit locations, rates and usage and can be found on the department website.

F. Emeritus Permits

- 1. Parking & Transportation maintains Emeritus parking permits that provides access to a wide range of university parking facilities.
- 2. Emeritus status is determined by the Provost Office.
- 3. Emeritus permits include an access card and do not expire.
- 4. The Emeritus permit is not transferrable to any other individuals including family members.
- 5. The value of the Emeritus permit and associated use of Public Parking is considered taxable income per federal guidelines. Parking & Transportation tracks all Emeritus permit usage and reports the total value each year to the University Controller.
- 6. Emeritus customers can view a summary of their monthly parking activity and any related charges on a secure web site located within the UI Employee Self Service portal under My Parking.
- 7. The Emeritus parking policy contains more detailed information about eligibility, rates and usage and can be found on the department website.

G. U-PASS / Bus Passes

- 1. Employee U-PASS is available to University of Iowa faculty and staff employed 50% time or greater.
- 2. Student U-PASS is available to the University of Iowa registered students (including graduate, teaching and research assistants).
- 3. Applicability
 - a. Faculty, staff and students living in Iowa City will be issued a U-PASS for Iowa City Transit.
 - b. Faculty, staff and students living in Coralville will be issued a U-PASS for Coralville Transit.

- c. Exceptions may be made on an individual basis.
4. Fees & Cancellation
- a. U-PASS annual rates are listed in the Rates section of these regulations. U-PASS rates are not prorated within a month.
 - b. Student U-PASS is paid for by the semester.
 - c. U-PASS discounted (subsidized) rate applies when pass holders do not have a daytime parking or vanpool assignment.
 - i. Student parking permits that allow discounted U-PASS rates include: Night Weekend, Storage, Motorcycle or No Permit.
 - d. U-PASS standard (non-subsidized) rate applies when pass holders do not meet the requirements for the discounted rates. Standard rates will be applied every month a daytime permit or van pool assignment is active.
 - e. U-PASS must be returned to the parking office for cancellation. If U-PASS is active at any time from the 1st to the last day of a month, payment for the month is required.
5. If a U-PASS is lost, stolen or damaged, contact Parking & Transportation to complete a report and request a new pass. Replacement fees apply.
6. Employee U-PASS holders are eligible for the Emergency Ride Home Program.
7. The terms and conditions of the U-PASS program are subject to change.

H. Carpool Permits

1. Current permit holders who want to share the driving with another University faculty/staff or student can exchange their parking permit for a carpool arrangement.
2. Registration:
 - a. All carpool members / vehicles must be registered to use a carpool arrangement.
 - b. Carpool arrangements must be pre-approved by Parking & Transportation. Employees can email or call the department to receive a form to initiate the process.
 - c. All carpool members must be identified with contact information, vehicle information, and license plates for each user.
 - d. Everyone in the carpool will receive free Night and Weekend privileges via a parking access card.
3. The permit holder retains rights to their permit and pays the permit fee, but the other identified carpool users can use the permit as well.

4. The carpool arrangement allows only one vehicle to park in the permit lot during the day. If more than one vehicle from a carpool is parked in the same lot at the same time, each car will be ticketed for concurrent parking.
5. If carpool partners change vehicles, license plates, or carpool partners, they will need to contact Parking and Transportation to confirm the changes.
6. Carpool pay member will need to contact Parking and Transportation to cancel the carpool arrangement.

I. Night and Weekend (NW) privileges

1. NW privileges allow free parking for permit holders in some parking facilities during specific night and weekend hours.
2. NW privileges are provided with all employee and student permits with the following exceptions:
 - a. Student Residence Hall permits (Storage, Mayflower)
 - b. Student free permits (Day, Student Hourly Myrtle)
 - c. Student Athletic Permits (All Day, AM/PM & Arena)
3. Some Public Parking lots are permit-protected during the day and may result in fines for parking. Restricted parking areas are signed.
4. NW Allowed Facilities
 - a. NW privileges allow free parking in all University Public Parking facilities and some gated facilities between 4:30 pm until 8:30 am Monday-Friday and all-day Saturday & Sunday.
 - b. See Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions* – for a complete list of NW Allowed facilities
5. NW Restricted Facilities
 - a. NW privileges are not valid in faculty/staff-only lots that are controlled 24/7. Lots may be controlled by a gate or by signage.
 - i. See Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions* – for a complete list of 24/7 Restricted facilities
 - b. In Hospital Parking Ramps 1, 2, and 4 parking is reserved for patients during weekday hours (8:30 a.m. to 4:30 p.m. Monday – Friday). Any vehicle registered to a university employee parking in these facilities during these hours without an appropriate permit, including those using NW privileges, will be subject to a citation and fine.
 - c. NW privileges are not valid in the Family Care Center (FCC) parking lot at any time.

- d. NW privileges are not valid in parking facilities owned and operated by the City of Iowa City. These include those facilities where the University assigns permits; specifically, lots 12, 62, 72 and 92.
- 6. NW use restrictions may apply during emergencies, special events and maintenance or construction activities.
- 7. NW Access Card Usage Procedures
 - a. Access cards are required to be used at all gated entry and exits to use NW privileges.
 - b. Always scan the access card at the entry and exit to capture each parking session. Calculations for parking fees will be based on the entry and exit times.
 - c. Access card use is required when the gates are up. Entry and/or exit time is noted even though the gate may already be up.
 - d. Do not pull a transaction ticket upon entry and attempt to use the card when exiting. This will result in a daily maximum charge for every incident.
 - e. Use of the card for consecutive entries without a paired exit (or consecutive exits without a paired entry) is prohibited and may result in a daily maximum charge for each incident.
 - f. Never share, transfer or pass-back a parking access card. Each incidence will result in a daily maximum charge and is considered theft and may be prosecuted.
 - g. Employees parking during regular business hours in Public Parking facilities, or outside of NW hours, will be billed applicable parking rates. All NW charges will be deducted from the faculty or staff members paycheck.
- 8. NW Charges Outside Free Hours
 - a. If access card is used in public parking facilities before 4:30 pm and/or exit after 8:30 am on weekdays, or are parked during those hours, customers will be charged at the appropriate rate for each hour outside NW rules.
 - i. Any fraction of an hour will result in a full hour of charges (61 minutes = 2-hour parking charge).
 - ii. There is no charge if the difference between the recorded exit time and the recorded entry time is thirty (30) minutes or less.
 - b. There is no charge for permits and associated access cards specifically assigned to Public Parking facilities when card is used to enter and exit.
- 9. NW Billing
 - a. Employees parking during regular business hours in Public Parking facilities, or outside of NW hours, will be billed applicable parking rates on their account, which will be

deducted via payroll through the Billing Office. All NW charges will be deducted from employee paychecks on a monthly basis, on a two month delay.

- i. For example, employees using Public Parking facilities in August means the charges are deducted from the October 1 paycheck post-tax through the UBILL.
- b. Students parking during regular business hours in Public Parking facilities, or outside of NW hours, will be billed applicable parking rates on their account which will be sent to their UBILL.
 - i. For example, students using Public Parking facilities in August means the charges are billed to the UBILL on October 1st.

Section 4: University Department Permits

A. General

1. Parking and Transportation supports on-campus, business-only mobility by maintaining a range of University Department Permits. These permits, sold only to University departments, are intended to allow employee access across campus for servicing buildings, providing fleet vehicle storage in Public Parking or gated facilities and conducting University business in various locations across campus.
2. All University Department Permits are subject to space availability.
3. Permit Requirements
 - a. All University Department Permits are required to be used in conjunction with official University business. They are not for personal convenience or for changing an existing personal parking lot assignment.
 - b. Departments shall maintain an accurate record of employees who use University Department Permits. Where University Department Permits are shared among multiple users, the department will maintain an accurate log of daily usage.
 - c. It is the responsibility of the department that holds the University Department Permit(s) to know who is using it at all times.
 - d. Departments should communicate permit restrictions and usage expectations to their employees in order to ensure proper permit usage.
4. Random audits may occur to help Parking & Transportation identify and educate those improperly using permits.
5. License Plate Recognition (LPR) for University Department Permits
 - a. Departments are required to submit and maintain current license plates for each employee or University vehicle who will use a University Department Permit(s).
 - b. License plate recognition (LPR) technology is used to enforce all parking regulations and permits, including University Department Permits.
 - c. Unregistered vehicles using University Department Permit(s) may receive a citation.
6. Citations & Appeals
 - a. Citations will be issued to University vehicles and personal vehicles using University Department Permits if found in violation of these regulations.
 - b. Citations are the responsibility of the employees using the University Department Permit.
 - c. Unpaid citations will be billed to the department.

- d. Employees who receive a citation while using a University Department Permits may appeal the citation.
 - e. Departments may not appeal citations.
7. Fees & Cancellations
- a. University Department Permit rates are listed in the Rates section of these regulations.
 - b. University Department Permits are required to be prepaid annually. Financial renewal occurs on August 1st. New permits and refunds will be prorated accordingly.

B. Departmental Permits

- 1. Departmental permits are required for University fleet vehicle storage in specific gated or Public Parking facilities, as space is available. Other departmental permits are approved by the Director of Parking & Transportation.
- 2. Departmental permits are specific to one lot or ramp and do not receive additional parking privileges.

C. Departmental Business Placard (DBP)

- 1. The Departmental Business Placard program (DBP) supports on-campus, business-only mobility for a limited number of employees. The program placards provide access to a range of university parking facilities. Each placard contains an embedded proximity access card for use at qualifying gated parking facilities.
- 2. DBP Permit Requirements
 - a. DBP must be used in conjunction with a valid University of Iowa employee Ramp or Surface A parking permit.
 - b. DBP cannot be used with any student permit or the following faculty/staff parking lot permits: Lot 45, Lot 55 Hancher, Lot 65 Finkbine Commuter, Lot 75 Arena, Lot 85 Hawkeye Commuter, IRL-Iowa River Landing, SSB Hospital Support Services Building, or NW Night Weekend
- 3. DBP Open Lots
 - a. DBP is valid in most faculty/staff reserved lots and UI public parking facilities.
 - b. See Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions* – for a complete list of DBP Allowed facilities
- 4. DBP Restricted Lots
 - a. See Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions* – for a complete list of DBP Restricted facilities

- b. DBP is not valid in Cleary Walkway, Service Vehicle Zones, Loading Zones (free time meters), hourly meters, or student lots.
5. DBP Use Requirements
- a. Placard must be displayed on the front dash.
 - b. DBP use limited to no more than three consecutive hours for each entry. Citations and/or charges may apply for exceeding time limits.
 - c. DBP use limited to one entry and one exit at a time. The placard cannot be shared for multiple and/or consecutive entries and exits.
 - d. DBP must be used for all entry and exits into a gated parking lot, even if the gate is up.
6. DBP Use Restrictions
- a. Users should not take a cashier's ticket when using the DBP at a Public Parking facility.
 - b. Users should not use the DBP to enter an employee's assigned parking lot, exit an employee's assigned parking lot, or to access Night and Weekend (NW) privileges.

D. Service Vehicle Zone Placard

1. The Service Vehicle Zone placard is intended to facilitate parking for employees and vendors who have frequent, daily campus business at multiple campus locations while using their personal vehicles.
2. Service Vehicle Zone placards are valid only in posted University Service Vehicle Zones.
3. Service Vehicle Zone placards must be properly displayed on the front dash of the vehicle.
4. Service Vehicle Zone placards allow for up to 4 hours of parking. Additional time beyond the 4 hours may result in a citation.
5. Vehicles with official state license plates may park in service (SVZ) zones and do not need to display a Service Vehicle Zone placard.

E. Pentacrest Service Drive Placard

1. Pentacrest Service Drive placards are required to park along in the service drive on the Pentacrest by Jessup Hall and MacLean Hall.
2. Pentacrest Service Drive placards are for use by departments or vendors in transacting University business only.
3. Pentacrest Service Drive placards must be properly displayed on the front dash of the vehicle.
4. Pentacrest Service Drive placards allow for 30 minutes of parking. Additional time beyond the 30 minutes may result in a citation.

5. Vehicles using the Pentacrest Service Drive placard must not block sidewalks.
6. University vehicles are required to display a Pentacrest Service Drive placard.

F. Service Master Access Cards

1. Service master access cards provide access to gated parking facilities. They are limited to:
 - a. University and City / Area emergency and first responders
 - b. Parking, facility and utility maintenance vehicles to service the ramp or gated facility
 - c. Specific facility and utility maintenance vehicles servicing adjacent facilities
 - d. Waste management vehicles

Section 5: Public Parking

A. General

1. Public parking locations are shown on the Parking Map on the department website.
2. Public parking rates for all Public Parking facilities, meters and mobile payment zones are listed in the Rates section of these regulations.
3. Payment in all Public Parking facilities is processed at pay stations in the exit lane of each facility. Acceptable payment modes include cash or credit card.
4. Parking meters accept coin payment or mobile payment as posted on the area sign and/or meter.
5. Mobile payment zones / Pay by plate zones require payment through a mobile payment app as posted on the area signs.
6. Lost Tickets or Unable to Pay
 - a. When customers lose a transaction ticket or when payment cannot be made in a parking ramp or pay lot for any reason, customer vehicle and contact information will be collected prior to exit.
 - b. Customers will be billed a fee notice for their parking session time. If the entry time cannot be corroborated, the daily maximum fee will be assessed.
 - c. After multiple instances where the same customer loses their transaction ticket or cannot pay, they will be contacted by Parking and Transportation to resolve the issue. The customer may be billed the maximum daily rate for each subsequent lost ticket.

B. Visitor Parking

1. Visitor parking is available in all campus parking ramps, pay lots and meters, unless otherwise posted.
2. Faculty / Staff lots are open to the public on weekdays 4:30 pm – 7:30 am and all weekend, unless otherwise posted. Reserved lots for employees or students may be controlled by a gate that functions 24/7 or by signage.
3. Reserved / restricted parking lots
 - a. See Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions* – for a complete list of 24/7 restricted or semester restricted lots
4. Visitors with temporary or extended need for access to parking lots may apply for a temporary parking permit at the Parking & Transportation office. Accommodations are limited to space availability in all lots
5. Visitor with motorcycles can park at the FCC loop meters, LCUA meters and HTRC meters.

6. Visitor ADA Parking
 - a. All visitor parking facilities have ADA accessible parking.
 - b. Display of a valid state-issued disability placard is required to parking in ADA stalls.
 - c. ADA parking must be paid to avoid a parking citation.

C. Patient Parking

1. Patient parking is available as shown in Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions*
2. Patient ADA Parking
 - a. All public parking facilities have ADA accessible parking.
 - b. Display of a valid state-issued disability placard is required to parking in ADA stalls.
 - c. ADA parking must be paid to avoid a parking citation.

D. Contractor and Project Parking

1. Contractor parking is available in all public parking ramps, pay lots and meters, unless otherwise posted.
2. All construction laydown, storage of materials or special contractor parking must be reviewed and approved by the Parking & Transportation department. Fees may apply.
3. Temporary parking permits are required on all areas of campus including areas outside of dedicated parking, like sidewalks, grass, patios, etc.
4. Contractors with temporary or extended need for access to parking lots may apply for a temporary parking permit at the Parking & Transportation office. Accommodations are limited to space availability in all lots.

Section 6: Parking Regulations

A. General

1. All parking on campus is designated as parking and signed or marked.
 - a. Campus parking stalls are marked either by parking blocks or by stall lines.
 - b. Parking must be between stall lines or directly behind the parking blocks.
 - c. Lots are governed by signs placed at the entrance(s) to the lot.
 - d. All posted regulations on signs and meters must be observed.
 - e. Some lots may have multiple uses.
 - f. Some stalls within a lot may be further restricted by signs.
 - g. Users are responsible for understanding which sign governs the stall they use.
2. Hours of Enforcement
 - a. Reserved Faculty/Staff/Student lots are enforced from 7:30 am to 4:30 pm, Monday through Friday including interim periods, unless otherwise posted.
 - b. 24 /7 Enforcement Areas include:
 - i. All motorcycle parking lots
 - ii. All service vehicle zones & loading zones
 - iii. All ADA parking stalls, permit and public
 - iv. Bicycle parking areas
 - v. Prohibited parking areas
 - vi. Specific faculty / staff lots noted in following sections
3. Prohibited parking areas on campus include:
 - a. Fire lanes are any area specifically marked, striped, signed or designated
 - b. Signed Tow Zones
4. Areas Not Open to Parking
 - a. Any area in which direct and immediate access to a fire hydrant, firefighting apparatus or fire exit would be blocked
 - b. Signed "No Parking" areas, which may or may not be striped.
 - c. Loading docks unless otherwise signed
 - d. Bus stops unless otherwise signed
 - e. Service drives
 - f. Driveways

- g. Grass
 - h. Sidewalks
 - i. Roadways or traffic lanes
5. Vehicles must have the applicable permit for the area in which they are parked during the hours of enforcement. Vehicles not registered to park in permitted or reserved areas are subject to citations, towing and fines.
 6. In order to promote turnover and parking compliance multiple parking citations may be issued throughout the day to a vehicle that continues to violate parking regulations. For example:
 - a. A vehicle parked at an expired parking meter that has a one-hour time limit may be issued a parking citation every hour, after the original time allotment.
 - b. A vehicle parked in a reserved lot may receive a ticket in the morning, and then again in the afternoon.
 - c. A vehicle parking in a 15 or 30-minute loading zone beyond the original time allotment may receive a ticket every hour.
 - d. Vehicles are considered parked when left unattended by a driver for any period of time.
 7. The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space in a facility is not a valid excuse for violating a parking regulation.
 8. Large vehicles like semis, box trucks, 5th wheels, buses, trailers, and recreation vehicles (RV's) are not permitted to park in Public Parking facilities or reserved lots without prior approval by Parking & Transportation. Please contact the department to arrange for temporary accommodation.
 9. See Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions* – for a complete list of restrictions per facility.

B. Permits & License Plate Recognition (LPR)

1. Virtual Permits
 - a. All vehicles issued a permit to park on campus must have a current and valid state issued license plate associated with a parking account.
 - b. Permit holders are responsible for ensuring license plate information is accurately entered and submitted when registering for or renewing a permit. Permit holders may receive a citation if their license plate and permit information does not match, including an incorrect license plate number or a typo.

- c. It is the responsibility of vehicle operators to ensure that license plates face the drive lane to be scanned for compliance. A vehicle may be cited if its license plate cannot be scanned by parking enforcement.
- d. License plates shall be clearly visible and legible at all times. Blocking or covering a license plate to avoid LPR scanning may result in a citation.
- e. Only one vehicle associated with a permit is permitted to park on campus at any time (in locations other than visitor parking areas). If multiple vehicles associated with the same permit are found in the same lot, citations for Concurrent Parking will be written to all vehicles associated with the permit.

2. Physical Permits

- a. In the limited circumstances where physical permits or hangtags are required, they must be displayed from the rear-view mirror and visible from the front of the vehicle.
- b. Motorcycles must display permits on the rear of the unit.
- c. In the limited circumstances where parking placards are required, they must be displayed on the dashboard and visible from the front of the vehicle.

C. Reserved Employee Lots

- 1. Reserved parking lots for faculty / staff may be controlled by signage and/or a gate that functions 24/7. Motorcycles must park in designated motorcycle areas and require a valid Motorcycle permit.
- 2. Faculty / staff lots are reserved for permit holders only on weekdays 7:30 am – 4:30 pm, unless otherwise posted.
- 3. Faculty / staff lots are open to the public on weekdays 4:30 pm – 7:30 am and all weekend, unless otherwise posted.
- 4. Restricted faculty / staff parking lots:
 - i. 24/7 Restricted lots are listed in Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions*
 - ii. Fall / Spring semester restricted parking lots are listed in Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions*
- 3. All reserved employee lots are shown on the Parking Map and maintained on the department website.

D. Reserved Student Lots

1. Reserved parking lots for students may be controlled by signage and/or a gate that functions 24/7. Motorcycles must park in designated motorcycle areas and require a valid Motorcycle permit.
2. Reserved student lots are listed in Exhibit A of these regulations - Parking Facility Permit and Program Allowances / Restrictions.
3. All reserved student lots are shown on the Parking Map and maintained on the department website.

E. Public Parking Facilities / Gated Lots

1. No person shall park a vehicle in a Public Parking facility or pay lot without making full payment for time.
2. No refunds are issued for unused time.
3. If a customer is unable to pay for their exit at a Public Parking facility, they will be assessed a fee notice. Dispatchers will develop the fee notice at exit. If the entry time cannot be corroborated, the daily maximum fee will be assessed. The fee notice will be processed and sent to the driver or owner of the vehicle.
4. Tailgating, or following another car through a parking gate before it has a chance to lower, is prohibited. Citations, daily maximum fees and/or reporting to UIPD for theft of services may be assessed for tailgating.

F. Hospital Parking Ramps

1. In Hospital Parking Ramps 1, 2, 4, and the Family Care Center parking lot, parking is reserved for patients during weekday hours (8:30 a.m. to 4:30 p.m. Monday – Friday).
 - a. Any vehicle registered to a university employee parking in these facilities during these hours without an appropriate permit, including those using NW privileges, will be subject to a citation and fine.
 - b. In addition to the fine, any hourly charges will apply.
 - c. Effective September 2022, e-citations will be emailed to university employees parked in hospital ramps without a verified patient appointment. E-citations will be sent via email within two business days after the parking session. No paper citation will be left on the registered vehicle. See the [Employee as Patient Parking](#) webpage for more information.
2. NW privileges are not valid in the Family Care Center parking lot at any time.
3. If an employee, as a patient, receives a citation in the hospital ramps, they may submit a Parking in UIHC ramp verification form located on the Parking & Transportation website.

This form will be used to verify appointments with University of Iowa Hospitals and Clinics. If the appointment is confirmed as valid, the citation will be cancelled.

G. Accessible Parking Spaces / ADA

1. Accessible Parking Spaces are distributed across campus and reserved at all times for individuals with an appropriate state ADA credential or license plate.
2. A valid university permit or placard must also be displayed for all ADA spaces in reserved lots during hours of enforcement (7:30 a.m. and 4:30 p.m. Monday-Friday) unless otherwise indicated by signage. After 4:30 p.m., only the appropriate ADA license plate or identification placard is required.
3. Sanctions may be imposed when vehicles are parked in violation of State of Iowa and University accessible parking regulations.
4. ADA parking must be paid at meters and Public Parking facilities to avoid a parking citation.

H. Parking Meters / Mobile Payment Zones

1. Parking meter and mobile payment zones allow for parking payment through a physical parking meter and mobile payment option, or just a mobile payment option. Both parking options allow for hourly parking and are governed by posted signs.
 - a. For the purposes of these regulations, the terms “meter” and “mobile payment zone” may be used interchangeably.
2. Metered parking spaces are open to all students, faculty, staff, and visitors upon payment of the proper fee for the time the space is occupied, unless otherwise posted.
3. Reserved parking meters:
 - a. CDD lot, Lot 21, Newton Road Ramp Daycare Meters, Myrtle Lot 48 meters and Law Visitor Meters.
 - b. These meters can only be used by specific permit holders during designated times as signed.
4. Hours of meter enforcement are indicated on each meter or zone sign and must be followed.
5. Violations for overtime parking in metered or pay-per-hour parking lots will be enforced.
6. Meters have time limitations to encourage turnover. Customers are limited to the posted time limitation. Parking sessions cannot be renewed at the same stall for at least one hour.

7. Multiple citations can be issued for consecutive time limits exceeded.
8. In metered areas, one should park in the parking stall corresponding to the meter paid.
9. Malfunctioning meters
 - a. If the coin mechanism on a meter is malfunctioning the customer shall use the alternate mobile payment option to pay for their parking session or move to another parking space.
 - b. A malfunctioning meter fee of \$7.00 will be issued to vehicles parked at malfunctioning meters, unless the mobile payment option is paid.
 - c. Parking Office should be notified of malfunctioning meters at the time of use. The customer will need to provide the parking meter number and the nature of the problem.
 - d. The Parking office will cancel a malfunctioning meter fee if the meter problem is verified.
10. Motorcycles are not permitted at campus meters but should park in designated motorcycle lots.
 - a. Exceptions for motorcycle parking in meters are located at HTRC, LCUA and FCC loop. Only one motorcycle allowed at a meter at any one time.
11. Hooded meters
 - a. Meter hoods can be used to reserve on-street metered parking spaces.
 - b. Current meter hood rates apply for all requests.
 - c. Only University departments and/or vendors are allowed to request hooded meter spaces. Employees and students may not hood meter parking.
 - d. Loading zones may not be reserved or hooded, unless approved by the Director of Parking & Transportation.
 - e. ADA meters may not be reserved or hooded, unless approved by the Director of Parking & Transportation

I. Loading Zones

1. Loading zones are parking spaces open to all students, faculty, staff, and visitors, unless otherwise posted.
2. Loading zones are typically metered and require pushing a button on the meter to start the timed parking session.
3. Loading zones are available for a limited amount of time. Time will be noted on the loading zone signs. The time limit indicated on each meter and/or sign must be followed.

4. Loading zone meters may not be reset, meaning the meter button may not be pushed for more time.
5. Violations for overtime parking in loading zones will be enforced.
6. Multiple citations can be issued for consecutive time limits exceeded.

J. University Fleet vehicles

1. University vehicles are subject to all university traffic and parking regulations.
2. University vehicles are allowed to park in any ungated lot on campus.
3. Storing a University vehicle in a gated or Public Parking facility requires a departmental permit.
4. Restricted lots for University Fleet vehicles, other than defined service zone stalls, are listed in Exhibit A of these regulations - *Parking Facility Permit and Program Allowances / Restrictions*.
5. University vehicles must pay parking meters when used.
6. University vehicles must observe loading zone time limits and meter push button regulations, if present.
7. University vehicles shall not be parked in an area normally not available for parking, such as grass or blocking sidewalks, driveways, service drives, roadways, or other parking areas.
8. The University is not responsible for fines, impoundment charges, or other costs resulting from violations of traffic or parking regulations by drivers of University vehicles.
9. Citations shall be paid by the person to whom the vehicle was assigned when the violation occurred. Departments are responsible for maintaining a log of drivers/ vehicles to assign citations / fines.

K. Motorcycles

1. All motorized vehicles with less than four wheels including mopeds and scooters are considered motorcycles for parking permit purposes.
2. Permits are required to park motorcycles on campus. Permits must be permanently and visibly affixed so as to be seen from the rear of the motorcycle.
3. Motorcycles are subject to the same sanctions that apply to automobiles.

4. All motorcycles shall be parked only in the parking areas designated for these vehicles. Motorcycle parking areas are shown on the Campus Parking Map.
5. Motorcycles shall not be parked in any other area, including the University's lawns, sidewalks, automobile parking spaces including meters areas, or bicycle racks.
6. Motorcycles are not allowed to park in gated facilities or meters unless listed below:
 - a. Fieldhouse Ramp
 - b. Lot 11
 - c. HTRC meters
 - d. LCUA meters
 - e. FCC Loop meters

Section 7: Parking Enforcement, Citations & Towing

A. General

1. The person who registered their vehicle with the University shall be responsible for all parking violations associated with the vehicle and is subject to any and all sanctions resulting from these violations.
2. Where a parking permit cannot be connected to a vehicle, charges for violations shall be assessed against the owner or registrant of the motor vehicle involved in each violation and shall be billed through the University Billing Office.

B. Citations

1. Parking and Transportation holds citations for 10 days after issuance in order to allow for payment directly to the department.
2. Payments for outstanding citations may be made in person, on the department website and through the mail. All mailed payments must include the citation number to apply the payment to the correct violation. Parking & Transportation contact information is listed on the website.
3. If payment is not received within 10 days after citation issuance, outstanding balances are sent to University Billing Office.
4. Employee parking related fees and sanctions are sent to UBILL for collection. They may be payroll deducted if they are not paid after the initial billing cycle.
5. Student parking related fees and sanctions are sent to UBILL for collection.
6. Effective September 2022, e-citations will be emailed to university employees parked in hospital ramps without a verified patient appointment. E-citations will be sent via email within two business days after the parking session. No paper citation will be left on the registered vehicle. See the [Employee as Patient Parking](#) webpage for more information.

C. Towing and Impoundment

1. The following are grounds for towing and impoundment of a vehicle on University property:
 - a. Accumulation of \$200 or more in citations on one vehicle.
 - i. All unpaid violations count toward the \$200 tow list limit, excluding Reserved for Handicap and Employee in the Ramp citations.
 - b. Parking in a zone plainly marked as a tow-away zone.

- c. Blocking access to, prevents use of or inhibits operation of a facility, structure or activity; or it is causing damage, or represents a safety hazard.
 - d. Parking a vehicle in such a manner as to block drives or other vehicles.
 - e. The vehicle is abandoned. If the operator cannot be found within 72 hours the vehicle is determined to be abandoned.
- 2. The University assumes no responsibility for damage to a towed vehicle.
- 3. Tow List
 - a. The tow list is used to tow cars found in a parking violation on campus.
 - b. After the accumulation of \$100 of violations on one vehicle, a warning notification email will be sent to the registered vehicle owner or permit-holder if known.
 - c. After the accumulation of \$200 of violations on one vehicle, a tow list eligible email will be sent to the registered vehicle owner or permit-holder if known.
 - d. Individual vehicles will remain on the tow list until the applicable citation balance is paid in full or reduced below the \$200 threshold.
- 4. The University contracts with a private firm to provide towing services for vehicles found in violation. The contracted towing company will store these vehicles until they are claimed by their owner or disposed of.
 - a. If the operator of the vehicle shows up after a tow truck has been summoned but before the tow is completed, any applicable fees must be paid to the towing company.
- 5. Reclaiming vehicle
 - a. Before getting vehicle back after a tow, vehicle owners/operators must first sign a release at the University's Department of Public Safety (DPS).
 - b. Towed vehicles are stored at an impound lot managed by the University towing vendor.
 - c. A fee will be charged for the cost of impoundment and storage by the towing company, which must be paid prior to the release of the vehicle.

Section 8: Parking Appeals

A. General

1. Parking appeals are intended to address citations that are issued contrary to these regulations, issued in error, or when there are unique circumstances that should be considered.
2. Appeals must be submitted within ten (10) calendar days of the issuance of the citation. Appeals submitted after this time frame will not be accepted.
3. When submitting a citation appeal a defense must be provided.
4. Decisions of the appeals committees are independent of the Parking & Transportation Department and are considered final.

B. Appeal Requirements

1. Citation appeals must be submitted online at Ulowa Parking & Transportation website.
2. All appeals must be received no later than 10 calendar days after the date the citation was issued to qualify as a valid appeal.
 - a. An appeal received after 10 calendar days is considered late and the citation will be upheld.
3. Citation Decisions and Fees
 - a. If the citation is dismissed, the citation fee will be cancelled. If the citation has been paid, the citation fee will be refunded.
 - b. If the citation is upheld, the citation fee will be billed.
 - c. An email with the appeal decision will be sent to the applicant.
4. Second Level Appeals
 - a. Customers may submit an appeal for a second level review if their first appeal is upheld.
 - b. Second level appeals are reviewed by the Faculty / Staff Appeals Committee or the Student Appeals Committee. Public appeals are reviewed administratively.
 - c. A request for a second level review will be accepted if it is received within 10 calendar days of the administrative review decision.
 - d. All second level appeals must include additional evidence that was not included in the first appeal.
 - i. If no new evidence is submitted the appeal will be administratively dismissed and the citation will remain upheld.

- e. All second level appeals must include payment of the citation that is being appealed.
 - i. If the citation is dismissed, the citation fee will be refunded.
 - ii. If the citation is again upheld, the citation fee will remain applied to the citation balance.
- f. An email with the appeal decision will be emailed to the applicant.

B. Administrative Appeals

1. Parking & Transportation staff may process administrative appeals for the following citations and reasons:
 - a. Expired meter citations
 - i. first time offense
 - ii. Suspected and/or confirmed mobile payment / wireless connection timing issues.
 - b. 48-hour rule
 - i. 48-hour rule applies when the customer is eligible for the specific permit where the citation was issued and has secured the relevant permit within 48 hours of receiving the citation.
 - c. LPR customer data entry errors from customer parking portal
 - i. Where customer clearly made an error in entering license plate info. For example, one letter of the license plate is incorrect.
 - d. LPR camera read errors
 - i. Where the LPR misreads a license plate character that could reasonably be interpreted as another character, resulting in a citation that would not have otherwise been issued.
2. Administrative appeals will be completed within 45 days of receipt of a valid appeal.
3. Citations may be suspended, upheld or sent to the Faculty & Staff or Student Appeal committee as needed.

C. Faculty & Staff Appeals

1. Faculty and Staff parking citation appeals are reviewed by the Faculty-Staff Parking Appeals Committee. The committee is comprised of faculty and staff that are appointed by either the UI Faculty Senate or UI Staff Council.

2. The Faculty-Staff Parking Appeals Committee meets monthly or as needed to process appeals.
3. Faculty or staff may appear in front of the Faculty-Staff Parking Appeals Committee to present their case. To appear in person for an appeal, please contact the Parking & Transportation office after submitting an appeal to confirm when the case will be reviewed.
4. An appeal heard by the Faculty-Staff Parking Appeals Committee may be dismissed, upheld, suspended, or modified.

D. Student Appeals

1. Student parking citation appeals are heard by a committee of the Student Judicial Court (SJC), which is a joint committee between the University of Iowa Student Government (UISG) and the Graduate and Professional Student Government (GPSG), and the Student Elections Commissioner (SEC).
2. Students may appeal any registration or parking sanction.
3. Students may appear in front of Student Parking Appeals Committee to present their case. To appear in person for an appeal, please contact the Parking & Transportation office after submitting an appeal to confirm when the case will be reviewed.
4. Students holding faculty and staff permits will file appeals under faculty-staff regulations.
5. Committee meets monthly.
6. An appeal heard by the Student Judicial Court may be dismissed, upheld, suspended, or modified.

E. Public Appeals

1. Public appeals are processed administratively by the Parking & Transportation department.
2. Citations are either dismissed, modified or upheld.

Section 9: Bicycles

A. General

1. Campus bicycle operating regulations are located in the University Operations Manual. The University Department of Public Safety enforces these regulations.
2. Campus bicycle parking regulations are located in the University Operations Manual and in these regulations. The Parking and Transportation Department enforces these regulations.

B. Registration

1. A voluntary free bicycle registration program is offered to all University students, faculty and staff.
2. Bicycle registration is available online at university's [Bike Index webpage](#).
3. Registration is complete when the registration decal is permanently and visibly affixed to the bicycle's seat tube or the diagonal down tube.

C. Parking Regulations

1. Bicyclists should always use bicycle racks to protect property, pedestrians and access to University facilities.
2. Bicycles must not be:
 - a. Parked inside University buildings.
 - b. Attached to or rested against trees or shrubs.
 - c. Attached to or rested against signs, handrails, or handicap parking meters.
 - d. Attached to or rested against street furniture.
 - e. Parked in a manner, which limits access to, or use of any University facility or safety device.
 - f. Parked in specifically prohibited parking areas.
3. Properly registered bicycles found in violation of these regulations may be cited. If the violation creates a safety hazard, damages property, or prevents use of or access to any University facility, the bicycle may also be impounded.
4. Unregistered bicycles or bicycles not displaying proper registration decals found in violation of these regulations may be cited and either immobilized or impounded.
5. Bicycles may not be abandoned on campus.

6. Unregistered bicycles left undisturbed in racks or other legal parking areas for seven days or more may be treated as abandoned and impounded. Bicycles may be posted with a notice for seven days prior to removal.
7. Registered bicycles left undisturbed in racks for one calendar month may be treated as abandoned. The Parking and Transportation department will attempt to notify the owners prior to impounding.

D. Fines and Fees

1. Fines and fees may be assessed against the owner, operator, or registrant of the bicycle involved in each violation and shall be billed through the University's Business Office.
2. The registrant of the bicycle shall be responsible for all parking violations issued to the bicycle and is thus subject to any and all fines and fees resulting from these violations.
3. Violations of parking regulations may also be enforced by the immobilizing and/or impoundment of a bicycle.
4. Violations are cumulative for the year beginning on August 1 and continuing through July 31st.

E. Immobilization/Impoundment

1. Bicycles accumulating ten or more violations for the year, August 1 to July 31, are subject to impoundment for each additional violation. Accumulation of violations starts over every August 1st.
2. Bicycles that create a safety hazard, damage property or limit use of or access to any University facility are subject to impoundment.
3. Immobilized bicycles not claimed after two working days are subject to impoundment.
4. Abandoned bicycles are subject to impoundment.
5. Bicycles may be claimed by proving ownership, registering the bicycle (if applicable), and paying the appropriate fines and immobilization/impoundment fees.
6. All impounded bicycles will be held for 60 days, during which time the owners upon payment of all outstanding fines and charges may claim them.
7. After 60 days, all unclaimed bicycles will be deemed abandoned property. Bicycles considered abandoned may be sold as abandoned property through the Surplus Department.
8. The University will not pay for locking devices damaged or destroyed during impoundment.

Section 10: Rates and Fees

A. General

1. Annual Employee Permit Rates are effective August 1st through July 31st
2. Student Permit Rates apply to Fall, Spring and Summer semesters. Applicable cycles for student semester permits are:
 - a. Fall: August 16th – December 31st
 - b. Spring: January 1st – May 15th
 - c. Summer: May 16th – Aug 15th
3. Departmental Permits are effective August 1st through July 31st
4. Hourly rates are effective July 1st through June 30th

B. Permits, Bus Passes, Citations and Other Fees

1. All Parking & Transportation rates and fees are listed on the attached pages.

FY23 Parking and Transportation Rates

Faculty & Staff Permit Rates					
Type	Monthly	Annual	Semester	Daily	Replacement Fee
Ramp Reserved Permit	110.00	1,320.00	N/A	N/A	N/A
Parking Permit A	62.00	744.00	N/A	N/A	N/A
Parking Permit B	49.00	588.00	N/A	N/A	N/A
Commuter Permit	27.00	324.00	N/A	N/A	N/A
Support Services Building (SSB) Permit	17.00	204.00	N/A	N/A	N/A
Night and Weekend Permit	17.00	204.00	N/A	N/A	N/A
Motorcycle Permit	14.00	168.00	N/A	N/A	N/A
Access Card					20.00

Refunds are prorated on the 15th of the month. Cancellations received by 15th of the month will receive a 50% refund. No refunds issued after the 15th.

Faculty & Staff Temporary Permit Rates					
Type	Monthly	Annual	Semester	Daily	Replacement Fee
Ramp Reserved Permit	N/A	N/A	N/A	10.50	N/A
Parking Permit A	N/A	N/A	N/A	6.00	N/A
Parking Permit B	N/A	N/A	N/A	4.50	N/A
Commuter Permit	N/A	N/A	N/A	2.50	N/A

Faculty & Staff U-PASS Rates					
Type	Monthly	Annual	Semester	Daily	Replacement Fee
U-PASS Iowa City, Discounted (no parking permit)	15.00	180.00	N/A	N/A	20.00
U-PASS Iowa City, Standard (with parking permit)	28.00	336.00	N/A	N/A	20.00
U-PASS Coralville, Discounted (no parking permit)	15.00	180.00	N/A	N/A	20.00
U-PASS Coralville, Standard (with parking permit)	28.00	336.00	N/A	N/A	20.00

Student Permit Rates						
Type	Monthly	Annual *	Fall OR Spring Semester	Summer Semester	Daily	Replacement Fee
Ramp Reserved Permit	110.00	990.00	495.00	330.00	N/A	N/A
Mayflower, Lot 56 Permit	62.00	558.00	279.00	186.00	N/A	N/A
Hancher, Lot 55 Permit	42.00	378.00	189.00	126.00	N/A	N/A
Finkbine Commuter Lot, Lot 65 Permit	27.00	243.00	121.50	81.00	N/A	N/A
Hawkeye Commuter Lot, Lot 85 Permit	27.00	243.00	121.50	81.00	N/A	N/A
Myrtle Lot, Lot 48 Permit	62.00	558.00	279.00	186.00	N/A	N/A
Student Storage Lot, Lot 39 Permit	42.00	378.00	189.00	126.00	N/A	N/A
Motorcycle Permit	14.00	126.00	63.00	42.00	N/A	N/A
Night and Weekend Permit	5.00	45.00	22.50	15.00	N/A	N/A
Access Card						20.00

** - Annual cost reflects Fall and Spring prorated semesters combined*

Refunds are prorated on the 15th of the month. Cancellations received by 15th of the month will receive a 50% refund. No refunds issued after the 15th of the month.

Fall Semester Permit Cycle: August 16th through December 31st

Spring Semester Permit Cycle: December 31st through May 15th

Summer Semester Permit Cycle: May 15th through August 15th

Student U-PASS Rates					
Type	Monthly	Annual	Semester	Daily	Replacement Fee
U-PASS Iowa City, Discounted (no parking permit)	N/A	N/A	50.00	N/A	20.00
U-PASS Iowa City, Standard (with parking permit)	N/A	N/A	100.00	N/A	20.00
U-PASS Coralville, Discounted (no parking permit)	N/A	N/A	50.00	N/A	20.00
U-PASS Coralville, Standard (with parking permit)	N/A	N/A	100.00	N/A	20.00

The Student UPASS is paid by semester.

Student U-PASS Rates and Refunds by Semester Month				
Semester / Month	Discounted U-PASS		Standard U-PASS	
	Cost \$	Refund \$	Cost \$	Refund \$
Summer / June 1-30	20.00	10.00	40.00	20.00
Summer / July 1-31	10.00	-	20.00	-
Fall / August 1-31	50.00	40.00	100.00	80.00
Fall / September 1-30	40.00	30.00	80.00	60.00
Fall / October 1-31	30.00	20.00	60.00	40.00
Fall / November 1-30	20.00	10.00	40.00	20.00
Fall / December 1-31	10.00	-	20.00	-
Spring / January 1-31	50.00	40.00	100.00	80.00
Spring / February 1-28	40.00	30.00	80.00	60.00
Spring / March 1-30	30.00	20.00	60.00	40.00
Spring / April 1-30	20.00	10.00	40.00	20.00
Spring / May 1-31	10.00	-	20.00	-

The Student UPASS is paid by semester.

Departmental Permits / Placards / Access Cards					
Type	Monthly	Annual	Semester	Daily	Replacement Fee
Departmental Business Placard (DBP)		372.00	N/A	N/A	20.00
Departmental Permits	TBD*	TBD*	N/A	N/A	N/A
Service Vehicle Placard		372.00	N/A	N/A	20.00
Service Master Access Card		-	N/A	N/A	20.00
Pentacrest Placard		-			20.00

** - Departmental Permit rate defined by parking lot type: Ramp, Surface A or Surface B. See Faculty and Staff permits for rate.*

Refunds are prorated on the 15th of the month. Cancellations received by 15th of the month will receive a 50% refund. No refunds issued after the 15th.

Cashiered Rates - STANDARD RATE	
Time	Cost \$
0-30 Minutes	FREE
31-60 Minutes	0.60
Each Additional Hour	1.20
Daily Maximum - per day	20.00
Patient Daily Maximum* - per day	10.00
<i>* - Patient Daily Maximum is only valid in Hospital Ramps and Dental Patients and Visitors Lot with proper validation</i>	

Cashiered Rates - Application of Graduated Rate		
Facilities Where Graduated Rate Applies	Entry Times When Graduated Rate Applies	Minimum Parking Session Before Graduated Rate Applies
Hospital Ramp 1	5:00 AM to 9:00 AM	3 Hours, when entering anytime between 5:00 AM - 9:00 AM
Hospital Ramp 2	5:00 AM to 9:00 AM	3 Hours, when entering anytime between 5:00 AM - 9:00 AM
Hospital Ramp 3	5:00 AM to 9:00 AM	3 Hours, when entering anytime between 5:00 AM - 9:00 AM
Hospital Ramp 4	5:00 AM to 9:00 AM	3 Hours, when entering anytime between 5:00 AM - 9:00 AM
IMU Ramp	5:00 AM to 9:00 AM	3 Hours, when entering anytime between 5:00 AM - 9:00 AM
Newton Road Ramp	5:00 AM to 9:00 AM	3 Hours, when entering anytime between 5:00 AM - 9:00 AM
North Campus Ramp	5:00 AM to 9:00 AM	3 Hours, when entering anytime between 5:00 AM - 9:00 AM
Recreation Center Lot, Lot 11	5:00 AM to 9:00 AM	3 Hours, when entering anytime between 5:00 AM - 9:00 AM
Field House Lot	5:00 AM to 1:00 PM	3 Hours, when entering anytime between 5:00 AM - 1:00 PM
South Quad Lot, Lot 14	5:00 AM to 1:00 PM	3 Hours, when entering anytime between 5:00 AM - 1:00 PM
Dental Patients and Visitors Lot	5:00 AM to 1:00 PM	3 Hours, when entering anytime between 5:00 AM - 1:00 PM

Cashiered Rates - GRADUATED RATE **	
Time	Cost \$
0-30 Minutes	FREE
31-60 Minutes	0.60
Up to 2 hours	1.80
Up to 3 hours	3.00
Up to 4 hours	6.30
Each Additional Hour	3.30
Daily Maximum - per day	20.00
Patient Daily Maximum* - per day	10.00
<i>* - Patient Daily Maximum is only valid in Hospital Ramps and Dental Patients and Visitors Lot with proper validation</i>	

Meter / Mobile Payment Zone Rates	
Location	Cost per Hour \$
Public Meters	1.20
Public Meters @ HTRC, Tennis Center	0.50
Public Meters @ Finkbine Commuter Lot	0.25
Public Meters @ Hawkeye Commuter Lot	0.25

Other		
Item	Hourly \$	Daily \$
Field Services, per officer	40.00	
Hooded Meters		22.00

Parking Citation Rates		
Citation Type	Citation Rate	Citation Rate for Student Permit
Reserved for Handicapped	200.00	200.00
Fraudulent Use of Permit	50.00	50.00
Prohibited Zone (example: Fire Lane)	50.00	50.00
Employees Prohibited in Patient Parking ¹	30.00	30.00
Towing Fee	25.00	25.00
Loading Zone Violation	25.00	25.00
Concurrent Parking	25.00	25.00
Area Not Open to Parking	20.00	20.00
Service Vehicle Zone Violation	20.00	20.00
Motorcycle Prohibited	20.00	15.00
Other Violation	20.00	15.00
Reserved Area	20.00	15.00
LPR - License Plate Obscured	15.00	15.00
LPR - Plate Not Facing Lane	15.00	15.00
Improper Display of Decal	15.00	10.00
Parked in an Irregular Manner	15.00	10.00
Expired Parking Session	15.00	8.00
Improper Display of Hangtag	7.00	5.00

¹ - Employee Prohibited in Patient Parking updated to e-citations effective Sept 2022.

Bicycle Violation Rates	
Type	Rate \$
First five parking violations	5.00
Sixth and all subsequent violations	10.00
Immobilization fee	10.00
Impoundment fee	25.00
Additional storage costs per day after the first day of impoundment	1.00
Cutting, removing, or damaging a University of Iowa locking device	50.00

EXHIBIT A

Parking Facility Permit and Program Allowances / Restrictions

Lot Name or Location	Lot #	Facility Type	Public Parking	Employee Permit	Patient Parking	Patient Parking / Employees Prohibited	N/W Allowed	DBP Allowed	DBP Restricted	Reserved Student	University Fleet Allowed	University Fleet Restricted	24/7 Restricted Lot	Fall / Spring Semester Restricted	Reciprocity Agreement
Family Care Center (FCC)	99	Ramp			X	X			X			X	X		
Hospital Ramp 2	70	Ramp	X	X	X	X	X	X							
Field House Lot	6	Ramp	X	X			X		X						
Newton Road Ramp	10	Ramp	X	X			X	X							
North Campus Ramp	20	Ramp	X	X			X	X							
Hospital Ramp 4	30	Ramp	X	X	X	X	X	X							
Hospital Ramp 1	54	Ramp	X	X	X	X	X	X							
Hospital Ramp 1 Reserved	50	Ramp							X						
IMU Ramp	60	Ramp	X				X	X							
Hospital Ramp 3	80	Ramp	X	X	X		X	X							
Recreation Center Lot	11	Surface gated	X	X			X	X							
South Quad	14	Surface gated	X	X			X	X							
Dental Lot	33	Surface gated	X	X	X		X	X							
Sports Medicine	59	Surface			X			X							X
Library Lot	3	Surface gated	X ¹	X			X ¹	X		X				X	
CDD/Hospital Schools Meters	81	Surface	X ¹		X										
UIHC Daycare Meters	83	Surface	X ¹												
Pappajohn Business Building	21	Ramp / meters	X ¹	X			X ¹	X							
Pomerantz Careers Center	9	Surface gated		X					X			X	X		
Stanley Art Ramp	63	Ramp	X					X							
Hawkeye Storage	39	Surface								X			X		
Psych & Brain Science Lot	2	Surface		X			X ¹					X	X ³		
USB East	4	Surface gated		X					X			X	X		
Water plant lot	7	Surface		X							X		X		
Chemistry Lot	8	Surface gated		X							X ²	X ²	X		
Hillcrest Lot	13	Surface gated		X			X ¹								
	15	Surface		X											
North Hall Lot	18	Surface gated		X									X		

EXHIBIT A

Parking Facility Permit and Program Allowances / Restrictions

Lot Name or Location	Lot #	Facility Type	Public Parking	Employee Permit	Patient Parking	Patient Parking / Employees Prohibited	N/W Allowed	DBP Allowed	DBP Restricted	Reserved Student	University Fleet Allowed	University Fleet Restricted	24/7 Restricted Lot	Fall / Spring Semester Restricted	Reciprocity Agreement
Currier Lot	24	Surface gated		X					X				X		
	26	Surface		X									X		
	28	Surface		X									X		
	29	Surface		X					X				X		
Law	31	Surface		X									X		
Law gated	34	Surface gated		X									X		
	35	Surface		X											
Clinton St South Lot	36	Surface		X							X				
Jacobson	37	Surface		X					X		X		X		
Parklawn	38	Surface		X									X		
Dental Faculty / Staff	40 / 44	Surface gated		X											
	41	Surface		X											
Public Health	42	Surface		X							X				
Kinnick Stadium Lot	43	Surface		X							X				
Carver Hawkeye Arena	46 / 47	Surface		X							X				
Melrose Place Lot	49	Surface		X											
USB Lot	51	Surface		X					X						
Mayflower	56 / 57	Surface		X									X		
Fleet	64	Surface		X							X		X		
605/615 East Jefferson Street	68	Surface		X							X				
Mossman Lot	74	Surface		X							X				
Shambaugh House Lot	91	Surface		X									X		
	48	Surface		X						X	X				
Hall of Fame Lot	45	Surface		X							X				X
Hancher Commuter Lot	55	Surface		X							X				
Hall of Fame Lot	71	Surface		X							X				
Arena Commuter Lot	75	Surface		X							X				
Finkbine Commuter Lot	65	Surface		X							X				

EXHIBIT A

Parking Facility Permit and Program Allowances / Restrictions

Lot Name or Location	Lot #	Facility Type	Public Parking	Employee Permit	Patient Parking	Patient Parking / Employees Prohibited	N/W Allowed	DBP Allowed	DBP Restricted	Reserved Student	University Fleet Allowed	University Fleet Restricted	24/7 Restricted Lot	Fall / Spring Semester Restricted	Reciprocity Agreement
Hawkeye Commuter Lot	85	Surface		X							X				
Integrated Services Center Lot (ISC) - at Oakdale	201	Surface		X							X				X
HSSB Lot	221	Surface		X							X				X
Student Band Lot @ HTRC	61	Surface								X					
Old Museum of Art	17	Surface							X		X		X		
Cleary Walkway	N/A	Surface							X		X				
Meters	N/A	Surface	X						X						
Service Vehicle Zones	N/A	Surface							X		X				
Loading Zones	N/A	Surface							X						

NOTES	
1	Facility is only open to public or N/W on nights and weekends. See facility web page or site signage for more detail.
2	Lot 8 is gated for a portion of the lot. Fleet cannot park in gated portion.
3	Lot 2 west row is dedicated to Lot 2 permits 24/7