

# **University Of Pittsburgh**

## **Traffic and Parking Ordinance**



**Enacted 1993**

**January 2012**

**Dear University Community Member:**

**The ordinance on these pages defines the general operations and policies of traffic and parking at the University of Pittsburgh's Oakland campus. The provisions set forth have been designed to ensure the safety and protection of all members and visitors within the University community.**

**The department's mission is to provide high quality, environmentally conscious, and economically sound parking and transportation services to the University community. This ordinance is a tool to aid us in continuing to work within the mission.**

**When we developed the Ordinance in 1993, we received valuable input from all segments of the University. I believe that the document has been a useful product to define the policies and procedures of the Department.**

**Please review the Ordinance and refer to it to find answers to your questions regarding traffic and parking on campus. For more information, contact our office by phone, fax, or electronic mail (See Phone Directory within the Ordinance). Additional Parking and Transportation information is available on the University of Pittsburgh World Wide Web Site at <http://pts.pitt.edu> information is updated on a regular basis.**

**Your comments, questions, and suggestions are important to us. Please stay in touch.**

**Sincerely,**

**University Parking Services**

## DEPARTMENT OF PARKING, TRANSPORTATION AND SERVICES

### DIRECTORY

OFFICE	PHONE #	FAX #	EMAIL
Central Receiving	412-244-7082	412-244-7083	centrec@bc.pitt.edu
Mailing Services	412-244-7050	412-244-7083	mailserv@bc.pitt.edu
Motor Pool (Rentals)	412-648-7690	412-624-8616	autorent@bc.pitt.edu
Motor Pool (Repairs)	412-624-1415	412-624-1420	n/a
Parking Services Office	412-624-4034	412-648-2200	parking@bc.pitt.edu
Parking Ticket Appeals	412-624-8899	412-648-2200	parkappeals@bc.pitt.edu
Commuting Alternatives	412-624-4034	412-648-2200	commute@bc.pitt.edu
Special Event Parking	412-624-4034	412-648-2200	event@bc.pitt.edu
Surplus Property	412-244-7071	412-244-7073	theidkamp@bc.pitt.edu
Transportation	412-628-8085	412-648-1223	transsys@bc.pitt.edu
Travel Management	412-624-4433	412-624-8616	travel@bc.pitt.edu

#### **Department of Parking, Transportation & Services**

Forbes Pavilion  
3525 Forbes Ave.  
Pittsburgh, PA 15260-5319

#### **Motorpool (Repairs)**

530 Melwood Ave.  
Pittsburgh, PA 15260-5519

#### **Parking Services Office**

127 North Bellefield Avenue  
Pittsburgh, PA 15213

#### **Motorpool (Rentals)**

Forbes Pavilion  
3525 Forbes Ave.  
Pittsburgh, PA 15260-5319

#### **Travel Management**

Forbes Pavilion  
3525 Forbes Ave  
Pittsburgh, PA 15260-5319

#### **Central Receiving/Moving Services/Mailing Services/Surplus Property**

400 N. Lexington Ave.  
Pittsburgh, PA 15208

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## ARTICLE I. GENERAL PROVISIONS

### Sec. 1-1 Definitions

The words and phrases defined in this section have the meaning indicated when used in this Ordinance, unless the context clearly requires another meaning:

1. "Bicycle" means every device propelled by human power upon which any person may ride, and supported by either two tandem wheels or three wheels, one of which is sixteen inches or more in diameter.
2. "Booting" means to immobilize a vehicle using a device which is designed to be attached to the tire/wheel and which renders the vehicle inoperable.
3. "Campus" means all property that (i) is owned or leased in whole or in part by the University of Pittsburgh; (ii) is subject to the general oversight of the Board of Trustees of the University of Pittsburgh; and (iii) is located within Pittsburgh, Allegheny County, Pennsylvania, excepting and excluding:
  - a. Property leased to another, not located within one of the areas set out in Section 3-3.
  - b. Property held for use as an official residence for administrative officers of the University of Pittsburgh.
4. "Executive Vice Chancellor" means the Executive Vice Chancellor responsible for parking at the Oakland Campus of the University of Pittsburgh or his/her designee.
5. "Moped/Motorbike" means every two-wheeled vehicle that is self-propelled by means of a motor and is licensed by the Commonwealth of Pennsylvania and is capable of carrying passenger(s).
6. "Motor Vehicle" means any licensed vehicle that is self-propelled and any vehicle designed to run upon the highways that are pulled by a self-propelled vehicle. This includes automobiles, trucks, motorcycles and any other licensed motor-powered, passenger-carrying device.
7. "Park" means to leave a motor vehicle unattended by any person authorized to move it or capable of moving it immediately upon the direction of a law or traffic enforcement officer.
8. "The Department" means the Department of Parking, Transportation & Services.
9. "The Director" means the Director of Parking, Transportation, and Services.
10. "Visitor" means any individual other than a student, faculty and /or staff

member of the University of Pittsburgh.

11. "Holiday" means a designated University of Pittsburgh holiday, which may not be the same as University of Pittsburgh Medical Center or student designated holidays.

### **Sec. 1-2 Regulating: Delegating of Authority**

1. The Chancellor has delegated administrative responsibilities for this Ordinance to the Director through the Executive Vice Chancellor.
2. The Executive Vice Chancellor is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures, as he/she may deem necessary or advisable for the administration, interpretation, and enforcement of this Ordinance.
3. The Department of Parking, Transportation and Services operational hours are 8:00 a.m. to 9:00 p.m. Monday through Friday. The Department of Parking, Transportation and Services hours are subject to change. The University Police also may enforce regulations at any time or under any circumstances deemed necessary.
4. The Director is authorized to negotiate and contract for parking management and other related services with representatives of non-University facilities.

### **Sec. 1-3 Posting Notice of Ordinance and Regulations**

The Director, through his designated administrative officers, shall cause to be posted a public notice of parking and traffic restrictions imposed by or pursuant to the authority of this Ordinance. Such posting may be electronic, photocopy, signs, etc.

### **Sec. 1-4 Publications of Ordinance and Regulations**

The Director, through his administrative officers, shall cause copies of this Ordinance and regulations issued pursuant hereto to be printed and made available to students, faculty, and staff of the University.

### **Sec. 1-5 Filing of Ordinance and Regulations**

A certified copy of this Ordinance and all regulations issued hereunder, except temporary police regulations, shall be filed in the following University of Pittsburgh offices:

1. Chancellor
2. Executive Vice Chancellor
3. Vice Chancellor for Student Affairs
4. Secretary of the University of Pittsburgh
5. Dean of Students
6. University Senate
7. Staff Association Council

### **Sec. 1-6 Liability**

The University of Pittsburgh assumes no liability or responsibility for damage to or theft of any

vehicle parked on campus. The provisions of this Ordinance shall apply to all operators of all vehicles, public and private, and they shall be enforced twenty-four hours a day except as otherwise specified by this Ordinance. It shall be prohibited for any operator to violate any of the provisions of this Ordinance except as otherwise permitted.

The operator of any vehicle shall obey the lawful instruction of any law enforcement officer, parking enforcement assistant, official traffic signs or control devices appropriately placed and in accordance with provisions of these regulations.

### **Sec. 1-7 Cooperation with Civil Authorities**

The University will cooperate with all law enforcement authorities of the Commonwealth of Pennsylvania and its political subdivisions in enforcing this Ordinance and issuing regulations hereunder.

### **Sec. 1-8 Rules of Evidence**

When a vehicle has been found to be in violation of this Ordinance it shall be assumed that the vehicle was parked by:

1. The person holding a University parking permit for the vehicle.
2. The person, company, corporation, or firm in whose name the vehicle is registered with the Pennsylvania Department of Motor Vehicles or the corresponding agency of another state or nation if no University parking permit has been issued for the vehicle.
3. The son, daughter, spouse or ward of the registered owner enrolled in or employed with the University of Pittsburgh.

The assumption established in this section (Sec. 1-8) shall not apply to the registered owner of a leased or rented vehicle when said owner can furnish evidence that the vehicle was, at the time of the parking violation, leased or rented to another person. In such instances, the owner shall furnish to the Department of Parking, Transportation and Services the name and address of the person or company who leased or rented the vehicle.

### **Sec. 1-9 Use of Revenue**

All monies received from parking fees and penalties imposed by this Ordinance may be used for the following purposes:

1. To defray the cost of administering and enforcing this Ordinance.
2. To develop, maintain, and supervise parking lots, areas, and facilities.
3. To provide shuttle service on the campus, and to participate with Port Authority of

Allegheny County in a public transportation system serving the University community.

4. For any other purpose related to parking, traffic, and transportation on the campus as authorized by the Executive Vice Chancellor.

**Sec. 1-10 Parking on Streets or Roads of the City of Pittsburgh, Pennsylvania**

Except as expressly permitted by this Ordinance, it is prohibited for any person to park a motor vehicle on the campus of the University of Pittsburgh.

Nothing in this Ordinance shall be construed as purporting to regulate parking or traffic on streets or roads of the City of Pittsburgh, Pennsylvania.



## ARTICLE II. PAYMENTS AND COLLECTIONS

### Sec. 2-1 Payment Methods

Payments can be made to the University of Pittsburgh Department of Parking, Transportation and Services for permits, citations, visitor parking, etc., either through the mail, by phone, or in person, at the Parking Services Office. The department discourages patrons from submitting cash through campus mail. The following are the accepted methods of payment:

1. University of Pittsburgh payroll deduction for permits only. All eligible permit parkers must elect payroll deduction. Employees not eligible for payroll deduction must pay on a term basis in advance.
2. Checks or money orders made payable to the University of Pittsburgh. Departmental and Vendor permits must pay in advance, for the fiscal year.
3. University Interdepartmental Charge (IDC) - department use only. Fiscal year fees will be charged.
4. Purchase Requisition - department use only.
5. MasterCard/VISA/ or Discover - Parking Enforcement Assistants (PEAs) do not accept MasterCard/VISA/Discover or Panther Funds to remove boots in the field.
6. Panther Funds
7. All resident students must pay in advance, per housing contract.

### Sec. 2-2 Replacement Fee

A lost/stolen parking permit must be reported immediately to the Parking Office. A lost/stolen permit, sticker, key, or gate card will be replaced for a fee of \$15.00 per item. Evening student permits will be replaced for a \$15.00 fee. All daytime student permits will be replaced for a fee of \$15.00. Automatic garage door transmitters will be replaced for a \$50.00 fee.

A stolen permit must be reported to the Parking Office and the University Police. A stolen permit, sticker, key, gatecard, or automatic garage door transmitter requires payment as described in the above paragraph. Permits reported lost or stolen may not be replaced without the approval of the Department of Parking, Transportation and Services.

### **Sec. 2-3 Returned Checks**

Any payment made by a check that is returned by the bank and not cleared upon notification, shall be referred to University Collections for collection.

Returned checks of non-affiliated individuals or companies may be forwarded to a collection agency if not cleared upon notification. A University NSF check fee shall be imposed for all returned checks.

### **Sec. 2-4 Collection Methods**

Failure to pay debts within the required period can result in the University arranging for the collection of fees assessed against faculty, staff, students, and visitors in the following manner:

1. Permit payment, owed by employees of the University, may be deducted from payroll checks. The Parking Office will invoice the individual at least twice before the initiation of this process.
2. Debts owed by students may be forwarded to University Collections for collection in the same manner that other student debts owed to the University are collected.
3. The University of Pittsburgh may recommend the use of a collection agency to collect debts from all individuals.
4. No parking permit will be issued to any individual who has outstanding debts to the Department of Parking, Transportation and Services.

### **Sec. 2-5 Civil Suits for Recovery of Penalties**

When the Executive Vice Chancellor determines that, in his judgment, civil penalties validly imposed for violation of this Ordinance cannot or will not be collected through normal administrative procedures, he/she may bring a civil action against the offender in the name of the University for the recovery of the penalty.

## **ARTICLE III. PARKING**

### **Sec. 3-1 Method of Parking (See Sec. 6-2 Penalties.)**

The Executive Vice Chancellor shall cause each area in which parking is permitted by this Ordinance to be surveyed and developed for parking. Each parking space shall be defined by appropriate signs and/or painted lines (when the parking area is paved). When parking spaces have been established in the area in which parking is lawful, vehicles shall be parked within the spaces so designated at all times.

1. Some spaces shall be marked for specific vehicles. These include, but are not limited to: compact vehicles; subcompact vehicles; vans; vanpool vehicles; carpool vehicles; campus vehicles; and University Police. It is prohibited to park in these specifically marked spaces with a vehicle, which does not meet the specifications of the sign.
2. It is prohibited at any time to occupy portions of more than one space when such is defined by painted lines or to park in any portion of the area not clearly designated for parking.
3. When spaces are designed at an angle (diagonally) to a street curb or dividing median, vehicles shall be parked therein with the front of the vehicle next to the curb or median. When parking spaces are parallel to a curb or dividing median, vehicles shall be parked with the front of the vehicle facing the direction of travel authorized for that side of the street or driveway.
4. Double parking is prohibited in all University of Pittsburgh parking spaces or facilities.
5. Vehicle sizing shall be defined by the Director, and/or his/her designee.
6. Parking is prohibited along a yellow line unless it is marked for parking.

### **Sec. 3-2 Disabled Vehicles (See Sec. 6-2 Penalties.)**

It is prohibited to leave a disabled vehicle parked in violation of this Ordinance without immediately notifying the University Police or Parking Services Office. If the vehicle is obstructing traffic or creating a hazard, it must be removed immediately. Disabled vehicles must be removed from campus property within 24 hours.

### **Sec. 3-3 Parking Facilities (See Sec. 6-2 Penalties.)**

Any person parking a motor vehicle in one of the parking lots and areas described in this section (3-3) must display the appropriate permit for that parking facility. Regular permit parkers may move

their vehicles to other lots after 4:00 p.m. (except Posvar Hall and the Parran Hall Garage - they may be accessed by regular permit holders after 5:00 pm) on weekdays and all day on the weekends, excluding special events. If using the OH lot or SO garage, make sure to bring your permit and ticket to the cashier before returning to vehicle and exiting the garage.

Controlled-access or restricted lots/areas shall be enforced during those hours specified in this Ordinance. Any vehicle parked without displaying a valid permit is subject to the issuance of a ticket, booting, and/or towing.

No open flames, such as portable grills, are allowed in any University of Pittsburgh parking garage.

No vehicle may be fueled at a University parking facility without proper authorization from Parking Services.

If the assigned parking facility is full, the overflow parking facilities are the SO, OC, and OH facilities. The permit holder must notify the Parking Services Office, 412-624-4034, in order to arrange validation of his/her parking ticket.

Employee permit holders may park for 15 minutes in another lot for loading/unloading by leaving their flashers on.

A brochure that summarizes the regulations and a map depicting the parking zones is available at any of the offices within the Department of Parking, Transportation and Services. Pursuant to Section 1-2, the Assistant Vice Chancellor may provide for subdivision of and for addition or deletion of lots to or from any one of these areas and may change traffic flow patterns as deemed necessary or advisable for the administration or enforcement of this Ordinance. See a summary of all University of Pittsburgh Parking facilities in appendices.

### **Sec. 3-4 Inclement Weather Parking (See Sec. 6-2 Penalties.)**

If the assigned permit parking facility is inaccessible due to adverse weather conditions (i.e., snow), vehicles are to be parked in either the SO or OH garages. The Director, and/or his/her designee shall define Lot inaccessibility. Vehicles parked in lots other than SO and OH shall be subject to ticketing.

### **Sec. 3-5 Special Event Parking (See Sec. 6-2 Penalties.)**

The Director may cause certain areas to be reserved for those attending the event. Certain lots will be restricted to specifically authorized persons. Prices per event will vary, depending on the type and location of the event. Permit holders may park free of charge, however, they will be directed to specific lots in which to park for the event.

Parking in certain lots or areas shall be reserved for special events. Management of the lots or areas is the responsibility of the Department of Parking, Transportation and Services. Special permits

for events shall be issued by the Department of Parking, Transportation and Services to the host department.

The Director is authorized to remove and/or cite vehicles parked in reserved spaces before athletic or other special events. On the day of the event, a list of all vehicles removed will be forwarded to the University Police.

1. Notification to Permit Holders -- The Director will take one or more of the following steps to inform permit holders of special event parking policies:
  - a. Information mailed to all permit holders affected by special event parking;
  - b. Notices placed on vehicles at the beginning of athletic seasons and before special events
  - c. Informational signs posted at the entrances to lots reserved for athletic and other special events
  - d. Notices to Deans, Directors, Department Chairpersons (Administrative Distribution List);
  - e. Notices on the Parking, Transportation and Services website [www.pts.pitt.edu](http://www.pts.pitt.edu)
  - f. Other methods as deemed appropriate.

## **2. Charter Bus Parking**

The Department of Parking, Transportation and Services shall assist the University Police with parking arrangements for chartered buses.

### **Sec. 3-6 Metered Spaces (See Sec. 6-2 Penalties.)**

The Director may designate metered parking spaces within any parking lot or area on the campus for general use. He/she may also specify the length of time for parking in each space. It is prohibited for any person to park a vehicle in metered spaces pursuant to this section without activation and for longer than the indicated length of time.

1. Activation of meters: Parking meters shall be marked so that they can be activated by insertion of lawful coins of the United States, or a debit card issued by the Parking Services Office.
2. Multiple violations: Vehicles parked in metered spaces without the meter being activated with lawful coins or debit card shall be subject to the issuance of a citation for each period of one hour that the vehicle occupies the space with an expired meter.
3. Extended parking at meters: it is prohibited for a vehicle to occupy any portion of a

metered space for more than twenty-four consecutive hours, regardless of whether or not the meter is activated.

4. Abuse of meters: it is prohibited for any person to damage, tamper with, willfully break, destroy or impair the usefulness of, or open without lawful authority any parking meter installed pursuant to this Ordinance. It is prohibited for any person to insert into a parking meter any object that is not a coin of the United States or debit card issued by the Parking Services Office.
5. University vehicles, government vehicles, and permit parkers are not exempt from meter regulations.

Whenever a meter is discovered to be inoperative, this information must be immediately reported to the University of Pittsburgh Department of Parking, Transportation and Services. Unless such a report is made, the vehicle(s) parked at such a meter shall be subject to ticket sanctions.

### **Sec. 3-7 Controlled-Access Lots (See Sec. 6-2 Penalties.)**

The Director shall cause to be erected at the entrance and exit of each controlled-access lot or area defined in Sec. 3-3, a gate that can be opened and closed either by an attendant or by use of a gate-control keycard issued by the Parking Services Office, or a Panther Card.

It is prohibited for vehicles to enter or park in controlled-access lots during the posted hours without paying the appropriate fee or displaying a valid permit for that parking facility. Whether or not a gate is open during the hours of parking is not an indication that an unauthorized vehicle may legally drive through and park in that gated lot.

It is prohibited for any person to deface, damage, tamper with, willfully break, destroy, or impair the usefulness of, or open without lawful authority an entry or exit gate or any other related equipment.

Permit gate cards, keys and transmitters are the property of the University and must be surrendered upon request of Parking Services Office staff.

### **Sec. 3-8 Reserved Parking (See Sec. 6-2 Penalties.)**

Parking spaces shall be reserved to meet special needs as they arise. It is prohibited for any unauthorized person to park a motor vehicle in a reserved space.

1. A sufficient number of parking spaces shall be reserved to meet the needs of the physically disabled. It is prohibited to park a vehicle in a space posted for physically disabled parking without the proper documentation (see paragraph below). It is also prohibited to park a vehicle in a manner denying access to a physically disabled parking space.

Physically disabled spaces are reserved at all times unless otherwise indicated. Physically

disabled license plates, physically disabled permits, physically disabled placards, physically disabled veteran license plates issued by the Commonwealth of Pennsylvania, and physically disabled plates, permits, and placards issued by other states shall be honored in posted physically disabled parking areas of the public/transient garages or lots. In all other controlled lots, the plates/permits shall be honored as long as a valid University permit for that lot is also displayed.

2. Areas set aside for loading zones shall be monitored for illegal use or overtime parking and tickets will be issued to violators.
3. Spaces may, with the approval of the Director, become reserved for specific persons or purposes.

### **Sec. 3-9 Visitor and Conference Parking (See Sec. 6-2 Penalties.)**

University departments may purchase parking validation stickers for their guests from the Parking Services Office. These stickers are valid only in the SO, OC, PH and OH parking facilities on a space available basis.

Departments may request, in writing, from the Parking Services Office temporary parking permits for guests attending conferences, meetings, and seminars. Students or employees of the University or UPMC may not use these permits. Parking locations will be identified at the time such permits are issued. (See appendices for permit costs.) The coordinator, from the requesting office, will make payment arrangements with the Parking Services Office in advance.

1. Physically disabled visitors: Those physically disabled visitors displaying the appropriately approved state plate or placard may park in any transient space reserved for the physically disabled, and pay normal parking fees. Conference coordinator(s) must arrange with the Department of Parking, Transportation and Services to provide for physically disabled parking and transportation if required.
2. Transportation and Shuttle Service: The Department of Parking, Transportation and Services may provide shuttle services for large groups of visitors parking in fringe locations. The department or event coordinator is responsible for coordinating this service with the Department of Parking, Transportation and Services.

### **Sec. 3-10 Bus Stops (See Sec. 6-2 Penalties.)**

Sufficient areas shall be set aside for bus stops for the use of any public transportation system established by Port Authority of Allegheny County or the University. It is prohibited for any person to cause a motor vehicle to occupy a bus stop for any reason.

### **Sec. 3-12 Motorcycle/Moped/Motorbike Parking (See Sec. 6-2 Penalties.)**

Motorcycle/Moped/Motorbike operators must obey all procedures and regulations issued

according to this Ordinance. Operators are required to purchase and display a University of Pittsburgh permit while parking on campus.

Operators of licensed motorcycles, mopeds, motorbikes, etc., are not permitted to park on campus except in designated motorcycle parking areas. Operators of these vehicle types may not park at any time in any regular zoned parking space. In addition, they may not be parked in areas designated for the use of bicycles.

In the case of a person wishing to register a combination of an automobile and a motorcycle, there will be no charge for the motorcycle permit, but full payment for the automobile permit shall be required. Permits must be displayed as indicated in Sec. 4-3. No more than one motor vehicle permit and one motorcycle permit shall be issued to any registrant.

### **Sec. 3-13 Bicycle Parking (See Sec. 6-2 Penalties.)**

Employees and students of the University of Pittsburgh and UPMC are encouraged to display bicycle registration permits on their bicycles. This permit is issued free of charge upon the completion of a bicycle registration form and may be obtained through the Parking Services Office.

1. Bicycles shall be parked in accordance with this Ordinance, state, and local fire/safety regulations. Bicycle parking is available throughout the campus and is designated by the presence of bicycle racks and lockers or specifically marked parking areas. Restrictions governing bicycle parking are in effect at all times.
2. Bicycles shall not be parked or stored in any location other than areas designed for bicycle parking, including:
  - a. In any University building, including stairwells, hallways, and balconies,
  - b. Against or attached to any tree, bush, plant, or foliage,
  - c. Against or attached to any water, steam, or gas pipe; or electrical or other utility fixture,
  - d. Against or attached to any sign post, parking meter, railing, public seating fixture, trash receptacle or emergency safety device,
  - e. In any handicap area,
  - f. On any access/egress ramp, blocking an entrance or exit to any University building,
  - g. Or in any other area, where bicycle parking or any other type of vehicle parking is prohibited specifically by this Ordinance
3. Any bicycle parked in violation of this Ordinance is subject to impoundment. It is



lawful for the University to remove locking devices in order to impound a bicycle. The University is not responsible for damage done to locks during impoundment.

4. Bike lockers are available for rent. Contact the Parking Services Office for details.

#### **Sec. 3-14 Temporary Parking Restrictions (See Sec. 6-2 Penalties.)**

The Director is authorized to temporarily prohibit parking, stopping, or standing on driveways, streets, alleys, and parking lots on campus; and, by agreement with the City of Pittsburgh, on public streets. The Director is authorized to reserve parking spaces for special use when such action is necessary due to special events, emergencies, and/or construction. Temporary signs or barriers shall be posted, and a representative of the Department of Parking, Transportation and Services or other University official shall give notice of regulations issued under this section. It is prohibited for any person to violate such regulations.

#### **Sec. 3-15 Evening Parking (See Sec. 6-2 Penalties.)**

The Director may cause certain lots to be available/designated on weekdays after 2:50 p.m. and 4:50 p.m. to accommodate student and employee evening parking (See Sec. 4-2). Employees and students must purchase the appropriate permit at the Parking Services Office in order to utilize University parking facilities. Lots and garages shall be designated with specific time parameters. See Student Parking at Pitt brochure former information

#### **Sec. 3-16 Idling at Air Intake Louvers (See Sec. 6-2 Penalties.)**

It is prohibited for any person to cause a motor vehicle to be parked with the engine running near a building's air intake louver. Vehicles in violation of this section are subject to the issuance of a citation and/or towing.

#### **Sec. 3-17 Carpool Parking (See Sec. 6-2 Penalties.)**

Those employees who are in a registered carpool may have preferred parking spaces. These spaces are assigned on an as needed basis depending on availability. Carpool spaces are designated by signs and/or striping. Carpool permits are designated with a key on the front of the permit. These permits must be displayed at all times.

Carpool members must be officially registered through the Parking Services Office for at least one year before the permit will be transferred from one member to another member of the carpool.

#### **Sec. 3-18 Vanpool Parking (See Sec. 6-2 Penalties.)**

VPSI vanpools have designated parking spaces in specific University lots. These spaces are

designated with signs. The van must display a valid parking permit for the assigned lot at all times.

**Sec. 3-19 Emergency Vehicles**

Emergency vehicles are exempt from the provisions of this Ordinance when being operated as such by a valid operator.

**Sec. 3-20 Discount Programs**

Parkers may participate in only one discount program offered through the Parking Services Office.

## ARTICLE IV. PARKING PERMITS

### Sec. 4-1 Parking Permits (See Sec. 6-2 Penalties.)

The Director may issue permits to park in lots and areas described in Sec. 3-3 to employees or students of the University and affiliated organizations operating on the campus upon payment of the appropriate fee. Permits shall be allocated among the faculty, staff, and students of the University in a manner that will best serve the needs of the University community as a whole. Permits will not be issued without presenting a current and valid University ID card and vehicle registration card, and payment for the current month, prorated if applicable.

The Director may issue special permits under the conditions and at the fees indicated in this section. Misuse of any permit shall result in confiscation of the permit, and restrictions on issuing permits for at least one year. No refunds shall be issued on those permits requiring a paid fee. Persons found to be displaying said permits in violation of this section would be subject to the appropriate fine, booting, and/or towing of their vehicle(s).

Vehicles must be registered with the Parking Services Office before any type of permit will be issued. It is the responsibility of permit holders to inform the Parking Services Office of any changes in their vehicles (e.g., purchase of a new car); address changes; department changes; etc. All permits must be displayed as outlined in Sec. 4-3.

### Sec. 4-2 Permit Types (See Sec. 6-2 Penalties.)

1. Faculty and Staff:
  - a. University of Pittsburgh faculty and staff are eligible for a University parking permit at a per month cost. These rates vary depending on the facility. The monthly fee gives the registered employee the authority to park at his/her designated garage or lot. It is not an absolute guarantee that a specific space will always be available to the holder. In situations where the garage/lot is full, see Sec. 3-3.
  - b. Permits are issued to employees for the garage/lot they request. In situations where there are no spaces available, the applicant will be offered the first space that is available. An employee may be on the wait list for three garages/lots. Wait list sequence will be based on date of application to the Parking Services Office. The wait list is available for inspection at the Parking Services Office or electronically on our website. The waitlist is updated weekly.
  - c. Faculty and staff are responsible for all fees and fines associated with their permits. Acceptance of the monthly University parking permit is acknowledgment that the University may payroll deduct for outstanding fees or fines. The method for these procedures is outlined in Sec. 2-1.

- d. Employees may not: give their permits away; let others use their permits, or resell permits to other individuals.
- e. Transferring Employees: if an employee transfers from one department to another department, the permit stays with the employee. A Faculty/Staff permit is not assigned to the department where the individual works, but to the individual himself/herself.
- f. Faculty/Staff/Student Termination: when a faculty/staff member or a student terminates his/her relationship with the University, it is that person's responsibility to return the permit to the Parking Services Office. Parking permits may not be transferred to anyone else. However, retired employees and "faculty emeritus" may be permitted to retain their permit following procedures specified in item 4 below. Permits not returned to the Parking Services Office for cancellation remain active, and the permit holder is responsible for paying outstanding debts as monthly charges accrue.
- g. Permit Reinstatement: faculty or staff who desire to relinquish their parking permit for the months they do not work due to an approved leave, sabbatical, or when they do not receive a paycheck due to contract, may do so. They should bring their parking permit to the Parking Services Office by the third working day of the month so that they will not be charged for that month. At that time, they may complete a parking application indicating the month of return and a space in the assigned parking garage/lot will be held. These individuals may pick up their new parking permit at the Parking Services Office upon their return. They may have their personal representative return the permit and pick up the new permit as long as he/she presents a valid and current University ID card.
- h. Refunds will not be made on permits that are not returned in accordance with the applicable permit reinstatement policy as outlined above.

2. Student Permits:

Student permits are assigned in accordance with the Department of Parking, Transportation and Services guidelines and regulations. Information pertaining to student parking is summarized in a brochure available in the Parking Services Office. Student permits are available to:

- a. Students residing on campus.
- b. Physically disabled students whose schedules cannot be accommodated by the University's transportation system.
- c. A limited number of Commuting students.
- d. Students are requested to register their vehicle with the Parking Services Office even if they do not have a permit.
- e. Students who are members of fraternities and reside in upper campus fraternity houses

may be eligible for parking on an academic year basis.

3. Evening Student Permits:

All students are authorized to purchase one evening student permit per academic term. Garages/lots and times for which this permit is authorized are summarized in a brochure available at the Parking Services Office. Permits are sold at the Parking Services Office. All evening student permits are valid on Saturday and Sunday for use in any University parking facility not requiring a keycard. Evening student permits are not valid during special events.

4. Faculty Emeritus and Retired Employee Permits:

Retired employees and those designated as "faculty emeritus" may obtain a parking permit by completing a parking application at the Parking Office. Their requests will be placed on the waiting list and a parking assignment will be made based on the date of application. However, if they have a continuing documented need (such as retaining the use of an on-campus office), they may retain their existing permit and designated parking lot. The individual requesting the permit will pay for the permit by academic term. Deans, Directors and Department Chairpersons must verify the need for the permit. Faculty emeriti or the department may purchase validation stickers if they are not on campus full-time.

5. The Postdoctoral Fellows' Permits:

Postdoctoral Fellows may apply for parking following the conditions stated in Sec. 4-2 (No. 1).

6. Temporary Permits:

Temporary permits may be issued in areas where space is determined to be available. A fee will be charged for such permits based on the number of days used. See Sec. 3-9 for information. Scratch-off permits are also available as a type of temporary permit in satellite lots.

7. Vendor Service Permits (VN):

Representatives of service companies that have a contractual relationship with the University to deliver goods or services may apply for a vendor service permit through the Parking Services Office. An application must be completed by the vendor and approved by the Director. An annual payment shall be made for each permit issued. Vendors with highly recognized vehicle logos, performing routine deliveries and pick-ups from University buildings and requiring less than fifteen minutes, are exempt from any permit requirements. Construction vehicles are not exempt and must obtain appropriate permits. Vendor permits are restricted to the following lots and/or garages: A, G, OC, OH, P, PF, PH, RA, SO, U, UD, and UDA.

Vendors or contractors may obtain temporary lot specific one-day permits from the Parking Services Office.

8. Physically Disabled Permits:

Physically disabled students and employees of the University of Pittsburgh and UPMC desiring designated physically disabled parking on campus must obtain a physically disabled permit by application through the Pennsylvania Department of Motor Vehicles. Physically disabled permits will be assigned from lots campus-wide, and their cost will be the same as the regular monthly permit. The Department of Parking, Transportation and Services shall determine the parking facility based on need and availability. By displaying the University of Pittsburgh permit and a state issued permit or placard, an individual may park in any physically disabled space within his/her facility or any unreserved space in the facility.

Physically disabled spaces are reserved for individuals with physically disabled permits at all times unless otherwise indicated. Physically disabled license plates, physically disabled permits, physically disabled veteran license plates issued by the Commonwealth of Pennsylvania and physically disabled plates and physically disabled permits issued by other states shall be honored in posted physically disabled parking areas of the public/transient garages or lots. In all other controlled lots, the plates/permits will be honored as long as a valid University permit for that lot is also displayed.

9. Vanpool Permits:

The Director assigns permits to vanpool groups, not to individual riders.

Members of vanpools may not also have a parking permit assigned to them. Only one discount through the Parking Services Office is permitted.

10. Carpool Permits:

Those persons wishing to carpool may apply jointly for a single transferable permit at no additional charge. Once issued, this permit shall be transferable only among the vehicles in the carpool, as registered with the Parking Services Office. This permit shall be displayed as provided in Sec. 4-3. Only one of the registered vehicles may be parked in the lot designated at any time. Those listed, as part of the carpool may not have individual permits. For emergency or special circumstances, temporary permits are available from the Parking Services Office (not more than 2 times per term per carpool member). Only one discount through the Parking Services is permitted.

11. Motorcycle/Moped/Motorbike Permits:

Permits for these vehicles are available to students, staff, and faculty in accordance with Sec. 3-12. Motorcycle permits must be displayed in accordance with Sec. 4-3.

12. Official Department Visitor Permits:

Departments may apply for annual visitor permits through the Parking Services Office.

Justification of need must accompany each request. An annual payment (depending on lot assignment) shall be made for each permit issued. The permit is not authorized for use by employees or students of the University of Pittsburgh or UPMC. For circumstances that do not require a yearlong permit, validation stickers are available. See Sec. 3-9.

Official Department Visitor Permits may not be used for personal business. Departmental permits purchased with University funds and used for personal business must be reported to Payroll so that the dollar value can be counted as personal income. The University is exempt from being taxed on those departmental permits that are used only for University business.

13. Conference Permits:

Conference permits shall be issued to departments and organizations upon payment of the appropriate fee. Fees for conference permits are based upon the number of spaces required. Departments requesting permits will be advised of the preparation date of the permits. Cancellation or changes must be made before that date to avoid paying a permit fee for unused permits.

14. ZZ Permits:

ZZ permits are issued to at the discretion of the Director. The purpose of these permits is to allow individuals easy access to move around the Oakland campus. ZZ permits are restricted to the following lots and/or garages: A, G, OC, OH, P, PF, PH, RA, SO, U, UD, and UDA. They are not valid at meters or in any reserved or assigned space. The UPMC Parking Office honors only Board of Trustee BD permits at no charge.

15. GN Permits:

GN permits are available to faculty and staff who work in shifts or who need parking only in the afternoon. These are valid in all lots and garages that do not require key or card access. The three types of GN permits are:

- \* GN2 - valid after 2:00 p.m.
- \* GN3 - valid after 3:00 p.m.
- \* GN5 - valid after 5:00 p.m.

16. Bicycle Permits:

Students and employees of the University of Pittsburgh and UPMC are encouraged to display bicycle parking permits on their bicycles. A bicycle registrant will be issued a free bicycle permit, designed to be affixed to the bicycle frame as described in Sec. 4-3. Bicycle permits are not transferable. See Sec. 3-13 for bicycle parking information.

17. Police Department permits:

Special permits are assigned to members of the University Police Department to accommodate shift changes, overtime assignments, court duty, etc. Police Department members choosing not to purchase this type of permit must abide by the hours of the permit purchased which may not allow for the time of the special circumstances mentioned. In that case, members may park and pay in a transient lot.

18. Board of Trustees permits:

Special permits are issued to serving members of the Board of Trustees. BD permits are not valid at meters or in any reserved or assigned space.

19. University Vehicles:

University vehicles are permitted to move around the Oakland campus. They are restricted to the following lots and/or garages: A, G, OC, OH, P, PF, PH, RA, SO, U, UD, and UDA. They are not valid at meters or in any reserved or assigned space.

**Sec. 4-3 Display of Permits (See Sec. 6-2 Penalties.)**

The parking permit must be properly displayed at all times. Parking permits must be clearly visible and cannot be obscured in any way. A violation of this section shall result in the appropriate fine.

Permit display areas are:

1. Hanging from the vehicle's rear view mirror, facing the front of the vehicle, clearly visible through the front windshield. When using a special permit assigned to a department, the special permit must be displayed so that both permits are clearly visible through the front windshield.

Note: State law requires that permits are to be removed from the rear view mirror when driving the vehicle in order to avoid any obstruction of the driver's view.

2. Special permit placards must be displayed on the driver's side of the dashboard so they are clearly visible through the front windshield.
3. Bicycle permits must be affixed to the rear upright frame bar supporting the seat of the bicycle.
4. Permits for motorcycles must be displayed on either of the front forks of the motorcycle.
5. Permits for vehicles using car covers must be affixed permanently on the top center windshield portion of the cover. The license plate number of the authorized vehicle



must be recorded on the permit by the Department of Parking, Transportation and Services.

6. Fraternity permits must be displayed on the rear bumper of the vehicle on the passenger side.

#### **Sec. 4-4 Counterfeiting/Altering Parking Permits (See Sec. 6-2 Penalties.)**

It is prohibited for any person to produce (or cause to be produced), to alter, or to display without authority of the Director, any parking permit, sticker, decal, keycard, or other device indicating eligibility to park on the campus of the University of Pittsburgh. Such permits shall be confiscated, no refunds shall be issued, the violators shall be issued a citation, the vehicles shall be impounded or booted until all fines and fees are paid, and the violators may be ineligible for a parking permit or the waitlist for at least one calendar year. Violators shall be referred to the appropriate University Department for further action. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Parking, Transportation and Services. Also, refer to Section 4-6.

#### **Sec. 4-5 Obtaining Parking Permits through Illegal Means & Unauthorized Use of Parking Permits (See Sec. 6-2 Penalties.)**

It is prohibited for any person to obtain a parking permit by any means other than procedures established by this Ordinance, including but not limited to obtaining such permits by theft, fraud, trickery, willful misrepresentation of fact, purchase from another, or gift from another.

It is prohibited for any person in possession of a parking permit, whether that possession is lawful or prohibited, to give, sell, or otherwise transfer or to attempt to transfer it to another. It is prohibited for any person to display on a motor vehicle a parking permit not issued to that person for use with that specific motor vehicle or to display a lost, stolen, counterfeit, or altered permit. The only exception is when the Director may issue regulations for the transfer of permits from one motor vehicle to another owned or used by the holder of the permit. It is prohibited for a person in possession of such a permit to use it in any manner inconsistent with such regulations.

It is prohibited for any person in possession of a parking permit to park more than one vehicle on the same day and time in order to defraud the University of parking fees. This includes members of carpools. In addition to penalties in Sections 4-6 and 6-2, the permit holder may be required to pay a daily parking fee as reimbursement.

Such permits, as mentioned above, shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicle(s) shall be impounded or booted until all fines and fees are paid, and the violators may be ineligible for a parking permit or the waitlist for at least one calendar year. Violators shall be referred to the appropriate University department for further action. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Parking, Transportation and Services.

#### **Sec. 4-6 Reinstatement of Eligibility**

Any person who is permitted to retain eligibility for a parking permit after being charged with violations of Sec. 4-4 or 4-5 shall not be issued a refund for previously purchased permits. He/she shall not be eligible for a parking permit or the waitlist for at least one calendar year at the discretion of the Director.

## **ARTICLE V. TRAFFIC**

### **Sec. 5-1 Interference with Traffic (See Sec. 6-2 Penalties.)**

It is prohibited for any person to park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic.

The Director may cause traffic on campus to be restricted or rerouted as necessitated by construction, emergency situations, or special events; and on public streets by agreement with the City of Pittsburgh. Notice of such restrictions shall be given by temporary signs or barriers by a representative of the Department of Parking, Transportation and Services or other University officials. It shall be prohibited to violate such regulations.

### **Sec. 5-2 Fire Lanes/Fire Hydrants (See Sec. 6-2 Penalties.)**

No person shall park a vehicle (whether disabled or not), or permit it to stand in or block access to any area designated as a fire lane or fifteen feet in either direction of a fire hydrant. Any emergency authorization for use of fire lanes must be obtained through the University Police. Fire lanes shall be indicated prominently by pavement markings and/or signs.

### **Sec. 5-3 Vehicle Parking or Driving on Sidewalks, Grass, or Shrubbery (See Sec. 6-2 Penalties.)**

It is prohibited for any person to drive or to park a motor vehicle on a sidewalk, walkway, patio, plaza, on grass or shrubbery unless such areas are signed and marked for parking. It is prohibited to ride or operate a moped or motorbike with the engine running on campus sidewalks, walkways, patios, and/or plazas.

### **Sec. 5-4 Non-Motorized Vehicle Parking or Driving on Sidewalks, Grass, or Shrubbery (See Sec. 6-2 Penalties.)**

It is prohibited to operate a bicycle on the campus in a manner that jeopardizes pedestrian safety, and/or University or private property.

It is prohibited to operate a skateboard on any University property. This includes, but is not limited to, streets, alleys, drives, sidewalks, walkways, patios, plazas, parking lots and garages steps of buildings, and rock walls.

### **Sec. 5-5 Pedestrian Obstructing Traffic**

It is prohibited for a pedestrian to stand on the traveled portion of any street, alley, or driveway on the campus in such a manner as to obstruct or prevent the free flow of traffic thereon; and in crossing streets, alleys, or driveways, pedestrians shall maintain appropriate motion when in the traveled

portion thereof.

**Sec. 5-6 Passenger Pick Up and Discharge (See Sec. 6-2 Penalties.)**

It is prohibited for any person to stop a motor vehicle on any street, alley, or driveway on the campus for the purpose of picking up or discharging a pedestrian without first drawing up to the right-hand curb.

## ARTICLE VI. ENFORCEMENT

### Sec. 6-1 Enforcement

Enforcement of the rules and regulations of this Ordinance will be by both of the University Police personnel and department Parking Enforcement personnel. University police officers may issue Commonwealth of Pennsylvania or University of Pittsburgh citations. Parking Enforcement personnel may issue only University of Pittsburgh citations and shall enforce only on University property. The University Police shall patrol both University property and the City of Pittsburgh streets, and they are empowered to enforce any other applicable laws or regulations, in addition to those cited in this Ordinance that comes to their attention.

### Sec. 6-2 Penalties

Any person violating certain sections of this Ordinance or regulations issued hereunder is subject to the fees as indicated in the following schedule:

VIOLATION	SECTION	FINE
Violation of Method of Parking	3-1, 10, 5-3	\$25.00
Yellow Line	3-1, 10	\$25.00
Disabled Vehicle	3-2	\$25.00
No Permit/No Valid Permit	3-3, 4	\$25.00
Unauthorized Lot/Area	3-3, 4, 10, 5-3	\$25.00
Special Event Parking	3-5	\$25.00
Expired Meter	3-6	\$15.00
Controlled Area	3-7	\$25.00
Handicapped Space	3-8 (1)	\$100.00
Reserved Space	3-8 (3)	\$100.00
Service Space/Loading Zone	3-8 (2)	\$30.00
State Vehicle, University Vehicle	3-11	\$25.00
Moped/Cycle-Unauthorized Area	3-12	\$25.00
Temporary Parking Restrictions	3-14	\$25.00
Time Limit	3-15	\$25.00
Idling at Intake Valves	3-16	\$25.00
Improper Display	4-3	\$10.00
Counterfeit/Altering Permits	4-4	\$100.00
Permit obtained by Illegal means	4-5	\$100.00
Unauthorized Use	4-5	\$100.00
Traffic Interference	5-1	\$25.00
Fire Lane/Hydrants	5-2	\$50.00
Driveway/Sidewalk	5-3	\$20.00+
Passenger Pickup/Discharge	5-6	\$25.00

Permit Not Displayed	4-3	\$10.00
Bicycle Improperly Parked	3-13	\$00.00
Carpool Ramp Violation	4-2	\$25.00
Plate Not Registered	3-3	\$00.00

**Sec. 6-3 Police Regulations**

Vehicle operation and parking may be prohibited under emergency and/or other law enforcement operational necessities. It shall be prohibited for any person to violate police instructions related to this section. In such circumstances, a Commonwealth citation will be issued for violators.

**Sec. 6-4 Repeated Offenses**

If any vehicle is cited for violation of this Ordinance, the Director may cancel any parking permit issued to such vehicle without refund of any portion of the fee paid heretofore and shall cause the violator's license plate number to be entered on a list of repeat offenders. Once a license plate number is considered that of a repeat offender, the vehicle is subject to immobilization or removal by towing. A citation found to be invalid should not be counted for purpose of this section. Any repeat offenses of this nature shall be forwarded to the appropriate agency for disciplinary action(s), i.e., the Student Judicial Board for students, the Office of Human Resources and/or the department head for employees, and the department head for University of Pittsburgh faculty.

**Sec. 6-5 Impoundment**

Any vehicle parked in violation of this Ordinance or a regulation issued hereunder may be booted or removed to a storage area. When a vehicle is towed, the Parking Services Office and the University Police shall be notified. This notification shall include the name and the phone number of the towing contractor. The Executive Vice Chancellor may refuse to authorize release of the vehicle to the owner or custodian until the cost of boot removal and storage fees have been paid, in accordance with Sect. 6-6.

**Sec. 6-6 Cost of Towing, Booting, and Storage**

The costs for booting are as follows (subject to change):

Booting	\$25.00
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If the operator of the vehicle to be towed or booted arrives at the vehicle before the boot or tow being attached, such operator shall be issued a University parking citation, and the penalty shall be the normal tow or boot fee.

Any towing and storage fees are based on a 24-hour clock shall be charged to the owner or custodian of a vehicle left at the tow compound. Towing and storage fees may vary for cars, motorcycles

and bicycles, and by towing companies. The person claiming an impounded vehicle shall be required to provide proof of ownership as required by the University of Pittsburgh towing vendor. All towing, booting, and storage fees are subject to change.

#### **Sec. 6-7 Vehicle Immobilization**

Any vehicle parked in violation of this Ordinance or any parking regulation issued hereunder may be immobilized by use of a wheel boot. Notice of the application of a wheel boot shall be posted prominently in one of three locations: (1) on the driver's side of the front window of the vehicle, (2) on the rear windshield, or (3) on the driver's side window. Placement of the notice shall depend on the type of vehicle.

The Executive Vice Chancellor may refuse to authorize release of the vehicle to the owner or custodian until the cost of immobilization has been paid or bond posted. Wheel boots may be removed only by the Department of Parking, Transportation and Services staff, upon payment of the \$25.00 boot fee and outstanding fees and parking tickets, as applicable.

Vehicles immobilized may be towed if the space has been reserved for an event. The owner/custodian of the vehicle shall be responsible for the immobilization and removal fee as well as any towing and storage fees.

#### **Sec. 6-8 Removal of Abandoned and Derelict Vehicles**

Any vehicle which is partially dismantled or wrecked and/or that does not display a current license plate and which is left in such condition for more than 24 hours shall be considered abandoned and junked. Such vehicles shall be removed to a storage area at the owner's expense and disposed of in accordance with City of Pittsburgh ordinances.

#### **Sec. 6-9 Removal of Abandoned and Junked Bicycles**

The Director may impound at the owner/rider's expense, any bicycle that is considered abandoned, lost/stolen, parked/stored or operated in violation of this Ordinance or Commonwealth or local fire safety regulations. Security devices attached to bicycles also may be removed for impoundment purposes. The University shall not be held liable for damages made to security devices while impounding the bicycle.

Bicycles that remain stored for more than thirty days at the end of any academic term, including summer sessions, will be considered abandoned and shall be deemed University property, for disposal purposes.

#### **Sec. 6-10 Disposal of Abandoned and Junked Bicycles**

Abandoned bicycles will be disposed of via the University Police Department's semi-annual property disposal process. A notice will be posted in the Pitt News in June and in December each year to alert property owners to claim their property.

## ARTICLE VII. CITATION APPEALS

### Sec. 7-1 Citation Appeals

Any person cited for violation of any portion of this Ordinance for which a citation is imposed may appeal the citation to the University's designated Appeals Officer by fax, via email, in writing, or by telephone, within ten calendar days of the citation's issuance.

Failure to meet the ten-day appeal period requirement shall result in a forfeiture of all appeal privileges. The Appeals Officer shall review all appeals that meet the ten day requirement

If the Appeals Officer decides the appeal against the appellant, he/she may appeal to the Appeals Board, in writing, within ten calendar days of the date of the Appeals Officer's decision. To resolve appeals that are not supported by the Appeals Officer, an Appeals Board has been established consisting of representatives from faculty, staff and the student body. Final disposition by the Board shall be understood to mean a ruling in which the Board upholds, modifies, or reverses a decision of the Appeals Officer. The decision of the Appeals Board is final. If there is additional information that was not available to the Appeals Board at the hearing or review, a request for reconsideration of appeal may be forwarded to the Board upon payment of the fine.

Submitting an appeal to the Appeals Officer does not substitute for payment of the towing and storage fees for removal of the impounded vehicle or bicycle. Such fees must be paid in accordance with Sections 6-5 and 6-6.

### Sec. 7-2 Methods of Appeals

All appeals must be filed within ten calendar days after receiving the citation. Regardless of the appeals method chosen, the following information must be included with the appeal. Incomplete appeals will not be processed.

1. Name
2. Employee PR number
3. University status (i.e., Student, Staff, Faculty, etc.)
4. Permanent address
5. Daytime phone number
6. Citation # and copy of the citation
7. Vehicle plate number including state
8. Permit number if the person making the appeal holds a University permit
9. Reason for appeal

#### **Fax Appeals:**

Fax appeals will be accepted 24 hours per day. The fax number is 412-624-0956. All fax appeals must include the information as stated above.



**Email Appeals:**

Email appeals can be sent 24 hours per day to [parkappeals@bc.pitt.edu](mailto:parkappeals@bc.pitt.edu) through the Internet. All information must be included, except the actual copy of the citation.

**Written Appeals:**

Written appeals must be submitted on the appropriate portion of the citation appeal form, available at the Parking Services Office. Appeals can be filed at the Parking Services Office during regular business hours.

**Telephone Appeals:** Telephone appeals can be accepted only if the citation been entered into the computer (usually by the next business day). Telephone appeals may be made by calling 412-624-8899 during the established appeal hours.

## **ARTICLE VIII. REPEALS**

**Sec. 8-1 Former Regulations Repealed**

All resolutions, policies and procedures heretofore adopted regulating traffic and parking on the campus are repealed. The repeal herein of these regulations shall not abate or otherwise affect any civil, criminal, or administrative action or processing concluded or pending on the effective date of this Ordinance. The effective date of this Ordinance shall be September 1, 1993.