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## **Definitions**

### “PSS” Parking and Shuttle Services

“Vehicles” include any licensed transportation device, golf carts, and quads in, on, or by which a person or property is or may be transported, excluding devices moved by human power.

“Non-pedestrian devices” include, but are not limited to bicycles, tricycles, unicycles, and motorized mopeds and scooters – whether moved by human power, electricity, or fuel. With regards to mopeds or scooters, if the motor vehicle department in the state in which you are a resident requires you to have a license plate then you must register the device as a “motorcycle”. If you are not required to have a license plate then the device must comply with campus bike policy. All motorized vehicles requiring a license plate must be driven on campus roadways and abide policies.

“Pedestrian devices” include, but are not limited to skates, skateboards, in-line skates, and foot propelled scooters moved by human power.

“Restricted area/stall” refers to locations which have a specific restriction or designation for use, such as fire lanes, reserved (“D”), service, loading, customer, patient parking restricting the space for specific use.

“Registered” refers to any vehicle that is linked to a valid parking permit or an individual parking account.

“Unregistered/Non-permitted or Non-processed” refers to any vehicle that is on campus that has not been linked or associated with a valid parking permit or individuals that are not billable through the university financial system.

## **I. Introduction**

### **A. General Statement**

PSS is responsible for the management of parking to ensure the safe movement and parking of all vehicles and non-pedestrian devices on campus. Parking policies are enforced throughout the year including holidays and university closures. Policy exceptions are noted in this document on page 4, Campus Zone Exceptions (section II.B) or as posted by parking lot entry signage. PSS reserves the right to amend these regulations at any time to promote and ensure fair and safe usage of the property and facilities under the control and jurisdictions of the university. The most current version of this publication is posted online at <http://nau.edu/parking-shuttle-services/policies/>.

- The vehicle owner assumes all responsibility for any damage and/or liabilities incurred to a vehicle or bicycle including, but not limited to theft or vandalism while operated or parked on university property.

Updated 1/3/2017

- Parking may be limited on campus during special events. A permit does not ensure availability of parking spaces in all zone locations, but grants the privilege of parking where space is permitted and available. Every effort is made to use available space for parking without compromising the natural beauty of our mountain campus. Please submit constructive comments and suggestions for improvement to the PSS email account at [ask.parking@nau.edu](mailto:ask.parking@nau.edu).
- A vehicle parked on campus displaying a valid repositionable parking permit must be registered to the permit. Additional vehicles may be added to the permit by visiting <http://nau.edu/parkingshuttle-services> and logging in to Manage My Parking, then choosing Manage my Vehicles and selecting Add a Vehicle.

**Lack of familiarity with these regulations does not constitute a valid defense for failure to comply.**

**Parking permit prices and citation fines are subject to change.**

Parking of trailers, travel trailers, motorhomes, boats, or other recreational vehicles is prohibited in campus parking lots and other locations without prior authorization from the PSS Administrator.

**B. Visitors**

In accordance with A.R.S. §15-1627, members of the general public who park their vehicles in an unauthorized manner on the property of Northern Arizona University shall be warned concerning their unauthorized parking. If such persons habitually park in such an unauthorized manner, the vehicles may be impounded by Northern Arizona University and a reasonable fee exacted for the cost of impoundment and storage.

- Visitors to campus have numerous options for parking on campus. Please visit the PSS website for details and prices.
- Visitors may use the Knoles Garage or the San Francisco Garage which provides hourly and daily parking. Payment is required upon exit and accepts credit cards only.
- Visitors may purchase a daily permit by creating a guest account on the Manage My Parking link at <http://nau.edu/parking-shuttle-services/policies/>.
- Visitors may use the pay by space parking in designated lots or the parking meters. These locations offer parking for a minimum of 30 minutes up to 2 hours. Payment is required in advance and accepts credit cards only.
- Visitors may purchase an hourly permit for up to 2 hours in designated lots at the visitor kiosks located at most entrances to campus on McConnell Drive, San Francisco Street, Riordan Road, or University Drive.
- Employees, students, and individuals who are on campus on a regular basis, are contracted by or for Northern Arizona University, or lease space from Northern Arizona University, are not considered visitors.

**C. Snow Removal and Special Events**

On occasion it may be necessary for the university to close specific parking lots for special events and/or snow removal. Permit holders may need to relocate their vehicles to a designated parking lot. Permit holders are

responsible to ensure PSS has a current contact phone number and email address to receive notice if vehicle relocation becomes necessary.

In order to facilitate snow removal, students, staff, and faculty may be required to relocate personal vehicles between semesters, during spring and winter break, and during intermittent snow accumulation. P64 is the designated consolidation location. Email notification will be sent to resident permit holders regarding parking lot consolidation times.

Snow removal policy is in effect from November 1 to April 1 between the hours of midnight and 7:00 a.m. or as needed. Parking is not permitted in lots as posted during restricted dates and times.

#### **D. Supplemental Information**

Anyone who operates and/or parks a vehicle or non-pedestrian device on university property must abide by state statutes and city ordinances as well as the regulations contained in this publication. The vehicle owner assumes all responsibility for any damage to or liability caused by his or her vehicle or bicycle while operated or parked on university property. Vehicles must be operated in a safe manner with special regard for pedestrian traffic. All accidents that occur on university property must be reported to Northern Arizona University Police Department at (928)523-3611.

Inclement weather does not alter any of the provisions contained in this publication.

Parking and storage of off-highway vehicles, boats, motorhomes, and/or trailers is not permitted on university property. The university reserves the right to remove such vehicles or items at the owner's expense.

Vehicles needing to be left on campus overnight while on university travel require notification to PSS to avoid conflict with any potential lot closures.

PSS reserves the right to remove, impound, or immobilize, at the owner's expense, any vehicle or bicycle parked in areas under the jurisdiction of the Arizona Board of Regents when parked in such a manner that constitutes a safety hazard, obstruction, or abandonment (see A.R.S. §28-4801 and Northern Arizona University Parking Rules and Regulations (section V.13) as deemed necessary to respond to a hazardous situation. The university assumes no responsibility for loss or damage to an impounded vehicle or bicycle.

Inoperable vehicles on university property must be removed within 24 hours. The vehicle owner must notify PSS Dispatch (or Northern Arizona University Police after hours) if a vehicle becomes inoperable on university property. Vehicles not removed within 24 hours may be towed at the vehicle owner's expense. Vehicles may not be repaired or maintained on university property.

#### **II. Campus Zones and Permit Types**

Northern Arizona University campus is divided into parking zones. Signs posted at the entrance of each parking lot are color-coded to match permits issued. Only vehicles displaying authorized permits for the proper zone, excluding other designated stalls within the lot, are allowed to be parked in these lots.

During "off-peak" hours (4:30 p.m.-7:30 a.m.) daily, on weekends, and on university recognized holidays, permit holders may park in any commuter (NC or SC) lot, or non-restricted employee lot, excluding specifically designated stalls within the lot. Residential lots are restricted to their permit designation at all times except during campus zone exceptions (see paragraph B Campus Zone Exceptions, page 4).

Updated 1/3/2017

## A. Campus Zones:

The campus is divided up into three zones resident, commuter and employee.

1. **Resident** - There are six different resident zones and permit type corresponds with the housing assignment. Resident zones are restricted to the specific permit type 24 hours daily.
2. **Commuter** – Commuter parking is for students living off campus and visitors to campus. There is a north campus and south campus option. Commuter permits are not valid in resident lots at any time.
3. **Employee** – Employee (E, PT and RET) parking lots are restricted to university employees, retirees and affiliated employees.

## B. Campus Zone Exceptions

1. **Permit Exceptions** - During summer, winter, and spring breaks, commuter permit holders may park in any commuter lot (NC or SC). Resident permit holders may park in any residential lot (R1, R2, R3, R4, R5, R6) and in any commuter lot. Parking garage permit holders (PG96A, PG96B, PG96C) may park in the permit designated parking garage, any employee, residential, or commuter lot. Employee (E) permit holders may park in any employee, commuter or residential lot. Pay and display, pay by space, and daily garage parking and reserved stall restrictions are adhered to at all times of the year. Parking policies and permit requirements are enforced throughout the year.

Permit zone exceptions start the first Monday after commencement and end the Friday before classes resume for each fall and spring semesters. During spring break the zone exception is valid Monday through Friday of the break.

2. **Accessible Parking** - Vehicles displaying a valid ADA license plate, hangtag or placard may park in any designated ADA parking space in conjunction with a valid NAU parking permit. Accessible parking spaces are located throughout campus in proximity to most buildings. If a disability access stall is unavailable, parking is permitted in any non-reserved stall. Vehicles registered to a disability access permit may not park at meters or pay by space stalls without payment.

**NOTE: A permit is required when classes are not in session and the university is open.**

## C. Permit Types

1. **Resident:** Campus housing residents may obtain permits designated by residential zone. **Campus residents may only purchase a permit based on their housing assignment with the exception of the parking garage permit. If upgrading from a resident permit to a garage permit additional fees apply.**

R1(pink) - Morton/Campbell, Taylor, and Roseberry Apartments; R2 (orange) - Mountain View resident **parking in designated stalls in p7a and p28d**; R3 (red) - Gillenwater, McDonald, Sechrist, Earnest Calderon Learning Center, Raymond, Cowden Learning Center, Tinsley, and Wilson; R4 (light green) - Allen, Reilly, Gabaldon, McKay Village, and Campus Heights Apartments; R5 (purple) - McConnell, Pine Ridge Village, The Suites, and The Suites II; R6 (burgundy) - South Village.

R3 and R4 residents may purchase a P62B permit. This permit is restricted to P62B until “off peak” hours go into effect. Even though the permit is allowed for resident purchase, it is not able to park in the R3 or R4 zone.

Family residents in South Village using two automobiles may obtain burgundy validators and are restricted to parking lots within their designated zone of residence. Vehicle must display both the permit and validator to use other lots during “off peak” hours.

**2. Commuter** - Students who live off campus must select a zone preference and obtain a commuter permit NC (salmon) -North Commuter or SC (gray)-South Commuter.

**3. Employee: There are three classifications of employees benefit eligible (E permit), part time (PT permit) and retiree (RET permit).**

**E (sage) - Benefit eligible** university employees may purchase an E (sage) permit and may park in any employee (E) or commuter lot (NC or SC). E permits do not authorize parking in violation of posted restrictions or in any residential lot except during campus zone exceptions (section II.B). Only one E permit may be purchased per employee.

**PT (sage) - Part-Time Faculty/ Part-Time Staff - Non-benefit eligible**, faculty, and staff who work 19 hours or less, or teach 6 hours or less, are eligible for the reduced-fee permit. The eligibility form is available on the PSS website. The form must be signed by the employee’s department Director or faculty Dean indicating the employee’s total appointment and is required to qualify an employee for a reduced fee permit each semester. Permits will need to be purchased each semester (fall, spring, summer).

**RET (sage) -** To be eligible for the retiree permit, the individual must be a member of the Retiree Association and the “retiree” status confirmed in PeopleSoft. A retiree permit must be returned if the permit is used for working more than 10 hours per week, teaching more than 3 hours, or enrolling in more than one class. An employee permit may then be purchased as needed. If the permit is lost, the retiree is responsible for the replacement cost.

Employees classified under student wage, student work-study, or as graduate assistants are not eligible for employee permits.

**4. Evening Only: PM (sage)** - The “evening” permit is available to students who live off campus and visitors. This permit is valid after 4:30 p.m. Short term parking options may be used when parking prior to 4:30p.m. Permit is not valid in Resident (R) lots.

**5. Parking Garage:** There are three parking garages Knoles Garage (PG96A – dark blue), the San Francisco Garage (PG96B – light blue), or the Mt. View Garage (PG96C - brown). Employees who purchase a garage permit may obtain a validator at the PSS office to allow parking in employee lots south of University Drive.

**6. Temporary Permit:** Students, staff and faculty may obtain one free temporary permit for up to two consecutive weeks at no charge. The up to two week temporary permit may only be obtained once during tenure with the University for no Fee. Temporary permits for residential zones may be provided according to availability. A north or south commuter designation will otherwise be granted. New employees to the university will need to present proof of employment in person in the PSS office during business hours.

A temporary permit, also known as an “oops” permit, is available ten times per academic year at no-charge for any registered permit holder who is not displaying the active permit on the vehicle parked on campus. Oops permits are issued for the same zone as the original active permit. This permit is only valid for the day it is issued and must be obtained at the PSS office.

All other temporary permits are \$7 per day.

Updated 1/3/2017

**7. Disability Access Permit:** Individuals with a state-issued, disability access license plate or placard must obtain and display a valid university parking permit and must display both when parked on campus. Customers requiring a temporary disabled permit may receive up to two weeks (the two weeks must be consecutive and is limited to one permit per person) with a valid university parking permit and a doctor's note. Customers who do not have a valid university permit may purchase a temporary disabled permit for up to 10 consecutive days at \$7 per day. Following the expiration of the temporary disability permit, customers must obtain a state-issued, disability access license plate or placard from the Department of Motor Vehicles to park in a disability access stall.

**8. All-Area Permit: AA (black)** University employees who must use their personal vehicle to perform job duties may obtain the permit upon approval from the PSS administrator and the vice president of the university reporting division. The bearer of an all-area permit may park in any non-restricted parking stall. The all-area permit does not allow the bearer to park in service vehicle stalls or areas, nor in violation of any regulation contained in this publication.

**9. Vendor Permit: AV (black)** Businesses in this category require short-term parking. Vendor permits may park in any regular non-restricted parking stall as well as any service vehicle stall for up to thirty minutes. A vendor permit may have up to five vehicles on campus and must request additional permits through [ask.parking@nau.edu](mailto:ask.parking@nau.edu). Vendor permits are not valid for personal use. Misuse of the vendor permit may result in revocation of permit and parking privileges on campus.

**10. Motorcycle Permit: MC (black)** - Motorcyclists may obtain and display a valid parking permit on the right front fork, and must park in designated areas and posted motorcycle parking stalls only.

Motorcycles are required to park in white hashed areas at the ends of stall rows. Motorcycles with a state-issued, disability access motorcycle license plate must obtain and display a valid university parking permit, and may park in any disability access stall. If a disability access stall is unavailable, parking is permitted in any non-reserved stall. Motorcycles may not be parked in the hashed areas adjacent to disabled-access parking stalls, in hashed areas adjacent to fire hydrants, or in violation of posted restrictions.

Motorcycles may not park in vehicle (car/truck) stalls. No more than one motorcycle may be parked in a pay by space or metered stall. Motorcycles may park in the 15 Minute Parking No Permit required stalls for the allotted time period with no more than one motorcycle parked in the stall at any given time.

A motorcycle validator is available at no additional charge to individuals who have a current vehicle (automobile) permit and would like to share the permit between the vehicle and the motorcycle.

**11. Service/Government Vehicles (black)** – All university owned or leased department vehicles that are licensed and marked as university vehicles, including carts, or any other government vehicle are required to maintain a university parking permit. If responding to a campus emergency, law enforcement and emergency service vehicles are excluded. Notice will be sent to all university departments for permit pick-up and fee charged to the department. Any other government agency may purchase permits at the Parking and Shuttle Services office in the Centennial Building #91 at 411 S. Beaver St.

### **III. Vehicle Registration and Permit Prices**

#### **A. Scope of Requirements**

All vehicles on university property must properly display a valid permit, properly use short term parking areas, or parking garages in accordance with posted restrictions and policies detailed in this publication, on the signs

Updated 1/3/2017

at the entrance of each parking lot including parking garages, on signs at individual stalls, and on all kiosks. Employees, students, and affiliates displaying a semester or annual permit must register all vehicles associated with the permit. Displaying an altered permit is strictly prohibited and may result in revocation of parking privileges, be subject to criminal prosecution, and/or university judicial proceedings.

One permit may be purchased per person. **Registration is not complete and the permit is not valid unless it is properly displayed.** The adhesive is non-permanent and therefore allows the user to reposition the permit on any vehicle registered to the permit. Permits must be displayed and affixed to the windshield by its own adhesive.

**Permit display** – All vehicle permits must be displayed on the lower right hand corner passenger side, front windshield with the following exceptions:

- Garage permits (96A, 96B) and All Area permits must be displayed on the lower left hand corner driver side front windshield.
- Motorcycle permits must be displayed on the right front fork.
- Kiosk permits, pay and display, pay by space, and garage entry tickets must be displayed without obstruction with all information visible from the outside of the vehicle on the lower right hand passenger side on the dashboard of the vehicle.

Expired permits must be removed from vehicle windshield.

Permits may not be sold, given, or transferred to another individual. Permits cannot be purchased from another individual

If a vehicle presented for permit registration bears a temporary license plate the person responsible for the vehicle must enter the VIN when registering the vehicle with PSS and must update their online parking account when a permanent plate has been issued to the vehicle. The vehicle must be linked to the permit displayed on the windshield.

Semester or annual permits may have up to ten vehicles registered to them, with only one vehicle displaying the permit parked on campus at any given time. Vehicles may be added to a permit by visiting <http://nau.edu/parking-shuttle-services> then signing into Manage My Parking. To remove vehicles from an individual's account, you must email [ask.parking@nau.edu](mailto:ask.parking@nau.edu). The vehicle will remain on the account until this request is made and processed through the PSS staff. A vehicle may not be removed from an account if there is an outstanding balance. Once a vehicle is removed from an account it may be relinked if a citation is received.

PSS reserves the right to deny issuance of a permit to anyone with indebtedness to the university arising from a violation of these regulations. Such persons denied issuance of a permit may not park on campus until they reconcile indebtedness and obtain a permit.

PSS reserves the right to impound vehicles not displaying a valid Northern Arizona University parking permit, a license plate, or a vehicle identification number plate. Such vehicles are considered abandoned and will be towed and impounded at the vehicle owner's expense.

## **B. Responsibility for Citations:**

1. Permit holders are responsible for citations that are issued to any vehicle displaying or registered to their permit without regard to the operator of the vehicle displaying the permit.

2. The registered owner or primary driver of any vehicle parked on campus is responsible for citations issued to the vehicle. It is the responsibility of the registered owner to notify PSS immediately if the vehicle is stolen or if it is sold to another party. The association to the vehicle is not removed unless requested. The vehicle is eligible for removal from the account once the account balance is zero by emailing [ask.parking@nau.edu](mailto:ask.parking@nau.edu). Please be aware that future citations issued to the removed vehicle may result in the vehicle being re-associated to the account.

3. In accordance with A.R.S. §15-1627, when it is determined that a university employee, student, or affiliate has a link to the registered owner of a vehicle with outstanding citations, a review will be performed to determine the responsible party. Based on the information obtained from the university and the State Department of Motor Vehicles the vehicle and citations will be linked to the determined party rather than the registered owner.

4. The individual linking a vehicle to their account, through either a permit or citation appeal, will become responsible for all previous citations not linked to another person until the account balance is zero and the vehicle relationship is ended.

**C. Permit Prices - The most cost effective is an annual permit. If you purchase per semester you must pay the full price each semester after the upgrade deadline.**

**Upgrade:**

Deadline to upgrade from a semester permit to a full year permit is October 15, 2016. Upgrade price difference will be based on annual or semester permit type, surface lot to garage permit, or overflow lot to any other permit.

**Downgrade:**

Deadline to downgrade for refund of the permit price difference is only available during the first two weeks of the semester in which the permit is purchased. A permit may be downgraded anytime afterwards, but is not eligible for a refund.

The fee for upgrade, downgrade, and exchanges includes a \$5 processing fee.

**Permit prices:**

For current permit prices please visit our website at <http://nau.edu/parking-shuttle-services/>.

**Parking permit prices are subject to change.**

**IV. Refund, Replacement, and Exchange:**

**A. Refund**

Refunds are issued on any annual or semester permit for two weeks after the first day of each school semester, or two weeks after the purchase date.

No other refunds of semester or annual permits are available except for official withdrawal from the university for medical, military service, or for a student or employee leaving the university.

Students approved for study abroad, student teaching, or internship for which Northern Arizona University credit will be received may be eligible for a partial refund upon request.

Refunds are not issued for temporary, pay and display, pay by space, garage or kiosk permits. A refund may be requested if returned prior to effective date and time.

Updated 1/3/2017



Upon refund approval the permit must be returned within three business days of the request.

### **B. Exchange**

Unreadable and/or damaged permits can be exchanged at PSS (may be subject to a fee). The remaining portion of a damaged or unreadable permit must be returned to PSS.

Permits may be exchanged at any time of the year, based on space availability, for a \$5 exchange fee. This fee is waived for students who are placed in temporary housing. If exchanging a permit, the vehicle must park in the original zone until the exchange is complete and the vehicle(s) linked to the new permit.

### **C. Replacement**

A replacement for lost or stolen permits may be obtained from PSS (subject to a fee). If a vehicle windshield requires replacement, the permit must be removed and placed on the new windshield. If a permit is permanently damaged and unable to be removed, documentation from the insurance company for a totaled vehicle must be provided if requesting a permit replacement at no cost. A request for free replacement of a stolen permit must be accompanied by a police report number.

A permit which has lost its adhesiveness may be brought into the PSS office for a replacement at no charge.

If a vehicle is sold or traded a permit holder is responsible for taking possession of the permit and updating vehicle information with the PSS office, providing notice of the sale to the Department of Motor Vehicles as required by state statute and notifying the PSS office in writing to remove the vehicle from the permit and future liability. If a permit is not removed from a sold or traded vehicle, the owner of the permit is responsible for replacement costs.

Replacement fee rates for lost, misplaced, or un-retrieved permits is based on the duration of time remaining in the permit year:

Annual: \$30  
Semester: \$20  
Summer: \$10

## **V. Motor Vehicle Regulations/Sanctions**

### **A. General**

**1. Unregistered/Non-Permitted vehicle on Northern Arizona University Campus:** A vehicle parked on campus must be registered with PSS and display a valid parking permit unless otherwise posted. Vehicles in short-term parking consisting of garage, pay and display, pay by space, or metered stalls do not need to be registered, but must display a valid receipt from kiosk or garage dispenser ticket. A warning for parking an unregistered or non-permitted vehicle (without a valid Northern Arizona University parking permit) may be issued to a vehicle only if it has not received a prior citation for any violation.

Fine for parking an unregistered/non-permitted vehicle on Northern Arizona University campus: \$90.

**2. Improper Display of Northern Arizona University Permit:** For registration to be complete, a permit holder must clearly, completely, and without obstruction display a current parking permit according to the guidelines in Section III.A. Knoles garage, San Francisco garage, and All Area permits must be placed on the lower left corner driver side. All other permits must be placed on the lower right corner passenger side. The permit must be affixed by the permit's own adhesive to the inside glass. A motorcycle permit must be affixed to the right front fork or windshield where clearly visible. Kiosk, pay and display, and pay by space permits

Updated 1/3/2017

must be displayed without obstruction with all information visible from the outside of the vehicle on the dashboard of the vehicle. Fine for improper display: \$15.

**3. Displaying an Altered or Unauthorized Permit:** A permit may not be displayed on an unregistered vehicle excluding kiosk, pay and display and pay by space permits. Permits are registered to specific, individual license plates and vehicles. Intentionally giving false information during the purchasing of a permit, or when adding a vehicle to the permit, may result in the revocation of parking privileges. Permits may not be modified or altered in any way. If a permit becomes unreadable for any reason it must be exchanged (possibly subject to a fee) at PSS (see section IV.B).

Fine for displaying an altered or unauthorized permit: \$100 (and may be subject to criminal charges).

**4. Unauthorized Parking Area:** A vehicle must be parked within lined, designated stalls. Row ends, hashed areas, and curbsides are not available for overflow vehicle parking. Motorcycles may not park in a regular parking stall and must be parked in white hashed areas that are not adjacent to a disabled stall or a fire lane. If an area is not posted for parking by signs and painted stall lines it is automatically a "no parking" area. Fine for parking in an unauthorized area: \$25.

**5. Violation of Permit Zone:** A vehicle must only park in lots that are specifically authorized by the permit displayed. Permits are color-coded and match the signage at each parking lot entrance or designated stall.

All lots are individually posted regarding permit requirement. Fine for parking in violation of permit zone: \$50.

**6. Obstruction of Vehicular/Pedestrian Traffic Ways:** Vehicles may not, at any time, be parked or left unattended while in any way obstructing a sidewalk, crosswalk, designated pedestrian or bicycle pathway, or vehicle drive lane. Parking is not permitted along curbs unless marked with signs and painted stall lines. Parking a vehicle beyond the last parking space in a row, on a crosswalk, street, or throughway is prohibited. Fine for obstruction of vehicular/pedestrian traffic ways: \$25.

**7. Stall Line Violation:** When parked, the entire motor vehicle must be within the boundaries of the single parking space. The fact that other motor vehicles have been parked improperly does not justify parking any part of the motor vehicle outside of the stall lines. In instances of snow, drivers shall park a reasonable distance from the next vehicle and correct the vehicle position as the lot becomes clear. Fine for parking outside of stall lines: \$15.

**8. Violation of Pay and Display or Short-Term Area:** The university provides pay and display parking lots, pay by space parking stalls, meters and parking garages for short-term parking. Payment is required as posted. 15 minute parking stalls, located throughout campus, do not require a fee or a permit and have a time limit of 15 minutes, 24 hours daily. Posted restrictions for pay and display stalls, pay by space, meters, and 15 minute parking stalls are in effect year round

Fine for parking in violation of pay and display or short-term area: \$35.

**9. Parked in an Area Not Designated for Vehicle Use:** Parking in an area that is not designated for vehicle use is prohibited. Vehicles may not be parked or left unattended in dirt areas, forest/wooded areas, medians, lawns, or off-paved areas.

Fine for parking in an area not designated for vehicle use: \$50.

**10. Parked in a Restricted Area:** Parking in a fire lane, at a fire hydrant, adjacent to a red curb, or bus stop pull-out is prohibited. Driving into, through, or parking in any area closed by barricades, chains, or other vehicle control devices, including signs, is prohibited. Parking spaces reserved for use by service vehicles,

Updated 1/3/2017

motorcycles, residence hall directors, visitors, low-emission vehicles, or others as posted are restricted to authorized users 24 hours daily.

Fine for parking in a restricted area: \$75.

**11. Parked in a Disabled Access Stall or Access Area:** Parking in a space designated by a disability access parking sign, a painted disability access insignia or both, requires a current disability access permit issued by PSS, or a valid university parking permit in conjunction with a state issued disability placard or license plate. Disability access privilege is granted only to authorized users of permits, placards, license plates, or other instruments designed to allow disabled access parking. A vehicle without a valid permit may not be parked in or block any part of a disability access parking stall or hashed loading access area. At no time may a disability access stall or loading area be used for short-term parking, loading, or unloading. Fine for parking in disabled-access: \$125.

**12. Failure to Display:** Though a permit may be registered to and used by multiple vehicles, only the vehicle that is displaying the permit may be parked on campus. Registered vehicles that fail to display a permit where one is required are subject to a fine. A temporary permit is available ten times per year at no charge for any registered permit holder who has forgotten to move their permit from one vehicle to another. Fine for failure to display: \$50.

**13. Immobilization:** A vehicle that receives three or more non-processed citations or has an outstanding account balance of \$150 or more is subject to towing, impoundment, or immobilization at the owner's expense. Vehicles will be towed immediately upon immobilization. Once the vehicle has been immobilized or impounded all fines on account must be paid in full prior to the vehicle being released. Fine for the release of an immobilization device: \$50 fee.

Any tampering to an immobilization device will result in criminal charges. Revocation or suspension of parking privileges may be enforced (see A.R.S. §15-1627).

\*The immobilization device is the property of Northern Arizona University. Individuals will be held liable for any damage to this state property and subject to penalties in accordance with Arizona law and University Code of Conduct. Theft or damage of this device will require payment of a minimum \$150.00 replacement charge in addition to any other outstanding parking fines. Tampering or attempting to remove the device is prohibited, subject to a fine, and subject to University Code of Conduct.

**Citation fines are subject to change.**

## **VI. Non-Pedestrian/Pedestrian Device Regulations**

### **A. Introduction**

The following guidelines are provided to promote safe use of non-pedestrian/pedestrian devices on Northern Arizona University campus. Northern Arizona University and the Arizona Board of Regents reserves the right to amend these regulations at any time to promote and ensure fair and safe usage of the property under the jurisdiction of the university. All changes become effective immediately.

Northern Arizona University maintains the right to cut locks, chains, and/or cables for the purpose of impounding any bicycle found to be abandoned or parked/stored in violation of university regulations (A.R.S. §15-1627). The cost of replacement for any locking device removed by Northern Arizona University is the responsibility of the bicycle owner.

Free bike registration is available at the PSS office Monday through Friday 7:30 a.m.-4:30 p.m. to university faculty, staff, students, and affiliates. The bicycle and JacksCard must be present at the time of registration.

Updated 1/3/2017

## **B. Non-Pedestrian Device Regulations**

1. Bicycles must be parked at designated bike racks only. Bicycles and other non-pedestrian devices may not be parked or secured to any fence, light post, tree, handrail, water/gas line, sign post, or any other unauthorized area. Bicycles and other non-pedestrian devices parked in violation of this regulation are subject to impoundment at the owner's expense.
2. Non-pedestrian device riders shall ride in the same direction of traffic and as near to the right side of the roadway as practical. In bike lanes separated by median strips, non-pedestrian devices shall be ridden to the right of the strip. Non-pedestrian device riders must ride single file. Skateboards and other similar devices are not permitted to ride in roadways.
3. Non-pedestrian device riders must yield the right of way to pedestrians at all times.
4. Non-pedestrian device riders must come to a full and complete stop before passing the controlling plane of a stop sign. Non-pedestrian device riders facing a steady red traffic control signal shall stop and remain until an indication to proceed is shown (A.R.S. §28645). Non-pedestrian devices may not be operated in an area where restricted by regulation, including campus buildings. Non-pedestrian devices must be dismounted and walked through any restricted area, unless otherwise instructed by signs posted at location.
5. Bicycles operated between dusk and dawn are required to be equipped with and use a white headlight as well as a red rear light or reflector.
6. Non-pedestrian devices may not be ridden at a speed greater than the posted vehicle speed limit, or at a speed greater than is reasonable, prudent, and safe. Bicycles may only carry the number of riders for which they are specifically designed. Bicycles may not be ridden on sidewalks.
7. In accordance with A.R.S. §15-1627, members of the general public who violate these regulations regarding the use of non-pedestrian devices shall be warned of a violation and may receive a citation. Any non-pedestrian device may be impounded by Northern Arizona University and a reasonable fee may be exacted for the cost of impoundment and storage.

## **C. Pedestrian Device Regulations**

1. Pedestrian device riders must ride on sidewalks or provided bike/pedestrian paths.
2. Pedestrian device riders must always ride with regard to pedestrian safety.
3. Pedestrian device riders may not ride in vehicle roadways or any area designated for non-pedestrian device use.
4. Hover boards and similar self-balancing motorized scooters are strictly prohibited on campus.

## **VII. Fine Payments and Appeals**

When a parking or traffic citation has been issued the recipient has two options: 1) either pay the amount of the fine within 30 calendar days of the issuance date; or 2) submit an appeal within 14 calendar days (including holidays, weekends and University closures) of the issuance date. **Tow fees, relocation, and boot fees are not appealable and must be paid prior to the release of the vehicle.**

**1. Payment:** A citation is viewable through Manage My Parking within 48 hours of issuance and may be appealed at that time if it is believed the citation was issued in error. If the responsible individual is known and has a LOUIE account the charge will post within 72 hours. Fines may be paid with cash or check at the Student and Departmental Account Services office located in the Gammage building, or online using LOUIE. Citations not posted to LOUIE may be paid at the PSS office located at the Centennial building #91 (corner of Beaver Street and West DuPont Avenue), using any major credit card. PSS is unable to accept cash or check. To avoid late fees and other possible penalties, fines must be paid within 30 days of the issuance date. Fines paid after 30 days are considered delinquent and late fees and possible other penalties may apply. If the citation becomes lost, a copy can be obtained from PSS. The citation will not be considered satisfied until the fine is paid in full, or has been modified or altered by the Appeals Officer, as detailed below.

The following reasons are NOT grounds for appeal:

- a) Lack of knowledge of parking rules and regulations
- b) Lateness due to class or appointment
- c) Employment related duties
- d) Disagreement with or inability to pay the fine

**2. Parking Diversion Program:** A request must be made to participate in and complete the Diversion Program to parking.appeals@nau.edu within 14 calendar days from the issuance date of the citation. Most parking citations are eligible for Diversion (see exceptions listed below). This program allows the fine to be waived once per academic year. The Diversion Program consists of a self-directed education and information opportunity. If you elect to participate in the Diversion Program, the right to further appeal the citation on the first level appeal is waived. The second and third level appeals are still available after all criteria is met. See below for level 2 and 3 criteria. The Diversion Program is designed to help educate our campus community in order to prevent future citations. In order for the fine to be waived; after the class and modules are completed, a grade of 80% or higher on the test must be earned, the survey completed and the final certificate emailed to parking.appeals@nau.edu. Failure to complete any of these steps or receiving a test grade of less than 80% will confirm the fine on the citation. Only one citation is allowed to be sent through the Diversion Program. All other account citations that are appealable must go through the regular appeals process.

Parking violations not eligible for the Diversion Program are: a)

- Parked in a restricted area
- b) Parked in a disabled stall or access area
- c) Immobilization fee

**3. A. Appeals Process, Level 1:** An appeal must be submitted electronically within 14 calendar days from the issuance date of the citation via Manage My Parking at <http://nau.edu/parking-shuttle-services/>. A *Parking Citation Appeal Form* is available at the PSS office for those who do not have internet. Upload any supporting documentation or other relevant information, if applicable. Late fees will not be assessed during the appeals process.

Once an appeal is submitted, it may take up to two weeks to be reviewed. The Appeals Officer will review your written statement, and any supporting documents, and make a determination based on this information. Alternatively, after submitting your appeal electronically as described above, you may ask to meet with the Appeals Officer in-person. You may bring any supporting documents not already submitted or information with you at that time. To request an in-person meeting, either check the box on the Parking Citation Appeals Form, or contact PSS at 928-523-6623 within 24 hours after submitting your electronic appeal. If you fail to request an in-person meeting, or fail to appear at your scheduled in-person meeting, then a decision will be rendered by the Appeals Officer based solely on your written statement and supporting documents.

Updated 1/3/2017

After review and consideration, the Appeals Officer may uphold, reduce, waive, or modify the violation and/or the fine. If it is determined that a fine is due, it must be paid within 30 days or late fees and other penalties may apply. If a refund is due to you, then PSS will process a refund generally within 10 business days from the date of the appeal, which will appear as a credit to your student account. If there's a deficit in your student account the refund/credit will offset this balance accordingly.

The outcome of the appeals process is sent via email. If you receive an unfavorable decision from the Appeals Officer, you may request a reconsideration of that decision from the Appeals Board, as directed in Level 2 below. **However, in order to proceed to Level 2, you must first pay your fine as determined by the Appeals Officer, even if you disagree with the decision. You may not proceed to Level 2 without submitting proof that your fine has been paid.**

**3. B. Reconsideration Process, Level 2:** The Appeals Board is comprised of faculty, staff, and ASNAU and/or RHA student representatives. Reconsideration requests must be submitted to the PSS office in the Centennial building #91 (corner of Beaver and DuPont streets), within 14 calendar days (including holidays, weekends and University closures) from the date the Appeals Officer's decision is rendered. Please complete the *Parking Citation Appeals Board Form* available at the Office of PSS. You may attach any additional information that you want considered that has not previously been submitted. **Proof of payment in full of your original adjudicated appeal is required at this time; no exceptions will be made.**

You may request the Appeals Board make a determination of your appeal based on your original written statement and all submitted information and documents, or alternatively after submitting your written statement you may ask for an in-person hearing before the Appeals Board. You may bring any additional supporting documents or information that you want considered with you at that time. Be sure to check the appropriate box on the Parking Citation Appeals Board Form choosing to move forward with the original written statement or appear in person before submitting.

If you choose an in-person hearing, you will be notified of the date and time of the hearing at least a week prior to the scheduled hearing. Failure to appear at the hearing will cause an automatic confirmation of the Appeals Officer's decision. If an emergency arises and you notify PSS at least 24 hours before the hearing, then the Appeals Board will adjudicate your reconsideration based upon your written statement, and any previously submitted documentation. Postponement of this hearing is not allowed, and no exceptions will be permitted.

After the review or hearing, the Appeals Board will issue their final ruling, which may uphold, reduce, waive, or modify the Appeals Officer's decision. If a refund is due to you, PSS will process a refund generally within 10 business days from the date of the Appeals Board's determination, which will appear as a credit to your student account. If there is a deficit in your student account for any reason the refund/credit will offset this balance accordingly.

The Appeals Board's decision shall be the final administrative NAU ruling.

**4. Judicial Review:** Any person who has received a final determination from the Appeals Board as described above, and chooses to pursue adjudication of the matter further, has the right to have the final ruling reviewed by the Coconino County Superior Court in accordance with the provisions of the Administrative Review Act (A.R.S. §12-901 et. seq.). You must comply with the requirements of the Administrative Review Act within a prescribed time period from the date of the final Appeals Board's ruling. For further information, please contact an attorney; we are not authorized to give legal advice.

**5. Counsel by Third-Party:** At your own election and cost, you may have an attorney or another person of your choosing accompany you to either the in-person meeting with the Appeals Officer in Level 1, or the hearing before the Appeals Board in Level 2. However, the third-party may NOT present on your behalf, and may NOT substitute for your presence or attendance. Third-party's presence at either the in-person meeting with the Appeals Officer, or the hearing before the Appeals Board, is strictly limited to that of your advisor. The third-party may consult with and advise you during the proceedings, but may not speak on your behalf. The in-person meeting with the Appeals Officer and the hearing before the Board is an informal, administrative, and a non-adversarial forum, therefore, no witnesses or cross-examination of any type is permitted, and formal rules of evidence do not apply.

If you choose to be accompanied by a third-party, then a Notice of Appearance is required to be submitted to the Appeals Officer in writing, signed by you, no less than 24 hours prior to the scheduled meeting, or hearing. No continuances or postponements are allowed at either the in-person meeting with the Appeals Officer, or at the hearing before the Appeals Board; no exceptions will be permitted.