

4-OP-E-6 Parking Policy and Regulations

Responsible Executive: Finance and Administration

Approving Official: Vice President for Finance and Administration

Effective Date: TBD (after Notice and final approval)

Revision History : Readopted June 27,2014, Amended July 31, 2015, _____

I. INTRODUCTION

OBJECTIVE

To specify the methods and responsibilities for the administration of the University Parking Program.

OVERVIEW

Each student, faculty, and staff member of Florida State University and employees of recognized FSU organizations or contracted services, driving or parking a vehicle on University property, will be required to register their vehicle(s) for a virtual parking permit, pay the appropriate fee, and abide by the driving and parking regulations stated in this policy and in the references specified above. FSU Service Vehicles and other departmental vehicles (specifically cars, trucks, and vans) are also required to be registered for a virtual parking permit and pay any required fees. Campus visitors (including, but not limited to: department guests and visitors, event attendees, people visiting individual employees or students, people visiting a specific business on campus, and people touring campus) will pay for parking either individually or the department/business/event will purchase parking on their behalf. Contractors and other similar commercial service providers/vendors will be required to obtain appropriate parking placards or hang-tags and pay the appropriate fee for parking on campus.

This policy provides a shorter statement of the more common parking issues. [The more detailed university regulation governs if it is in conflict with this policy.](#) A copy of the Regulation (FSU-2.009 Parking and Traffic Regulations) may be obtained

online at regulations.fsu.edu

(<https://regulations.fsu.edu/sites/g/files/upcbnu486/iles/regulations/adopted/FSU-Chapter-2.pdf>).

All regulations embodied in the Statutes of the State of Florida and in the Ordinances of the City of Tallahassee that govern and regulate vehicular traffic are applicable to and will be enforced on the Florida State University campus.

The University Transportation Advisory Group serves in an advisory capacity for issues impacting the main campus parking services program.

II. POLICY

A. VIRTUAL PARKING PERMITS

1. Virtual parking permits are not physical permits. Vehicle license plates are used to determine if a vehicle is properly registered to park on University property.
2. Each motor vehicle must be registered to a valid virtual parking permit prior to parking the vehicle on University property with the exception of ~~meters or toll-hourly~~ spaces and when parking at the Visitors Lot #377.
3. Students, faculty, and staff can register for virtual permits and pay necessary parking fees online at **transportation.fsu.edu** (<https://transportation.fsu.edu>) or by visiting the Transportation and Parking Services office.
4. Annual virtual parking permits for students, faculty, and staff expire on August 15th of each year. Multiple year virtual permits for faculty and staff are payroll deducted on a year-round basis.
5. ~~Up to ten (10) days' worth of temporary parking permits will be issued to the virtual permit registrant at no charge during each academic year for use on rental, loaner, or other non-owned vehicles. If the responsible party exceeds the ten (10) day temporary permit limit within the academic year, they must purchase additional days at the applicable rate.~~

B. PHYSICAL PARKING PERMITS, PLACARDS, AND HANG-TAGS

1. Physical parking permits, placards, and hang-tags will be issued by Transportation and Parking Services in certain circumstances for some user

groups. When issued, vehicles must display the permit, placard, or hang-tag as required by Transportation and Parking Services.

2. Each vehicle issued a physical permit, placard, or hang-tag must display the permit, placard, or hang-tag prior to parking the vehicle on University property with the exception of [hourly spaces and when parking at the Visitors Lot #377](#)~~meters or toll spaces~~.
3. Members of approved user groups can acquire physical permits, placards, or hang-tags and pay necessary parking fees online at **transportation.fsu.edu** (<https://transportation.fsu.edu>) (for motorcycle parking permits only) or by visiting the Transportation and Parking Services office (all other physical permits, placards, or hang-tags.)

C. VISITOR PARKING

Visitors to the University may park in [metered hourly](#) parking spaces, park in a designated visitor parking lot (fee required), utilize valet parking (when available), or purchase a daily or semester visitor placard or hang-tag. Guests making prior arrangements with a host department or event may be issued temporary placards or hang-tags by Transportation and Parking Services (through the department or event) to park in student and/or faculty/staff facilities if required. Departments and events may also reserve parking for their visitors in designated spaces, lots, or facilities. The host department/event must request placards or hang-tags from Transportation and Parking Services or arrange for reserved event parking in writing at least two days prior to the visit/event and pay the designated visitor or event parking rate(s).

D. CONTRACTOR/VENDOR PARKING

Approved University contractors and vendors may purchase daily, weekly, monthly, or annual parking placards or hang-tags, as appropriate, or may park in [metered hourly](#) parking spaces (fee required), park in a designated visitor parking lot (fee required), or utilize valet parking (when available, fee required). Contractors/vendors making prior arrangements with a university department or event may be issued temporary placards or hang-tags by Transportation and Parking Services (through the department or event) to park on campus. The

department/event requesting contractor or vendor parking must request placards or hang-tags from Transportation and Parking Services in writing at least two days prior to the day/time needed and pay the designated parking fee(s). A parking placard or hang-tag is required whether or not the contractor/vendor vehicle is parked in a fenced or other enclosed area.

E. PARKING CITATIONS

Those persons found to be in violation of parking regulations may be given citations by parking patrollers or University police [officers](#). The citation form contains information pertinent to the citation, including the fine assessed. The recipient of an FSU citation may take one of the courses of action specified below.

F. DISPOSITION OF UNIVERSITY PARKING CITATIONS

Non-Contested

Persons wishing to pay the fine may do so at the Student Business Services [office](#), University Center A-1 500 from 8:30 a.m. to 4:30 p.m. Monday through Friday, mail payment to the specified address on the citation, utilize the locked drop boxes located at the Student Business Services' [office](#) or pay online at fees.fsu.edu (<https://fees.fsu.edu/>).

Contested

Persons wishing to contest a citation shall, within thirty (30) calendar days from the date on which the citation was issued, notify Transportation and Parking Services of his/her intent to contest. Citations may be appealed in person at the Transportation and Parking Services [office](#), by written appeal, or via the online appeal form on the Transportation and Parking Services web site.

No Action

Persons taking no action within thirty (30) calendar days of issuance of the parking citation will incur a late fee in the amount of \$10.00. The account will then be turned over to the University Controller for collection, and will be subject to further collections actions including, but not limited to, immobilization of vehicle (3 or more outstanding citations or standing citations totaling ~~\$950.00~~ or more) and involuntary payroll deduction (Regulation FSU-2.002).

G. TRANSPORTATION AND PARKING SERVICES SUITE OF SERVICES

Transportation and Parking Services offers a suite of services including campus and city-wide bus service, nighttime transportation and more. For a list of current services, go to **transportation.fsu.edu** (<https://transportation.fsu.edu/>).

~~This program does NOT apply to the shuttle bus (known as the Spirit Express Shuttle) between Doak Campbell Stadium and the Donald L. Tucker Leon County Civic Center operated on football game day.~~

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

Art. IX, Sec 7, Florida Constitution, , Florida Board of Governors Regulations 1.001(3)(j), (7)(k), 7.003(11), (12), s.316.640, F.S.