

Office of the Bursar

Parking Manual and Regulations



TABLE OF CONTENTS

INTRODUCTION	3
AUTHORITY	3
UNIVERSITY LIABILITY	3
SUPERCEDING INSTRUCTIONS	3
MOTORIST ASSISTANCE PROGRAM.....	3
GUESTS, VISITORS & SPECIAL NEEDS	3
SECTION I – VEHICLE REGISTRATION & DECAL PURCHASE	4
WHO MUST PURCHASE AND DISPLAY A DECAL	4
EXCEPTIONS	5
WHEN TO PURCHASE DECALS.....	5
VEHICLE SALE OR TRANSFER OR CHANGE OF STATUS	6
SECTION II – PARKING DECALS.....	7
REGULAR PARKING DECAL	7
STUDENT PARKING DECAL	7
MULTI-CAR USER (MCU) HANGER	7
GOLD LOT HANGER.....	8
DECAL LOCATION	8
DECAL UPGRADE/DOWNGRADE	8
SECTION III – PERMITS.....	9
PERMIT LOCATION.....	9
AUTHORIZED AND OFFICIAL VEHICLE ONLY PARKING (A/O)	9
TEMPORARY PARKING PERMITS	9
EMERITI & HONORARY PERMITS	10
SRC PERMITS FOR NON-UNIVERSITY PERSONNEL.....	10
SECTION IV – DESIGNATED PARKING AREAS	11
DECAL REQUIRED PARKING.....	11
VISITOR PARKING ONLY.....	11
VISITOR/DECAL REQUIRED.....	11
HANDICAP PARKING	12
RESERVED SPACES	12
ON-STREET PARKING.....	12
LOADING ZONES.....	12
SECTION V – SNOW REMOVAL, MAINTENANCE OR SPECIAL EVENTS.....	13
GENERAL	13
NOTIFICATION	13
OPERATIONS SUPPORT	13
THANKSGIVING – CHRISTMAS—SPRING BREAK PARKING	13
SECTION VI – ENFORCEMENT, FINES & PENALTIES	14
COMPLIMENTARY CITATION WAIVER	14
ENFORCEMENT	14
VIOLATIONS AND FINES	14
CLASS 1 VIOLATIONS \$25.00	14

CLASS 2 VIOLATIONS \$45.00	15
CLASS 3 VIOLATIONS \$65.00	16
CLASS 4 VIOLATIONS \$125.00	17
CLASS 5 VIOLATIONS \$250.00.17 TOWING/RELOCATION OF VEHICLE	18
IMPOUND OF VEHICLE	18
PAYING A FINE	18
PENALTIES FOR NON-PAYMENT	18
SECTION VII – APPEALS	19
YOU DON'T HAVE TO FILE AN APPEAL TO BE HEARD.....	19
APPEALS THAT ARE NOT SUPPORTABLE	19
PARKING CITATION APPEAL (Verbal Appeals Are Not Accepted).....	19
HOW TO FILE AN APPEAL	20
EARLY PAYMENT DISCOUNT	20
DELINQUENT PAYMENTS.....	20
FINAL DECISION OF THE UNIVERSITY	20
SECTION VIII NON-MOTORIZED VEHICLES.....	21
BICYCLE REGISTRATION, USE, & STORAGE.....	21
BICYCLE POLICY	21
SAFE RIDING	21
SECTION IX – GENERAL INFORMATION.....	22
ENGINE HEATER PLUG-INS.....	22
TRAILERS	22
MOTOR HOMES & CAMPING POLICY	22

INTRODUCTION

The Office of the Bursar is committed to promoting safe, accessible, and efficient parking across the University community. Our mission is to maintain order, enforce regulations, and deliver professional, courteous service to all students, employees, and visitors.

Our team, comprised of experienced staff and student employees, strives to uphold the highest standards of customer service. We approach every interaction with fairness and respect, and we view parking citations as a last resort for encouraging compliance with the University of Alaska Board of Regents' Policy and UAF parking regulations. We are dedicated to fostering a positive experience for all who visit or work on campus and will always treat our customers with professionalism and respect.

AUTHORITY

Board of Regents' Policy 02.09.03 provides authority to establish parking regulations and procedures. University Regulation 05.19.02 provides authority to collect fees from employees. Board of Regents' Policies 05.10.02 and 05.10.07 authorizes the president to delegate the authority to establish student fees such as those for parking to the chancellors or their designees.

UNIVERSITY LIABILITY

The granting of parking or vehicle operating privileges on University-owned, leased, or controlled property does not create liability for the University. UAF assumes no responsibility for the care or protection of any vehicle, or its contents, while it is operated or parked on University property.

SUPERCEDING INSTRUCTIONS

This manual is updated as needed. In the event of a conflict between this document and more recent official communications (e.g., posted signs, brochures, website updates, or other publications), the most current information will take precedence.

For any misunderstandings or disagreements regarding the interpretation of these policies, a formal appeal process is available to ensure a fair review of all concerns.

MOTORIST ASSISTANCE PROGRAM

If you need help jump-starting your vehicle or have locked your keys inside your car while on UAF or CTC property, please contact the Office of the Bursar at 907-474-7384. A Parking Attendant will be dispatched to assist you. This complimentary service is available Monday through Friday, 8:00 AM – 5:00 PM, during regular business hours. You will be required to present photo identification and sign a liability waiver prior to receiving assistance.

GUESTS, VISITORS & SPECIAL NEEDS

Please contact the Office of the Bursar anytime you are hosting guests or visitors that park on campus. Permits for guests and visitors may be purchased through the Office of the Bursar located in Signers' Hall or from kiosk machines located in various campus locations. (Please see the campus map at www.uaf.edu/campusmap) It is our pleasure to accommodate special parking needs. If you anticipate any special parking requirements, please communicate that need to the Office of the Bursar. If a ticket is issued in error to a guest or visitor, please contact the Office of the Bursar immediately at 474-7384. We want to ensure that our guests leave with a positive impression of our campus communi

SECTION I – VEHICLE REGISTRATION & PARKING PERMIT/DECAL PURCHASE

Any motor vehicle parked on University of Alaska Fairbanks (UAF), Community and Technical College (CTC), or other University-leased property must display a valid UAF parking permit or decal.

Visitors may park in Short-Term or Regular Decal lots without a UAF permit only if they purchase a passthrough on-site kiosks or via Passport Parking. Please note: Short-Term lots must always be paid for, regardless of whether a permit or decal is displayed.

Permit Requirements by Affiliation

All UAF/CTC affiliates and University of Alaska (UA) system-wide employees working in Fairbanks are required to display a valid UAF parking permit when parking on University property between Monday–Friday, 8:00 AM to 5:00 PM.

Student Recreation Complex (SRC) Users:

Individuals using the Student Recreation Center (SRC) who are not otherwise required to purchase a UAF parking permit due to student or employee status may apply for an SRC-specific parking permit at the SRC for a nominal fee. With a valid SRC permit, users may park in the Patty Center or Nenana Lot while actively using the SRC facilities.

Additional Groups:

All other persons associated with the University of Alaska Fairbanks on a full-time, part-time, or temporary basis including contractors, vendors and consultants must purchase parking permits/decals with limited exceptions. (See Exceptions)

Campus Residents:

Persons residing in campus housing must have a UAF Parking permit/decal for each private vehicle parked on campus or at their campus residence, including garage and driveways. MULTI-CAR USER (MCU) parking permits are not available for campus residents.

Agency vehicles:

Official vehicles belonging to federal or state agencies with offices located on campus must display parking permits/decals.

Volunteers

****An affiliate is defined as any full-time, part-time, temporary, or adjunct faculty or staff member, and all students of the University of Alaska Fairbanks, as well as employees of the UA system-wide administrative offices located on the UAF main campus. This includes employees working in, and students attending classes at, University-leased facilities, as well as federal or state agency personnel who park personal vehicles on University property.**

EXCEPTIONS:

Delivery, Maintenance, and Service Vehicles:

Delivery trucks, maintenance contractors, repair, service, and similar vendor personnel (excluding sales staff) whose vehicles are clearly marked with business identification may park in Vendor/Delivery spaces or designated loading zones, not to exceed the posted time limit, while conducting official business (e.g., deliveries or pick-ups).

Law Enforcement Vehicles:

Official law enforcement vehicles belonging to federal, state, or local agencies, when clearly marked and on official business, are not required to display a parking decal or pay parking meters or Pay-by-Plate fees.

WHEN TO PURCHASE DECALS

Faculty and Staff:

Faculty and staff must purchase a new decal either when the current decal expires or during the annual renewal period, which begins mid-August, whichever occurs first. Faculty and staff may also opt for a sustainable permit—a decal that automatically renews annually through pre-tax payroll deduction. Please note: Under IRS regulations, pre-tax parking fees are non-refundable once deducted from payroll.

UA Employees (Non-Student Employees):

All full-time and part-time UA employees (excluding student employees) are eligible to elect pre-tax payroll deduction for their parking decal.

New Employees:

New employees, including temporary staff, must purchase and display a valid decal within 10 working days of their employment start date. If a citation is issued during this initial period, contact the Office of the Bursar at 907-474-7384 for prompt resolution.

Students:

Students must purchase and display their permit/decal before the end of the second week of classes each semester. Summer semester students and student employees not enrolled in summer classes are still required to display a valid permit/decal if parking on campus.

Replacing a Vehicle:

If a previously registered vehicle is replaced, the new vehicle must be registered with the university within 10 calendar days of acquisition. If a citation is issued during this period, contact the Office of the Bursar at 907-474-7384 for assistance.

Vehicles Without Plates or Registration:

Drivers who purchase a new vehicle without license plates or registration may temporarily register the vehicle using either a copy of the Application for Title and Registration, or the previous valid registration, if it remains with the vehicle

VEHICLE SALE, TRANSFER, OR CHANGE OF STATUS

Any change in vehicle or personal status—such as a change of address, sale or purchase of a vehicle, or a change in license plate number—must be reported to the Office of the Bursar within ten (10) working days of the change.

UAF parking decals and permits are not transferable to another individual. If a vehicle is sold, the decal must be removed before the transfer of ownership. For guidance, please contact the Office of the Bursar at 907- 474-7384.

Replacement Decals

A replacement parking permit or decal may be purchased for a minimal fee.

If the original decal—or identifiable portions of it—is returned to the Office of the Bursar, the cost of the replacement may be pro-rated. If the original decal is not returned, the full replacement cost may apply.

Important Note on Fraudulent Use

Once a vehicle is sold, the corresponding UAF parking decal becomes null and void.

Using a decal from a previously owned vehicle on another vehicle is considered fraudulent and may result in penalties including: Issuance of citations, Vehicle relocation, Immobilization or impoundment, and/or Suspension or revocation of parking privilege

SECTION II – PARKING DECALS

A parking permit does not guarantee the holder a parking space in a specific lot. Drivers should be aware that spaces in prime locations tend to fill up first. Transportation is provided from the outer lots to the main core area of campus or West Ridge. Lack of space in your chosen lot is not considered a valid excuse for violation of a regulation. All areas not specifically designated for parking shall be considered “No Parking” zones. The responsibility of finding an authorized parking space rests with the driver. Lack of parking spaces, vehicle mobility issues, inclement weather conditions or other disabilities are not considered valid excuses for violation of traffic and parking regulations.

REGULAR PARKING DECAL

Faculty and staff may obtain an annual decal for the period September 1 - August 31 or a Fall/Spring period of time, September 1 – May 31. Decals are also available on a monthly basis. Faculty and staff may elect a pre-tax payroll deduction plan. Adjunct faculty and employees contractually working half time (40 hrs. per pay period) or less may purchase a regular decal at a 50% discount upon verification of this status.

STUDENT PARKING DECAL

Students may purchase decals each semester. If you anticipate being on campus year-round, either as a student or student employee, consider purchasing the annual decal. Annual decals are available to students at a discounted rate. Faculty or staff who are taking classes are considered employees and are not eligible for student rates.

MULTI-CAR USER (MCU) HANGER

1. The MCU program offers the option for an affiliated individual to drive a different campus-registered vehicle on campus as he/she chooses. A single MCU identifying hanger is issued to the driver/owner and must be displayed by hanging from the rearview mirror of whichever vehicle is on campus. Ensure that only one MCU vehicle is on campus at any given time.
2. The MCU decal requires that the driver/owner remember to switch the hanger when one of the alternate registered vehicles is driven to campus.
3. If the hanger is forgotten, you are advised to contact the Office of the Bursar in Signers' Hall for options. The vehicle could be subject to citation.
4. Additionally, other non-affiliated family members who may have occasional business on campus are subject to being cited if they park the secondary vehicle in “Decal Required” lots because the secondary vehicle will lack the MCU hanger. In such cases, should a citation be received, the individual should immediately contact the Office of the Bursar to show their ID and citation for resolution.
5. Faculty, staff and non-campus residents: The MCU program requires each vehicle to be registered with the Office of the Bursar up to a maximum of 4 vehicles. Until vehicles are registered with the Office of the Bursar, the MCU hanger is not valid.
6. The MCU program is not available to campus residents. Campus residents are required to purchase a regular decal for each private vehicle parked on campus or at their campus residence (this includes: in the garage or driveway).

GOLD LOT HANGER

1. Gold lots are reserved from September 1 through August 31 for a 12-month permit, and September through May 31 for a 9-month permit. Student Gold Permits are available by the semester. Gold lots are reserved Monday through Friday from 7:00 am until 5:00 pm except during holidays when university is closed.
2. Gold lots users may be temporarily moved to other gold lots for short periods of time due to required construction project needs.

DECAL LOCATION

All parking decals must be permanently affixed as instructed on the decal—not taped or loosely attached. The correct placement is on the inside of the windshield, lower right-hand corner (passenger side). A decal is considered invalid if it is not properly and permanently displayed.

For Multi-Car User (MCU) hangers:

The hanger must be clearly visible, hung on the rearview mirror facing outward. If the hanger cannot be placed on the mirror, it may be positioned on the passenger side of the dashboard, clearly visible from outside the vehicle.

DECAL UPGRADE OR DOWNGRADE (MCU Hanger Holders)

Vehicle owners may request to upgrade or downgrade their current decal at any time. To process the change, the existing decal must be removed and returned to the Office of the Bursar. A pro-rated value of the original decal will be applied toward the cost of the new permit. A minimal transfer fee will be charged at the time of the transaction.

SECTION III – PERMITS

PERMIT LOCATION

University-issued special and temporary permits must be placed on the passenger-side of the dashboard and the entire permit must be plainly visible from outside the vehicle. Permits may be purchased at the Office of the Bursar, Signers' Hall. Permits are non-refundable.

AUTHORIZED AND OFFICIAL VEHICLE ONLY PARKING (A/O)

1. Departmental A/O Parking Permit
 - a. The on-campus shuttle buses run on a continuous basis as posted. When use of the shuttle bus system will not meet the need, a department may request a permit that allows faculty or staff, while conducting University business away from their office, to park for up to 2 hours in an "Authorized & Official Vehicle Parking Only" space. The permit does not allow parking in "Facilities Services Vehicles Only" spaces. The permit must be clearly visible on the passenger side vehicle dashboard.
 - b. Due to the limited number of Authorized/Official Vehicle spaces, the A/O spaces may not always be available. Vehicles displaying this permit must have a current UAF decal. Department heads must approve requests for A/O permits.
 - c. Facilities Services official vehicles are permitted to park in both the A/O spaces and Facilities Services spaces.
 - d. Parking in an A/O space while a person is at their normally assigned work location is prohibited. Use of an A/O permit for personal business, classes, lunch, or personal errands is prohibited.
 - e. Vehicles parked in excess of the 2-hour time limit may be cited.
 - f. Abuse of this privilege may result in revocation of the permit.
2. Service Contractors/Vendors A/O Parking
 - a. Service contractors and vendors with vendor permits that designate A/O parking and while conducting business for the University may park in the Official Vehicles Only (A/O) spaces, but not in Facilities Services spaces.
 - b. Sales personnel without vendor permits may not use A/O parking spaces.

TEMPORARY PARKING PERMITS

1. Temporary permits may be purchased for hourly, daily, or monthly time frames as necessary to accommodate a guest of the University, a member of the public serving on a University committee, or other special needs. The permit allows the holder to park in "Decal-Required" lots. The permit must be clearly displayed in the lower right-hand corner of the windshield or dashboard area of the vehicle (passenger side), or in the case of a day pass – hanging from the rear-view mirror.
 - a. Visitors, not otherwise affiliated with the University, must have a valid permit during working hours (Monday through Friday, 8am – 5pm).
 - b. Frequent Users: Departments that expect frequent guests or visitors should order temporary parking permits in advance to avoid unnecessary ticketing of our University guests.
2. Employees & Students:
 - a. Temporary permits may be issued while an employee or student is awaiting DMV license plates or resolution of vehicle transfer decal problems.
 - b. Other requests for a Temporary Permit will be considered on a case-by-case basis

3. Vehicle Temporarily Out of Service or Unavailable:
 - a. Occasionally, a decal holder's vehicle may be unavailable due to repairs, visitors, other family member's need, or other reasons. Decal holders may contact the Office of the Bursar for a temporary permit for use with a dealer courtesy car, rental or another private vehicle. The permit provides the same privileges and restrictions as the original decal.
 - b. When a second private vehicle is needed for more than 30 calendar days, the decal holder will be required to purchase an MCU permit, or a replacement decal for a nominal fee.

EMERITI PERMITS

UAF is grateful for the dedicated service provided by our Emeriti Professors. UAF Emeriti Professors are eligible to receive an Emeritus Permit. The permit will allow the professor's vehicle to park in Decal Required Lots, Authorized/Official Spaces. Emeriti Permits are currently issued with a one-year expiration period. Use of an Emeritus permit by UAF employees or students is not permitted and may result in revocation of parking privileges.

STUDENT RECREATION CENTER (SRC) PERMITS FOR NON-UNIVERSITY PERSONNEL

This permit is for non-university affiliated SRC users only, and may be used to park in the Patty Center or Nenana lots. The permit must be prominently and fully displayed on the passenger side of the vehicle dashboard. Permits may be purchased at the SRC with proof of membership (SRC contract).

SECTION IV – DESIGNATED PARKING AREAS

Parking is only allowed in areas posted as parking areas. Any area not specifically posted to allow parking will be considered a “No Parking” zone.

DECAL REQUIRED PARKING

1. These areas can be utilized by visitors with a valid permit and anyone with a regular decal, MCU or Gold Decal. Meters, if any, must be paid during the times posted. Pay by Plate lots also need to be paid during times posted. Students, staff, faculty, and contractors must have the appropriate decal or permit to park at any campus location.
2. 2. Signers’ and South Eielson Lots (short term parking only):
 - a. This lot is specifically provided for short-term, Pay by Plate parking for faculty, staff, students or visitors while conducting University business. Visitors who require parking for longer periods of time can park in the Taku and Nenana parking lot with a valid permit. Visitor vehicles must have a valid permit during working hours (M-F, 8-5p). Refer to the campus map for other parking locations.
 - b. This lot is not intended or designated for students attending class. Commuter student parking is provided in the Nenana lot. The Nenana Shuttle runs to the Wood Center South entrance.
 - c. Faculty and staff who work in the campus core area are not intended to park in the South Eielson or Signers’ lot while at their regularly assigned work location even if they use the Pay-by-Plate kiosk or use the Passport Parking app. Anyone using the South Eielson lot must pay at the kiosk or use the Pay by Phone app, Monday through Friday, from 8:00 a.m. to 5:00 p.m., except University holidays.
3. No Overnight Parking: Several non-residential lots, as posted, must be vacated between 2:00 a.m. and 4:00 a.m., Monday – Friday. Overnight parking is not permitted and vehicles are subject to citation and/or towing. An exception is granted for Wickersham Hall Residents who may request a permit for overnight parking only in the Haida Lot.

ACCESSIBLE (ADA) PARKING

1. There is no additional fee for ADA parking; however, a regular parking decal or permit is required for students, staff, faculty, and contractors to park in any available ADA space.
2. Accessible parking is provided in compliance with federal and state law for those who legally display Alaska Department of Administration, Division of Motor Vehicles disabled license plates or permits.
3. Assigned ADA parking is provided in limited numbers for individuals with severe impairments or serious medical problems, such that closest access to the facility is medically warranted. Spaces are reserved for specific individuals only. The license number of the authorized vehicle will be placed on the “Reserved for” sign in the space. For more information, please contact the Office of the Bursa

RESERVED SPACES

Reserved parking spaces will be provided to departments only upon a demonstrated need that overrides the need to provide equal access to parking for students, faculty and staff. The need of the University – not the convenience of the individual – is the criterion. Approved spaces will be identified with an official sign. Reserved space allocation is subject to annual review.

ON-STREET PARKING

On-street parking is prohibited unless specifically posted. Where posted, on-street parking requires a UAF decal. The current campus map serves as a guide for locating on-street parking on campus.

LOADING ZONES

Loading zones are for loading and unloading only, and within the time limits posted, usually no more than 10 minutes. If, at any particular time, you need more time to unload a large number of items, contact the Office of the Bursar to make necessary arrangements.

LONG TERM PARKING

The University of Alaska Fairbanks only allows long term parking in the Taku lot. Vehicles that have not moved in 10 days may be subject to relocation to the Taku lot at the owner's expense.

SECTION V – SNOW REMOVAL, MAINTENANCE OR SPECIAL EVENTS

GENERAL

From time to time during the year it is necessary to restrict or prohibit parking in various lots in order to remove snow, clean or maintain the parking lot, or for construction or special events on campus. Vehicles parked in these areas in violation of the posted restriction are subject to citation and relocation.

NOTIFICATION

1. Facilities Services: Academic and public lots, those other than lots designated for the residence halls, are posted 24 hours in advance of the operations or special event. Residence Hall lots are normally posted 48 hours in advance, but when there is heavy snowfall or other extreme situations the notification period may be reduced. Facilities Services posts notices where you may view the list of scheduled snow removal operations at <http://facilities.alaska.edu/uaf/fsweb/snow.cfm> or their Facebook website <https://www.facebook.com/UAFFS/>.
2. Residence Life: The Director of Residence Life is responsible for notifying resident students via postings, staff announcements, and other means deemed necessary and appropriate.

OPERATIONS SUPPORT

1. The Facilities Services Operations Superintendent will notify the Office of the Bursar of the scheduled time for parking lot snow removal or maintenance operations as soon as possible in advance of the scheduled operations.
2. To ensure operations crews are not delayed, enforcement staff will check the designated parking lots to see if all vehicles have been removed, normally 30 minutes to an hour before the posted time and during the lot closure. If vehicles are present they will be relocated to the Nenana or Taku lot.
3. Vehicle drivers/owners who contact the Office of the Bursar in search of their “missing” vehicle will be directed to the Nenana, Taku, or the closest lot deemed most appropriate to relocate vehicles.

THANKSGIVING – CHRISTMAS—SPRING BREAK PARKING

These breaks are a good opportunity for Facilities Services to clear snow and ice from campus parking lots. The lot closures will be posted as set out herein, but we realize many students are off-campus at these times. Campus motorists are at risk of having their vehicle relocated at the owner/driver’s expense. In addition to making arrangements with other students or co-workers to move the vehicle in the event of snow removal, campus motorists have the option of parking their vehicles in a temporary storage lot. A current decal is required. Contact the Office of the Bursar for more information.

SECTION VI – ENFORCEMENT, FINES & PENALTIES

COMPLIMENTARY CITATION WAIVER

As a courtesy to our newly arrived students, faculty and staff, the University extends a complimentary citation waiver should a new student, faculty or staff person receive any Class 1 Violation citation within 14 days of their arrival on our campus. If this happens to you, take the citation to the Office of the Bursar and request a complimentary waiver of the citation fee. Once your status is confirmed, the citation will be changed to a warning. No formal appeal is necessary.

ENFORCEMENT

The Office of the Bursar is solely responsible for enforcement of parking regulations for UAF.

1. Hours of Enforcement: Parking regulations are subject to enforcement 24 hours a day, seven days a week. Some parking lot restrictions are time specific, i.e. some lots may be restricted during normal business hours, and available for open parking after hours. Informational signs are posted.
2. The Office of the Bursar has authority over parking rules on campus.
3. Coordination with Residence Life: When vehicles are parked in violation of Residence Life reserved spaces or are otherwise causing a disruption to Residence Life operations, individuals with authority delegated by Residence Life will contact the Office of the Bursar to request citation and/or relocation of the vehicle.

VIOLATIONS AND FINES

Citation Responsibility

The Office of the Bursar will make every effort to cite the driver of the violating vehicle. If the driver is not known, the holder of the UAF parking decal or permit will be cited. If the vehicle is not registered on campus and the driver cannot be determined then the registered owner of the vehicle will be cited. The Office of the Bursar will change the citation to charge the driver if presented with sworn statements from the owner of the decal or vehicle, and the driver, that the person cited was not the actual driver. Removal of an improperly parked vehicle is an immediate priority. Violators can expect their vehicles to be commercially towed to an outer lot at the owner's/driver's expense. In addition to the tow cost and citation fine, at the discretion of the Office of the Bursar, unauthorized vehicles may also be immobilized or commercially impounded. (See immobilization and impound below)

Citation Class Violations

Vehicles in violation of the general regulations, outlined below, are subject to citation fines depending on the class violation including: Class 1 Violation (\$25), Class 2 Violations (\$45), Class 3 Violations (\$65) and Class 4 Violations (\$125) and Class 5 Violations (\$250). Some Class 3 and Class 4 violations may lead to criminal investigation and prosecution and/or disciplinary action.

CLASS 1 VIOLATIONS \$25.00:

#101 OVERTIME PARKING: Exceeding the time posted limit for Authorized & Official Vehicle spaces, or the posted limit for loading zones.

#102 IDLING VEHICLES: Idling a vehicle while attended or unattended in a posted “No Idling” zone.

#103 DECAL NOT PROPERLY AFFIXED OR DISPLAYED: Decal not properly affixed to windshield includes decals that are taped on, lying on the dashboard, or placed in other areas of the vehicle. Decals must be properly affixed to avoid improper transfer to another vehicle.

#104 PARKING OUTSIDE OF DESIGNATED PARKING AREA: Parking in a manner that overlaps more than one parking space. Parking outside designated parking lots or areas.

#105 NO PARKING ZONES: Parking in a “NO PARKING” zone.

#106 LOADING ZONES: Parking in loading zones while not engaged in loading or unloading. #107 HANGER NOT PROPERLY DISPLAYED: Hanger not properly displayed.

#108 MISUSE OF ELECTRICAL OUTLETS: Parking electrical outlets may be used only for vehicle engine heaters and/or, on low or no emission electric or electric/hybrid vehicles, for charging batteries. The following use of electrical outlets is prohibited:

- a. Vehicle interior electrical heaters.
- b. Using electrical outlets of a space other than the one in which the vehicle is parked. If the outlet is inoperable contact Facilities Services at 474-7000.
- c. Using building outlets for motor vehicles, unless designated for that purpose. Use of a vehicle plug in requires a current parking decal or permit.

#109 VEHICLE REPAIRS: Major repairs and service of personal vehicles is not permitted in campus parking areas. Wrongful fluid disposal is prohibited. Oil, lubricants, antifreeze, or other motor vehicle fluids must be contained in approved receptacles only and the fluids must be disposed of in accordance with the manufacturer’s recommendations. Failure to clean the areas of any residue or spills is prohibited.

#110 INOPERABLE OR PRESUMED ABANDONED VEHICLE: A vehicle that appears to be inoperable or abandoned may be ticketed, relocated or, as a last resort, impounded. In the case of resident student vehicles, action as deemed appropriate can be taken if the Director of Residence Life determines that the vehicle is a nuisance, a hazard, or an inconvenience to other student residents. Reasonable efforts will be made to contact the student or driver/owner prior to impounding a vehicle. A vehicle is presumed abandoned when:

- a. It has been dismantled or damaged to the point that it is not in operable condition.
- b. It does not display a current state registration and license plate.
- c. It is parked in a parking area for over 30 days without moving or authorization from the Office of the Bursar. Faculty, staff, students may park their vehicles on campus for an extended period of time only while on University business. The Office of the Bursar must be notified (uaf- bursar@alaska.edu) prior to parking the vehicle. Notification must include dates, vehicle license plate number, registered owner, driver’s name, phone number and location where vehicle will be parked.

#111 ROADS AND STREETS: Parking on University roads and streets not posted for parking. Any road or street not specifically posted for parking is to be considered a No Parking zone. (See campus map for locations of designated parking areas)

#114 NOT VENDOR/ DELIVERY VEHICLE: Parking in vendor/delivery loading zone when not in a vehicle that plainly identifies the business conducting the official work, or when not displaying an appropriate vendor permit.

CLASS 2 VIOLATIONS \$45.00:

#201 FAILURE TO MOVE A VEHICLE: Failure to move a vehicle or materials when notified directly or as notified by posting for snow removal, lot maintenance, special events or other.

#203 BUS STOPS: Parking in any posted bus stop.

#204 STAIRWAYS, WALKWAYS, CROSSWALKS, SIDEWALKS & TRASH RECEPTACLES:

Parking at the head or foot of any stairway, parking in or partially in a walkway, crosswalk or sidewalk. Parking in such a way that it blocks refuse truck access to dumpsters.

#205 LOT ENTRANCES, EXITS OR TURN-AROUND AREAS: Parking in parking lot entrances, exits or turn-around areas.

#206 OBSTRUCTING, DOUBLE-PARKING OR HINDERING TRAFFIC: Blocking a driveway or roadway, double parking, parking facing on-coming traffic, or parking in any manner obstructing or hindering the normal flow of traffic.

#207 VISITOR ONLY PARKING: These parking lots or spaces are provided as a courtesy for University guests and visitors only. Unauthorized use is strictly prohibited. Parking in a Visitor Only lot or visitor only designated space is strictly prohibited for faculty, staff or students between 8 a.m. and 5:00 p.m. Monday through Friday, except University holidays.

#208 PARKING IN RESTRICTED AREAS: Parking in any location in violation of the posted restriction such as: reserved spaces; Authorized & Official vehicles only spaces; Facilities Services spaces; construction vehicles only spaces; Transportation vehicles only spaces; Vendor only spaces.

#209 UNATTENDED CHILD, IMPAIRED PASSENGER, OR PET: Leaving a child, an impaired passenger or a pet in a vehicle in conditions that, in the opinion of a reasonable person, pose a threat to the vehicle occupant. In this instance a commissioned police officer will be asked to assess the situation and respond appropriately.

#212 PARKING OF OVERSIZED VEHICLE: Vehicles cannot be parked in such a manner that they occupy more than one parking space or extend out into the parking lot and inhibit traffic flow.

#213 DEPARTMENTAL HANGER MISUSE: Hangers do not permit individuals to park near their regular place of employment. https://uaf.edu/bursar/files/forms/parking-forms/Departmental_Permits.pdf

#214 EXPIRED PAY BY PLATE: Time expired on permit paid for by pay by plate or time expired in the Passport Parking app.

CLASS 3 VIOLATIONS \$65.00:

#300 FAILURE TO PURCHASE A DECAL OR PARKING PASS: It is a violation if a person required to do so fails to purchase, renew or to display a parking decal or appropriate permit.

#301 UNAUTHORIZED PARKING IN A RESERVED LOT: This includes Gold lots, as well as, Departmental Reserved lots such as Facilities Services, Residence Life and other University Departments. It is a violation for anyone without a Gold hanger to park in a parking lot marked for the specific Gold lot. Gold permit holders are asked to call the Office of the Bursar if an unauthorized vehicle is parked in their lot or space. We will respond to cite and/or relocate the vehicle and return the spot to the rightful occupant.

#306 FIRE LANE VIOLATION: Parking in a fire lane or within 15 feet of a fire hydrant or wall hydrant is prohibited.

#VEHICLE IMMOBILIZATION: The decision to immobilize a vehicle is at the discretion of the Office of the Bursar.

- a. For serious or repeated violations an immobilization device ("BOOT") may be attached to the vehicle. Citations may also be issued for violations that are concurrent with the decision to immobilize the vehicle.
- b. When a vehicle is "booted" a fee is assessed for its removal. The fee is payable at the Office of the Bursar during business hours. The vehicle owner/driver is also

responsible for any citation that may accompany the immobilization as well as any previous unpaid citations.

- c. Failure to contact the Office of the Bursar by the close of business on the day the boot is attached may result in the vehicle being commercially towed to an outer lot at the driver/owner's expense or commercially impounded.
- d. Unauthorized removal of or damage to a boot is a criminal offense.

CLASS 4 VIOLATIONS \$125.00:

#400 EVASION, FRAUD, OR FALSIFICATION: It is a violation to sell, give or exchange a decal to another individual with the intent to deprive the University of revenues or knowingly steal, counterfeit, alter or tamper with a parking decal or parking permit. The intentional manipulation of documents or previous citations to avoid a citation.

#402 DELIBERATELY IMPEDING A PARKING ATTENDANT IN PERFORMING HIS/HER DUTY: Deliberately attempting to prevent a Parking Attendant from carrying out their assigned duty by means of verbal or physical interference, verbal harassment, intimidation, blocking a vehicle path, interfering with a commercial tow truck operator or other. Such interference may be cause for action by the UAF Police Department.

CLASS 5 VIOLATIONS \$250.00:

#500 ACCESSIBLE (ADA) SPACES OR RAMPS: It is a violation:

- 1. To park any vehicle not properly identified for ADA in an ADA space.
- 2. For any non-ADA driver, unless escorting, dropping off, or picking-up an ADA person, to park in an accessible space even if the vehicle is marked for ADA.

TOWING/RELOCATION OF VEHICLE

1. When necessary to return a parking space to its rightful use, or to avoid delay of University operations the Office of the Bursar will call the UAF-contracted tow company to relocate your vehicle to the Nenana or Taku lots. The University is not liable for any damage, expense or consequences arising from impound.
2. Once the towing contractor dispatches the tow truck, the University incurs a fee. Therefore, the vehicle driver/owner is liable for the towing fee even if the driver/owner retrieves the vehicle prior to the arrival of the tow truck. This may be in addition to any citations.
3. For serious or repeated violations (e.g. failure to purchase decal) the Office of the Bursar may determine that immediate relocation, immobilization or impoundment of the vehicle is warranted.

IMPOUND OF VEHICLE

1. The decision to impound a vehicle is entirely at the discretion of the Office of the Bursar. NOTE: Impound authority is granted to the Office of the Bursar under state law.
2. For serious or repeated violations, the vehicle can be commercially impounded. Citations may also be issued for violations that are concurrent with the decision to immobilize the vehicle.
3. If your vehicle has been impounded you may contact the Office of the Bursar (474-7384) for information as to which tow company has your vehicle.
4. A commercial impound of a vehicle is an action taken by the University to have a vehicle immediately removed from campus. An impounded vehicle is no longer in the control, care, or custody of the University, nor is the University liable for any damage, expense or consequences arising from impound. Legal custody passes to the commercial towing company. Any and all arrangements including payments imposed by the commercial towing company are entirely the responsibility of the driver/owner.

PAYING A FINE

Payment may be mailed with the citation. Do not send cash through the mail. Payment may also be made by cash or check at the Office of the Bursar at Signers' Hall. Citations paid online within 14 days of issuance are discounted \$10.00. The early pay discount does not apply to towing charges.

PENALTIES FOR NON-PAYMENT

Persons with unpaid fines may be subject to denial of academic records, official transcripts or class registration; referral to a collection agency; garnishment of Permanent Fund Dividend (PFD); revocation of parking privileges; immobilization or impound of the vehicle. Unpaid fines, decal costs, or other penalties are an "Employee Obligation" of faculty and staff under University Regulation 05.19.02. Which may lead to disciplinary sanctions.

SECTION VII – APPEALS

YOU DON'T HAVE TO FILE AN APPEAL TO BE HEARD

You don't have to file an appeal to have someone listen to your concerns. Very often a person who gets a ticket doesn't want to file an appeal, but wants to make their concerns known. You can submit a message to the UAF Office of the Bursar or uaf-bursar@alaska.edu, the Bursar or designee will reply to all e-mails received.

APPEALS THAT ARE NOT SUPPORTABLE

The Office of the Bursar strives to provide fair and consistent enforcement of the parking rules for the overall safety and benefit of our parking customers. Occasionally, a citation is issued in error. When this happens, the Appeal process provides an opportunity to appeal the citation. However, justification for appealing does not include:

1. "I didn't see the sign."
2. "Others were parking there too."
3. "I was late."
4. "I couldn't find another parking space."
5. "The meter or Pay by Plate permit expired before I got back."
6. "There was no sign that said I couldn't park there."
7. "I only parked there for a few minutes."
8. "I've always parked there and you never gave me a ticket before."
9. "Other cars were parked there and they didn't get a ticket."
10. "I don't agree with the policy or regulation."
11. "My four-way flashers/hazard lights were on."
12. Other acknowledgements that the facts of the citation are correct.

PARKING CITATION APPEAL (Verbal appeals are not accepted)

Online appeal is the preferred method <https://uaf.edu/bursar/parkingservices/> The Citation Appeal Form is also available at the website.

1. If an individual disputes the facts of a parking citation, they must identify the specific issues in dispute and provide details that support the appeal. The Parking Enforcement Appeal Committee (PEAC) will review the citation, any field notes and photos; interview the parking attendant who issued the citation, and review the disputed facts or extraordinary circumstances set out in the appeal. The Parking Enforcement Appeal Committee (PEAC) is a three person panel comprised of a member of the Office of the Bursar, Parking Services and student representative.
2. If an individual wishes to submit additional documentation, they can email information to the Bursar's Office at uaf-bursar@alaska.edu (citation number in the subject field).
3. Any parking citation appeal that lacks required information will be denied.
4. Parking citation appeals must be submitted from the website, post marked, or be personally delivered to the Office of the Bursar within 14 calendar days of the date the citation was issued. Late citation appeals will be rejected as untimely with the exception of extenuating circumstances.
5. The Parking Enforcement Appeal Committee (PEAC), will issue a written decision not more than 30 calendar days following receipt at the Office of the Bursar.
6. The Parking Enforcement Appeal Committee (PEAC) will send the decision by e-mail, intra-campus mail or USPS mail to the address provided by the appellant on the appeal form. An e-mail address is preferred.
7. If the Parking Enforcement Appeal Committee (PEAC) fails to electronically respond or postmark a

response within the 30-day limit, the appeal is automatically granted and the fine eliminated.

HOW TO FILE AN APPEAL

1. Appeal of a Citation:
 - a. Complete a Parking Citation Appeal located at <https://www.uaf.edu/bursar/parkingservices/> within 14 calendar days of the citation issue date.
 - b. Print a hard copy from the web or pick up a copy of the form at the Office of the Bursar. Hard copies may be faxed to 474-5898 or sealed in an envelope clearly marked "PARKING APPEAL" on the outside and mailed through intra-campus or USPS mail to:
UAF OFFICE OF THE BURSAR
BOX 757640
Fairbanks, Alaska 99775-7640
 - c. Deliver the envelope, in-person to the Office of the Bursar
 - d. Timely submission of the appeal is the responsibility of the appellant. Late appeals may be rejected solely on that ground. Appellants are responsible to follow the status of their appeals to avoid delinquent payment.

EARLY PAYMENT DISCOUNT

The \$10.00 early payment discount remains available during the appeal process. However, if the appeal is denied, payments not made within 14 calendar days of issuance of the decision, or in accordance with an approved payment plan are delinquent and the discount expires. The early pay discount does not apply to tow charges.

DELINQUENT PAYMENTS

The Office of the Bursar issues statements as a courtesy to advise delinquent individuals of the status and balance of their accounts. The University's options to collect the balance owed include:

1. Denying the student access to registration, transcripts, graduation or other University privileges.
2. In accordance with Alaska Statute 14.40, the University of Alaska is authorized to garnish the Alaska Permanent Fund Dividend of a debtor with a past due balance of 180 days or more.
3. In accordance with University Regulation R05.19.02,
 - a. Initiating an involuntary payroll deduction for an employee on a per pay period basis, or deducting the amount owed in total from the next paycheck as the case warrants.
 - b. Terminating the employee for cause.
4. Cite, immobilize and/or impound the driver/owner's vehicle if it is found on campus.
5. Seeking payment through third party collection agents if deemed necessary. The University is not responsible for any adverse effect that use of a collection agent may have on the credit standing of the individual.

FINAL DECISION OF THE UNIVERSITY

The purpose of the appeals process is to thoroughly review the information provided, and after thoughtful consideration render a decision. The decision of the UAF Bursar's Office is final and a customer who files an appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter under any other procedure within the university.

SECTION VIII NON-MOTORIZED VEHICLES

BICYCLE REGISTRATION, USE & STORAGE

If you bring a bicycle to campus, the Office of the Bursar urges you to register it with the police department. Registering your bicycle increases the likelihood of recovery in case of theft. Bicycles are a popular mode of transportation and UAF encourages affiliates as well as visitors to use bicycles for transportation on campus to avoid hunting for parking spaces.

BICYCLE POLICY

1. Bicycles must be parked in the designated bicycle rack, parking areas, or secured bike lockers on campus.
2. Do not attach bicycles to trees, shrubs, signposts, lampposts, or railings.
3. Do not park a bicycle in a manner that infringes upon the normal flow of pedestrian or vehicular traffic.
4. Do not park a bicycle in rooms, offices, stairwells or hallways of UAF non- residential buildings.
5. Illegally parked bicycles may be cited and or impounded.
6. Any citations issued must be paid before the bicycle is returned to the owner.
7. The Office of the Bursar and the University will assume no responsibility for locks cut, for bicycle impoundment, liability for bicycles abandoned, left in improper locations, or bicycles not claimed in 90 days.

SAFE RIDING

1. Always ride with traffic. Riding against traffic is a major cause of accidents.
2. Bicyclists are subject to the same rules of the road as motor vehicles and are safest when behaving as one.
3. Signal your turns and moves so other bikes and cars will know what you are doing.
4. Ride in a straight line, to the right of faster moving traffic.
5. Use safety equipment, i.e. helmets, side reflectors on each wheel, reflectors on pedals, and light- colored, reflective clothing.
6. Avoid road hazards. Watch out for potholes, parallel-slat sewer grates, gravel, and ice and cross railroad tracks at right angles.
7. Always secure your bike to avoid theft.

SECTION IX – GENERAL INFORMATION

ENGINE HEATER PLUG-INS

Only heavy-duty, rubber-coated (arctic-rated) extension cords may be used to connect a vehicle to an engine heater outlet. Low-quality or plastic-coated cords can become brittle in cold temperatures, increasing the risk of electrical shorts that may damage the outlet or multiple outlets in a row.

1. Extension cords may not be run from inside buildings, across roadways, sidewalks, or through other parking spaces.
2. To conserve energy, vehicles may not remain plugged in continuously when not in regular use.
3. The use of interior heaters is strictly prohibited. Vehicles found with operating interior heaters will be cited.
4. Any vehicle using University power must display a current parking decal or permit. Vehicles found plugged in without proper authorization will be cited.

TRAILERS

Vehicles towing trailers are encouraged to park in the west end of the Nenana Lot. Anyone needing to park a trailer on campus must contact the Office of the Bursar at 474-7384 to make arrangements prior to arrival.

The University does not offer long-term storage for trailers, RVs, boats, or similar equipment. Campus residents requiring this type of storage are encouraged to seek services from local vendors in the Fairbanks area.

MOTOR HOMES & CAMPING POLICY

UAF welcomes the many visitors and tourists who visit our campus each year. Some are guests of campus residents, others attend special programs such as commencement or the Summer Camps. We understand that some visitors may arrive in motorhomes or with travel trailers. While we do not intend to compete with local campgrounds, we strive to accommodate our guests comfortably when occasional overnight stays on campus are needed.

Please note the following guidelines:

1. Overnight visitors in self-contained units should park in the far west end of the Nenana Lot, the far north side of the Taku Lot, or the designated areas in the Museum lots. Campus maps are available online at: <http://uaf.edu/campusmap/>
2. Long-term overnight parking (more than 3 consecutive days) is not permitted.
3. Guests of campus housing residents may park in residential driveways or on the street directly in front of the residence, unless otherwise posted. However, at no time may these units obstruct traffic or create safe hazards.