

**WEBER STATE UNIVERSITY
PARKING AND TRAFFIC HANDBOOK**

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Section 1 Purposes

- 1-1 This amended Parking Rules & Regulations Handbook is hereby adopted by Weber State University on the 12th day of September 1989.
- 1-2 The purpose of these regulations is to provide an orderly method for the formulation, adoption, and enforcement of parking and traffic regulations on Weber State University campuses, and to provide an equitable method for their enforcement.

Section 2 Authority

- 2-1 In accordance with the delegation of authority granted to the governing authority of Weber State University, contained in Section 53B-3-103, Utah State Code Annotated, 1953, the following parking and traffic rules and regulations are adopted.

Section 4 Adoption and Publication

- 4-1 These regulations shall take effect 30 days after the date of their adoption by the Weber State University Board of Trustees. Publication of these regulations shall take place as provided in these regulations during the said 30 days.

Section 3 Definitions

- 3-1 The following terms, when used in this Rules and Regulations Handbook, shall have the meaning designated as follows:
- 3-2 Campus: Refers to the Weber State University, Ogden Campus at 3750 Harrison Boulevard, Ogden, the Dee Events Center parking lot, the Public Pay Lot, the Facilities Management Building parking lot, and the Davis Campus located at 2750 N. University Park Blvd., in Layton.
- 3-3 Parking Permits: A hanging tag required for parking on campus during restricted time periods. See section 6 for specific permit types.
- 3-5 Motor Vehicle: Any self-propelled vehicle.
- 3-6 Motorcycle: Any self-propelled vehicle utilizing not more than two wheels.
- 3-7 Permit Issuance: The submission of the permit application form, and the issuance of a permit.
- 3-8 Appeals Officer: Individual appointed by the Administration to adjudicate alleged violations and under appropriate circumstances, mitigate penalties for violations of these

regulations.

- 3-9 **Parking Committee:** A committee appointed by the Administration to formulate recommendations to Parking Services, update proposed parking regulations, and hear 2nd level appeals stemming from the decisions of the Appeals Officer, and, under appropriate circumstances, mitigate penalties for violations of these regulations.
- 3-10 **Parking Citation:** A citation requiring the alleged violator to either pay a designated fee or appeal the validity of the citation.
- 3-11 **State Citation:** A citation issued by a Weber State Police Officer requiring the alleged violator to appear before a court of the State of Utah.

Section 5 Parking at Weber State Ogden & Davis

5-1 All motor vehicles parking on the Ogden or Davis campus, during parking enforced periods (see 10-2) must comply with these regulations. They are promulgated to provide the most effective utilization of parking space available. All motor vehicles must utilize the university parking system in one of the following ways:

- 1- Purchase a permit and display it as directed.
- 2- Park in a the Public Pay lot or at a metered stall and pay the appropriate fee.

5-2 **General Steps to purchase a parking permit:**

- 1- Complete permit application process.
- 2- Present your order confirmation to Parking Services.
- 3- Pay all outstanding parking fines.

To obtain your permit by mail: Complete the application and mail the form with the appropriate payment to Parking Services, 3001 University Circle, Ogden UT 84408-3001.

5-3 **Faculty and Staff Parking Permit Purchases:** Salaried faculty and staff members may purchase permits prior to sale of permits to students.

5-4 **Adjunct Faculty Parking Permit Purchases:** Adjunct faculty members may be eligible to purchase permits prior to students, providing that the appropriate Dean has submitted their name to parking services.

5-4 **Permit Restrictions:**

- 1- Parking permits are non-transferable person to person.

- 2- Fictitious Registration: Any person who makes false representation concerning vehicle information or permit eligibility may have his/her university parking privileges revoked at the discretion of the Parking Committee. Forging or submitting fictitious registration information violates the Utah Criminal Code.
- 3- Forged Permits: Any person who forges or alters a permit is subject criminal penalties as outlined in the Utah Code Annotated, as well as student sanctions. The vehicle displaying the permit will be immobilized. All fees associated with immobilization must be paid in full to have the vehicle released.

Section 6 Permits

6-1 The following permits are available:

“A” permits (all “A” permits are lot specific)
non expiring, annual, semester or temporary

“W” permits
non expiring, annual, semester, or temporary

“R/W” permits
non expiring, annual, semester or temporary

“Dee Center” permits
non expiring, annual, semester, or temporary

Reserved stall permits
non expiring or annual

Disability permits
annual, semester, or temporary

6-2 Permit descriptions:

Non Expiring Permits: Permits that do not expire and are available to employees eligible for payroll deduction. Permit must be surrendered upon termination of employment at WSU.

Annual Permits: Permits that are valid for one academic year (August 15 to August 14).

Semester Permits: Permits that are valid for a designated semester. Semester permits can not be upgraded after 3 weeks of use.

A1 Evening School permits: Permits that are valid for parking in the A1 lot after 4:00PM. Evening school permits can be used to park in “W” areas anytime.

Temporary Parking Permits: Temporary parking for the "A", "W", or “R/W” permit areas are issued for not more than two weeks, or designated thereon. Anyone can purchase “W” or “RW” temporary permits, but only annual "A" permit holders will be allowed to purchase temporary “A” permits and only in their assigned "A" lot.

"Reserved" parking stalls: A reserved stall can be purchased by faculty, staff or students for \$450.00 per academic year (August 15 through August 14).

“Disability” parking permits: Permits that are valid for parking in disability parking stalls. To obtain this permit you must have a state issued disability permit or placard and pay the appropriate fee.

- 6-3 Vendor/ Contractor Permits: **Vendors** (defined as a person or company working on campus that is compensated in any manner by WSU for services provided) are required to have a valid permit to park on campus. **Contractors** are considered vendors as defined above. **Contractor** permits are available but must be coordinated through Facilities Managements. Permits will be obtained from Parking Services.

Section 7 Permit Prices

7-1 Permit Prices:

Permit Type	Annual Price	Semester Price
Reserved/Special Use Stalls	\$450	N/A
"A" Permits	\$100	\$75
"W" Permits	\$64	\$50
“Disability” permits	\$64	\$50
"R/W" Permits	\$64	\$50
Dee Events Center	\$20	\$15

Lost or stolen permits can be replaced by completing a lost or stolen affidavit and paying the \$10.00 replacement cost.

Section 8 Parking and Permit Violations

8-1 The following violations are designated as "university violations" and are civil in nature to be processed through administrative procedures:

Citation Definition	Fine Amount	Fine amount with late fee
Blocking a parked vehicle in, a driveway, a roadway: No vehicle shall park in such a manner as to block or impede access to a parked vehicle, a driveway, or a roadway.	\$10	\$15
Blocking or impeding crosswalk use: No vehicle shall park in such a manner as to block or impede access to pedestrian crosswalks.	\$10	\$15
Boot Fee: Citation issued to immobilized vehicles	\$50	\$55
Disability stalls: Disability stalls are restricted to vehicles displaying Weber State University disability permits.	\$50	\$55
Displaying lost, stolen, counterfeit, or fraudulently obtained permits: Vehicles displaying lost, stolen, counterfeit, or fraudulently obtained permit will be immobilized. Offenders will be prosecuted under the Utah Criminal Code.	\$100 + \$50	
Failure to display a permit: Failure to properly display your permit will result in a citation for parking without a permit.	\$10	\$15
Improper display of permits: Permits shall hang from the rear view mirror.	\$10	\$15
Improper Permit used to park: No person shall use parking permits for any use other than designated by the original request	\$10	\$15
Meter violations: All vehicles parking in metered stalls are required to pay the appropriate fee. Vehicles parked at expired meters can be cited hourly.	\$5	\$10
Misusing a Parking Citation: Vehicles using a previously issued parking citation to avoid issuance of a parking citation will be cited. <i>If another violation has occurred, both violations will be cited.</i>	\$10	\$15
Parking with an Expired Permit: Vehicles must display valid permits	\$10	\$15

Parking in "No Parking" or "Restricted" tow away zones: No vehicle shall be parked in a "No Parking" area, nor shall a vehicle be parked in any "Restricted" parking area. This includes special use stalls.	\$10	\$15
Parking in a Loading/Unloading Zone: No vehicle shall park in such a manner as to block or impede a loading/ unloading area.	\$10	\$15
Parking in the Roadway: No vehicle shall park in the roadway.	\$10	\$15
Parking in Construction area: Vehicle are prohibited from parking inside a construction area with the appropriate permit	\$10	\$15
Parking vehicles outside designated areas: No vehicle shall be parked outside of designated stalls in any parking area where painted lines designate proper parking stalls.	\$10	\$15
Parking in the Wrong lot: Vehicles are required to be parked in the parking lot identified the parking permit	\$10	\$15
Parking vehicles without permits on university property: No vehicle shall be parked on the Ogden or Davis campus, or any portion thereof, during periods of enforcement (see 11-2), without displaying a valid permit, with the exception parking meters, and the Pay parking lot (meters and pay lot require payment).	\$15	\$20
Parking in a Reserved Stall: Vehicles parking in a reserved parking stalls will be immobilized. Payment must be made for vehicle to be released.	\$25 + \$50	
Parking a motorcycles in a parking stall: Motorcycles may only be parked in designated "Motorcycle Parking" areas. Other vehicles are prohibited from parking in motorcycle parking areas. Motorcycles may not park in stalls designated for other motor vehicles.	\$10	\$15
Parking in a red zone: No vehicle shall park in a red zone	\$25	\$30
Parking in a fire lane: No vehicle shall park in a designated fire lane	\$25	\$30
Parking in a Special Use Stall: No vehicle shall park in a special use stall with the appropriate permit	\$25	\$30
Using more than one designated stall: Parking in such a manner that the vehicle is not completely within a designated stall.	\$10	\$15

Section 9 Failure to pay parking fines

- 9-1 Late Payment Penalty: Each citation not paid within 21 days of issuance will be assessed a \$5.00 late fee.
- 9-2 Hold Process: A “hold” will be placed on tuition payments and transcripts until Parking Services receives payment for all unpaid citations. No student shall be permitted to pay tuition or receive a copy of transcripts until all citations have been settled.
- 9-3 Employee Payroll Deduction: University employees who have outstanding citations may be subject to payroll withholding for payment of citation penalties and late fees.
- 9-4 Collections Referral: Recourse may be made by Parking Services to collect outstanding penalties by the utilization of a collections agency or the Small Claims Court of the State of Utah. Any account referred for collections will be charged reasonable collection fees.
- 9-5 University Employees: Citations received by university employees can not be paid using university monies (cost codes, p-cards, etc.)

Section 10 Enforcement

- 10-1 Responsibility: The registered owner of each vehicle is responsible for the proper parking of the vehicle on campus. Penalties arising from vehicles found in violation are the responsibility of the registered owner(s).
- 10-2 Periods of enforcement: Parking is enforced Monday thru Friday from 7:00AM to 4:00PM, with the exception of the A1 parking lot, on the Ogden Campus. Parking in A1 requires that a valid permit be displayed Monday thru Friday from 7:00AM to 8:00PM. No permit or other authorization will be required to park on either campus on Saturdays, Sundays, or holidays designated by Weber State University. The parking of vehicles in twenty-four hour "Reserved" areas, disability areas, etc., is prohibited day or night. Tow-away zones are always enforced. **Parking is enforced year round, including periods when classes are not in session.**
- 10-3 Immobilization/ Impoundment: Vehicles having five (5) or more outstanding tickets will be immobilized if parked on campus. All costs of impoundment/ immobilization are the obligation of the registered owner of the vehicle. Vehicles parking in reserved stalls will be impounded at the request of the stall owner. Vehicles displaying lost, stolen, altered, or fraudulent permits will be immobilized/ impounded. Any vehicle parked in such a manner that constitutes a hazard or impedes other vehicles or pedestrians will be issued a citation and will be impounded.

Section 11 Citation Appeals

- 11-1 Any individual receiving a citation may appeal the validity of the citation to the Appeals Officer. Appeals can be made on line at <https://apps.weber.edu/parkingticket/>. The Appeals Officer will determine validity of parking citations based on information provided by the appellant, and under the appropriate circumstances, mitigate penalties for violations of these regulations.
- 11-2 Any individual dissatisfied with the ruling of the Appeals Officer can make an appeal to the Parking Committee. The Parking Committee, under the appropriate circumstances, can mitigate penalties for violations of these regulations.
- 11-3 All appeals must be made within 10 days of citation issuance. Appeals not submitted within the 10 days will be rejected.
- 11-4 Appeals will not be accepted once a citation has been paid. Payment of a citation while under appeal forfeits the appeal and pending decision.

Section 12 Moving Violations/State Citations

- 12-1 All violations of state statute involving motor vehicles, other than parking violations, shall be enforced by issuance of state traffic citations.
- 12-2 Speed restrictions are posted on all campus streets and roads. The speed limit in a parking lot is 15 mph. The speed limits on university roads are: Dixon Drive-35 mph, 41st Street-35 mph, and Edvalson-30 mph. The speed limit at the Davis campus is 15 mph. Violations of speed restrictions are prosecuted as State violations.
- 12-3 Driving on university sidewalks is prohibited (see sidewalk policy for specifics) and shall be enforced by University Police.
- 12-4 State traffic citations will be processed by the Weber County Justice Court.