

**UNF Board of Trustees**

September 27, 2002

**Issue:** Traffic and Parking Regulations Rule

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**Proposed action:** Approval

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**Background information:**

Attached is a revised traffic and parking regulations rule necessitated by devolution of powers. This rule has been vetted by legal counsel and by the Associates Vice Presidents of the University. This rule will replace the rule in the current Florida Administrative Code. UNF will be going through this exercise with a number of rules that we must have published as we work through devolution.

In promulgating this rule Board of Trustees must approve the rule. The University will then forward the rule to the Joint Administrative Procedures Committee (JAPC) in Tallahassee and JAPC does a final review before the University can publish the rule. This process can take from 90 to 120 days.

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Attachments: Proposed rule

## **CHAPTER 6C9-5 TRAFFIC AND PARKING REGULATIONS.**

### **6C9-5.1001 Traffic and Parking Regulations – General Provisions.**

(1) The purpose of this rule is to govern the use of vehicles at the University of North Florida. The motor vehicle regulations set forth herein are applicable to all persons operating or parking a motor vehicle on properties of the University of North Florida. University traffic rules shall be enforced on all university roads and grounds at all times of the day and night throughout the calendar year. University police are authorized and empowered to enforce these motor vehicle regulations and to provide for the safety of persons on university property.

(2) All Duval County traffic ordinances and laws of the State of Florida which are not in conflict or inconsistent with these regulations shall be enforced by the University Police.

(3) The University Police shall enforce University traffic rules on the campus and may make arrests and issue citations. University police officers may pursue violators off campus to make arrests and may request the assistance of law enforcement officers from adjacent areas in other jurisdictions.

(4) The University does not assume any responsibility for motor vehicles or their contents while they are operated or parked on University property.

(5) University parking citations shall be treated as minor infractions of University regulations with the rights of appeal. Any person who operates a motor vehicle on campus, as a condition of such operation, shall be deemed to have consented thereby to have his or her appeal adjudicated through the internal appeals process of the University. The right of such appeal does not apply to any State Uniform Traffic Citation, which is returnable to, or scheduled for a hearing before, the Duval County Court.

(6) Copies of the University of North Florida Traffic and Parking Regulations (including the schedule of fees (for parking decals and citation fines) are available from University Parking Services, the Department of Police and Public Safety and the Cashier's Office.

### **6C9-5.1002 Vehicle Registration Regulations.**

(1) Any motor vehicle parked on University property during designated hours must display a valid University parking decal or parking permit. Use of a motor vehicle on University property is a privilege, not a right, and is made available only under the policies established by the University Traffic and Parking Regulations as referenced in this chapter and currently in effect.

(2) All motor vehicle and parking regulations, except permit requirements, are in effect 24 hours a day. Parking decals or parking permits are required from 7 AM to 9 PM Monday through Friday. Parking permits may also be required during special events held on campus. Purchasing a

parking permit does not guarantee a parking space, except for those spaces specifically posted as reserved. The purchase of a Garage Reserved Parking or Designated Parking permit does not guarantee a parking space within the garages or designated lots, as a greater number of decals will be sold than are available spaces. The types and prices of available parking decals are provided in the University of North Florida Traffic and Parking Regulations, Edition 4, a publication containing university policies and procedures available upon request from Parking Services, University of North Florida, Building 41, 4567 St. Johns Bluff Road South, Jacksonville, Florida 32224-2648.

(3) Vehicles used by members of the faculty, staff, students (full or part-time), concessionaire employees, and others who regularly operate a vehicle on campus must be registered during the first day the vehicle is on campus. Vehicle registrations expire on the expiration date indicated on the decal or permit.

(4) **Commercial Vehicles and Visitors.** Marked delivery trucks, telephone, water or power trucks, vending machine delivery vehicles, limousine service, taxis, and buses making brief stops at one or more points on campus are exempt from paying a parking fee or displaying a parking decal or permit. All other visitors must purchase a non-refundable parking permit when parking on campus. Construction contractors are subject to the requirements of the UNF Contractor Parking Policy in accordance with Rule 6C9-5.10012, Florida Administrative Code.

#### **6C9-5.1003 Traffic Regulations.**

(1) All regulations embodied in the laws of the State of Florida and in the ordinances of the City of Jacksonville governing and regulating vehicular traffic are applicable to and will be enforced on the University of North Florida campus. The following regulations are applicable to the operation of all vehicles as described herein:

(a) Traffic rules, regulations, and directive signs governing the use of motor vehicles are in effect 24 hours a day unless specifically limited. Inclement weather does not bar their enforcement.

(b) Motorists shall yield the right-of-way to pedestrians, bicycles, service vehicles, and golf carts.

(c) The campus speed limit is as posted. Speed limit in all parking lots is 15 miles per hour and 5 miles per hour in the garages.

(d) All vehicles must be brought to a complete stop before proceeding through intersections where stop signs are located.

(e) All motor vehicle accidents on University property shall be reported immediately by the persons involved to the University Police.

(f) All accidents involving University-owned vehicles shall be reported immediately by the persons involved to the University Police.

(g) Barriers may be placed by the Department of Police and Public Safety at any point deemed necessary for specific temporary use, including safety reasons. Except for the passage of emergency vehicles, removal of any such barrier without permission is prohibited. In every case, the directions of a police officer supersede the regulations posted by a sign or signal.

**(h) The following are prohibited:**

1. Unnecessary disruptive noise from horns, mufflers, or any other noisemaking device.
2. Driving in a direction opposite that indicated by arrows in parking lots, roadways, or streets.
3. Driving or parking on sidewalks, paths, or grass (except University service and emergency vehicles, when necessary).
4. Driving or parking on nature trails (except emergency and state-owned vehicles of the Maintenance Department).
5. Driving around a barricade or driving on a section of road under construction marked as closed.
6. Tearing down, altering, defacing, or removing any traffic control device or sign.
7. U-turns.

**6C9-5.1004 Parking Regulations.**

(1) Visitors Parking: Visitors must purchase a parking permit from the Information Booth located near the entrances to the campus and may park in any open space that is not reserved or prohibited.

(2) Open Parking Spaces: Any parking space within an assigned lot not specifically marked for another purpose is designated as an open parking space. Students, faculty, staff, and other registrants may use the space on a first come basis.

(3) Disabled Parking Spaces: Only vehicles lawfully displaying a state-issued disabled parking permit are authorized to park in disabled parking spaces. The disabled parking permit alone without the required accompanying UNF parking permit will not be acceptable in any UNF parking lot or garage, including the disabled spaces within those lots or garages. Violators shall be subject to ticketing.

(4) UNF Temporary Disabled Parking. A registered student, faculty, or staff member with a temporary mobility-related disability may apply to the Department of Police and Public Safety for consideration in obtaining special parking privileges on a temporary basis.

- (5) Reserved Parking: These spaces are located on the first floor of the parking garages and in sections of various parking lots. For information on special reserved parking, contact University Parking Services or the Department of Police and Public Safety.
- (6) The University President, Vice Presidents, and Deans shall each be assigned a parking space for their specific use. Additional assigned parking spaces may be authorized by the President.
- (7) Vehicles shall be parked only in spaces specifically marked for parking. The absence of “No Parking” signs does not mean that parking is allowed.
- (8) Motor Vehicles must be parked within the identifiable boundaries. Parking on or over a line is prohibited.
- (9) Double-parking is prohibited at all times.
- (10) Vehicles shall not be parked in such manner as to obstruct vehicular or pedestrian traffic, wheelchair ramps, interfere with normal operational activities, or create a hazard. Vehicles so parked may be towed away at the owner’s expense.
- (11) Parking on grass, sidewalks, loading zones, or on roadways (except where specifically marked for parking) is prohibited.
- (12) If a vehicle with an affixed decal is temporarily out of normal service, the owner may obtain a temporary, substitute, parking permit at no cost, valid for a maximum of two weeks, from University Parking Services or the Department of Police and Public Safety. An extension may be granted when proof of continuing repair is provided.
- (13) Any vehicle parked on campus is parked at the risk of the owner.
- (14) Except at the Resident Parking Lots, overnight parking of any vehicle is prohibited unless special permission is granted by the Department of Police and Public Safety.
- (15) Disabled or abandoned vehicles which constitute a traffic or safety hazard are subject to be towed away at the owner’s expense. This also applies to vehicles abandoned on campus for more than three days.
- (16) Major repairs to vehicles shall not be performed on campus.
- (17) Locating a legal parking space is the responsibility of the vehicle’s operator. Lack of a parking space will not be considered a valid excuse for violation of any parking regulation.
- (18) Unauthorized persons parking vehicles in “disabled” spaces are subject to fine and having a vehicle towed away at owner’s expense. Temporary “disabled” parking permission may be obtained by contacting University Parking Services or the Department of Police and Public Safety.
- (19) Regulations concerning loading zones will be enforced at all times.

**6C9-5.1005 Motor Scooter, Motorcycle, Moped, Bicycle, and Non-Vehicular Regulations.**

- (1) Drivers of motor scooters, motorcycles, mopeds, and bicycles are responsible for observing the same traffic regulations as those governing automobiles.
- (2) Driving, riding, or parking motor scooters, motorcycles, mopeds, and bicycles on grass, paths, or sidewalks is prohibited.
- (3) It is unlawful for more than one person to ride at the same time a motor scooter, motorcycle, moped, or bicycle unless the vehicle is designed for and equipped with a seat for a second person.
- (4) Motor scooters, motorcycles, mopeds, or bicycles shall be parked only in special racks or designated areas.
- (5) Parking motor scooters, motorcycles, mopeds, and bicycles in automobile parking spaces on campus is prohibited at all times.
- (6) UNF has a mandatory bicycle registration program. A decal with a unique registration number is affixed to the bicycle and the owner's name and address are entered into a computer database. This free registration service is available at the Department of Police and Public Safety. Bicycles not registered are subject to impoundment by the Department of Police and Public Safety.
- (7) Walking, running, or jogging on paved UNF roadways is prohibited. Violators will be charged with a traffic violation and receive either a Non-Moving University Parking/Traffic Infraction Citation, or appropriate uniform traffic citation under the provisions of chapters 316 and 318, Florida Statutes.
- (8) Non-vehicular traffic such as skateboards, in-line and roller skates are prohibited on paved UNF roadways. Violators will be charged with a traffic violation and receive a Non-Moving University Parking/Traffic Infraction Citation, or appropriate uniform traffic citation under the provisions of chapters 316 and 318, Florida Statutes.

**6C9-5.1006 Violations – Traffic – Parking/Non-Moving – Decal.**

- (1) All vehicles or operators involved in traffic, parking/non-moving, and decal violations may be ticketed by university police officers. The citation shall show the nature of the violation and the name or the number of the issuing officer. The person in whose name the decal is registered will be held responsible for violations; if the violator cannot be identified, then the registered owner will be held responsible.
- (2) All moving violations will warrant a State of Florida uniform traffic citation, which must be referred to the Duval County Courts for payment of fine or appearance in court. No University appeal exists for these State citations as provided by Sections 240.263 (1006.66), 316.650 and 318.14, Florida Statutes.

(3) Examples of TRAFFIC (MOVING) VIOLATIONS that will be ticketed with a State of Florida uniform traffic citation:

- (a) Speeding.
- (b) Reckless driving.
- (c) DUI-Driving Under Influence.
- (d) Failure to yield right-of-way.
- (e) Failure to stop at stop sign or obey other traffic control devices.
- (f) Driving in direction opposite arrows in parking lots or on roadways.
- (g) Going wrong way on one-way street, or parking lot aisles.
- (h) Operating vehicle on grass, paths, or sidewalks without specific permission.
- (i) Making U-turns.
- (j) Operating a vehicle without proper State license tag.

(4) Examples of PARKING (NON-MOVING) VIOLATIONS that will be ticketed with a Non-Moving University Parking/Traffic Infraction Citation:

- (a) Parking in a no parking zone or loading zone.
- (b) Parking on or over line (center or sideline).
- (c) Parking in reserved area.
- (d) Double-parking.
- (e) Parking which blocks traffic or constitutes a hazard.
- (f) Walking, running, jogging, skateboarding, in-line or roller-skating on the paved UNF roadways.
- (g) License violation.

(5) Examples of VEHICLE REGISTRATION DECAL VIOLATIONS that will be ticketed with a Non-Moving University Parking/Traffic Infraction Citation:

- (a) Any registration obtained through falsehood or misrepresentation.
- (b) Failure to attach affixed decal to vehicle or to display hanging decal in vehicle, in accordance with instructions.
- (c) Failure to register vehicle.

**6C-5.1007 Fines, Late Fees, and Other Penalties.**

(1) Fines for parking, decal and other infractions or violations must be paid within ten (10) days of the date of issuance. After ten (10) days, late fees and other penalties, including administrative action and vehicle immobilization may be assessed as described in the University of North Florida Traffic and Parking Regulations, Edition 4, a publication containing university policies

and procedures available upon request from Parking Services, University of North Florida, Building 41, 4567 St. Johns Bluff Road South, Jacksonville, Florida 32224-2648.

(4) Possession, use or distribution of a lost/stolen or forged permit. The fine for possession, use or distribution of a lost, stolen or forged parking permit is equal to the original value of the permit. In addition to the assessment of the fine, parking privileges may be revoked for the remainder of the permit year at the discretion of the University Traffic Authority. Possession, use or distribution activity may also result in criminal prosecution.

(5) The right to appeal the issuance of any citation with the University Traffic Authority is forfeited after ten (10) calendar days from the date the citation is issued.

#### **6C-5.1008 Payment Procedure.**

(1) All persons receiving UNF citations for non-moving violations shall pay such charges in person or by mail to the Cashier's Office, University of North Florida. Such payment shall be made within ten (10) working days from the date of the ticket.

(2) Tickets, which are not satisfied within ten (10) calendar days from the date of issuance, will be collected by the Cashier's Office in accordance with the University accounts receivable collection procedures. The University may, as a result of failure to pay the appropriate fine within ten (10) calendar days or if charges were not dismissed upon appeal, take the following action:

- (a) Withdraw parking and driving privileges on University property.
- (b) Prevent registration as a student.
- (c) Withhold delivery of transcripts or degrees.

(3) Other Penalties:

(a) Permission to operate a vehicle on campus may be revoked for a period of up to twelve (12) months for falsification or misrepresentation of information when applying for driving and parking privileges.

(b) Permission to operate a vehicle on campus may be revoked for a period of up to twelve (12) months for habitually or willfully violating these regulations.

#### **6C9-5.1009 Automobile Towing and Impoundment Policy.**

(1) A vehicle may be towed away and impounded if it:

- (a) Is blocking a trafficway or creating a hazard.
- (b) Belongs to a person whose parking privileges on campus have been revoked by the University.
- (c) Is parked in a designated tow-away zone.



- (d) Is illegally parked in a disabled parking space.
- (e) Is illegally parked in a reserved space.
- (f) Is parked in a fire lane.
- (g) Is apparently abandoned.
- (h) Is involved in a crime or is potential evidence.
- (i) Would be left unattended due to the arrest of the driver.

(2) Any and all charges against the vehicle must be satisfied prior to releasing the vehicle.

Wrecker services removing vehicles from the University are entitled to payment as authorized by applicable Florida Statute and Municipal Ordinance.

(3) Immobilizing Devices – Law enforcement officers of the University are authorized to attach a wheel lock device that is capable of immobilizing a vehicle so that it cannot be moved when two (2) or more parking citations for illegal or unlawful parking have been delinquent for more than ten (10) calendar days and have not been disposed of by payment of fine or cancellation of the citation. University police are also authorized to impound vehicles by a wheel lock device when any vehicle displays a lost, stolen, forged, or altered UNF parking permit. At the time of attachment, a notice will be affixed giving information as to the amount of pending fines, where they can be paid, and the amount of any service charges, which must be satisfied before the wheel lock is removed. A immobilization fee in accordance with University Traffic and Parking Regulations will be charged in addition to other fines.

**6C9-5.1010 Right to Appeal.**

(1) UNF Traffic Citations:

(a) All appeals shall be presented to the Director of Police and Public Safety or designee who may grant the appeal. The University Traffic Authority, appointed by the President, shall hear any unresolved appeals. The Authority shall include the Director of Police and Public Safety, or designee, who shall serve in an advisory capacity only.

(b) Appeals must be initiated within ten (10) calendar days after date of issuance of the citation. Appeals may be filed with University Parking Services or the Department of Police and Public Safety located in Building 41/Room 1012, at any hour of the day or night. The person filing the appeal will receive notice of the date and time of the University Traffic Authority's hearing. It shall be the appellant's responsibility to provide University Parking Services with a current and accurate address at the time the appeal is filed. Failure to do so may result in dismissal of the appeal. If the appeal is so dismissed, the fine is due within ten (10) calendar days of the appeal

hearing date. During the course of the appeal, all penalties and/or administrative actions are withheld pending disposition of the appeal.

(2) Towing or Impoundment Appeals

(a) Persons whose vehicle has been towed may petition in writing to the Director of Police and Public Safety to appear before the Director or designee to present their case as to the propriety of the impoundment and the driver/owner's liability for the towing and storage charges. All claims of impropriety must include a copy of the receipt showing that the claimant has paid all towing and storage charges prior to filing for a hearing.

(b) To obtain a hearing date, the individual must personally appear at University Parking Services or Department of Police and Public Safety within ten (10) calendar days after the release of the vehicle from impoundment. Failure to adhere to the time limit will revoke all privileges for a hearing. The Director of Police and Public Safety or designee shall notify the claimant of the hearing date and time, and the name and telephone number of the designee (if applicable). The claimant will be notified at least ten (10) calendar days prior to the hearing date by the Director or designee. This date will be at least ten (10) calendar days from the date of posting of the request for hearing, which will include Saturdays, Sundays and holidays. At the discretion of the hearing official, this date may be extended but not more than thirty (30) calendar days after the posting of the request for hearing.

(3) The decision of the Director of Police and Public Safety or designee is final and binding on all parties.

**6C9-5.10011 Disposition of Fees and Fines Collected**

Moneys collected from parking assessments and infraction fines shall be used to defray the administrative and operating costs of the traffic and parking program at the University and to provide for additional parking facilities, walkways and roadways on campus in accordance with Section 240.267 / Section 1006.66(7), F.S.

**6C9-5.10012 Construction Contractor Vehicles on UNF Campus**

Contractors and contractor personnel engaged in University construction projects will be provided specific parking instructions. Parking passes will be issued from University Parking Services in accordance with the UNF Contractor Parking Policy, available upon request from Parking Services, University of North Florida, Building 41, 4567 St. Johns Bluff Road South, Jacksonville, Florida 32224-2648. This policy governing the operation of vehicles and the payment of fines shall apply and be enforceable upon the contractor's personnel when so

designated. Any construction vehicle or contract employee who occupies a regular parking space must display a current decal or daily parking permit.