

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 421 _____

Subject: Traffic and Parking Regulations

Date Adopted: 04/80, 4/89 Revised: Passim – most recent 10/22

1. Administrative Policy

In accordance with Ark. Code Ann. §25-17-307, the Board of Trustees of the University of Central Arkansas has established regulations for the operation and parking of motor vehicles on the UCA campus. These regulations apply to all faculty, staff, students, and others utilizing the land and streets owned or controlled by the University of Central Arkansas. The university police department is the jurisdictional law enforcement agency empowered under state statutes to enforce all parking and traffic regulations of the University of Central Arkansas and the State of Arkansas on all campus and university-controlled properties and those streets adjacent to campus properties.

- a. Any appropriately-licensed driver choosing to park an automobile on campus or on other UCA-owned or -controlled properties may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations.
- b. The university reserves the right to restrict the use of an automobile on university property if the owner or driver has abused the privilege of operating a vehicle on campus.
- c. The university assumes no responsibility for a vehicle or its contents.
- d. Any motor vehicle parked on property owned or controlled by the university, including metered parking, and under the control of a faculty member, staff member or student must properly display a valid UCA parking permit.
- e. Failure to pay fines will result in the blocking of pre-registration or the withholding of transcripts or pay and refund checks.
- f. A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues. Overtime parking will be ticketed every two hours.
- g. An illegally parked, but non-ticketed vehicle, is not an indication that the regulation being violated is no longer in effect.

- h. UCA police officers may issue, as deemed appropriate by the issuing officer, a campus citation or district court citation for violations of Arkansas State traffic laws and/or UCA parking and traffic rules and regulations. District court citations cannot be dismissed by the university, and failure to respond to these citations will result in a warrant of arrest issued by the district court.
- i. Occupants of residence halls are requested not to drive to class, the cafeteria, or other campus areas between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.
- j. A traffic ticket or any other communication from a university police officer is an official university notice. Recipients who do not respond to such a communication face disciplinary and/or legal action.
- k. The Arkansas Crime Information Center furnishes the university police department with information on the owners of vehicles not displaying a permit that receive tickets. These tickets are then issued to the faculty/staff member or student whose home address matches those on the listing.
- l. Use of any parking permit acquired through fraudulent, or otherwise improper means, will be considered theft of services from the University of Central Arkansas. Parking permits will be confiscated and parking privileges may be taken away.

2. Traffic and Parking Services Office

The university police department is located at the intersection of W.J. Sowder Street and Marian Ross Avenue. The department's Traffic and Parking Services Office is open for general parking information, citation information, and distribution of parking permits between 8:00 a.m. and 4:00 p.m., Monday through Friday. All registered students and employees may obtain their parking permit at the university police department 24 hours a day. **Temporary parking permits and parking and traffic information can also be obtained at the University Police Communications Center 24 hours a day.** As a service to the university community, the department's lobby and communications center is never closed.

3. Student Parking Permits

- a. Students who park vehicles on campus are required to immediately obtain and display a parking permit. The parking permit is a transferable, repositionable polymer decal registered in the name of the student.
- b. Students should obtain their parking permit at the university police department. A different location may be designated during times of registration and fee payment.
- c. **The decal must be affixed on the inside, lower corner of the windshield on the driver's side with the front side of the permit facing out.** Failure to properly display the decal will result in the issuance of a citation.

- d. All parking permits expire on August 15, every year. Continuing students must obtain a new permit each fall semester.
 - e. Students who forget to bring their parking permit to campus must obtain a temporary parking permit from the university police department prior to parking on university property. Temporary permits are issued free of charge to students and are good for a maximum of seven days from the date of issuance.
4. Faculty and Staff Parking Permits
- a. Faculty and staff who park vehicles on campus are required to immediately purchase and display a parking permit. Student employees are not eligible for staff parking. The parking permit for faculty and staff employees is a transferable, repositionable polymer decal registered in the name of the employee.
 - b. The permit can be transferred to any vehicle the employee parks on the campus. Faculty and staff are limited to two parking permits. Those may be purchased at the full permit cost.
 - c. **The decal must be affixed on the inside, lower corner of the windshield on the driver's side with the front side of the permit facing out.** Failure to properly display the decal will result in the issuance of a citation.
 - d. Employees who forget to bring their parking permit to campus must obtain a one-day temporary parking permit from the university police department prior to parking on university property. One-day permits are issued free of charge for employees who possess a regular parking permit.
 - e. Employees who have lost their parking permit may obtain a replacement permit at a cost of \$15.00. Holders of permits are prohibited from selling or otherwise transferring their permit to another faculty/staff member or student.
 - f. The parking permit must be returned to the university police department upon termination of employment with the university.
 - g. A temporary staff permit is only available to temporary or extra-help employees whose appointments are for a limited period of time. The fee for a one-month temporary staff permit is \$20.00. The fee paid for a monthly temporary permit may be used to off-set the cost of a regular employee parking permit should the employee's appointment be extended.
 - h. Relatives of faculty or staff members are not eligible for a faculty/staff permit and may not park in faculty/staff parking areas unless they are regular employees of UCA. Each parking permit is valid only for use by the person to whom it is issued. Misuse of a faculty/staff parking permit may result in loss of parking privileges for both the faculty/staff member and the violator.
5. Disabled Parking - Student, Faculty or Staff

- a. Disabled parking spaces are provided for the benefit of physically-challenged persons. These spaces are designated by disabled signs and/or appropriate marking. Unauthorized use of disabled parking spaces, including the loading/van access areas marked by striping, may result in fines as well as towing and associated costs.
- b. Physically-challenged persons must obtain a UCA disabled permit and must furnish the university police with proof of issuance of a disabled permit or license plate by the Arkansas Department of Finance and Administration or applicable state of residency. Such proof shall be the "Disabled Person's Access to Parking Application Form" issued by the state with the special plate or placards. Visitors with a state-issued disabled parking placard or plate are authorized to park in these spaces without a UCA permit.
- c. Short-term, temporary disabled parking permits for those without a state-issued placard or plate will be issued only to persons who have obtained and displayed a regular UCA permit. Upon obvious, visible disability, a temporary disabled permit will be issued for a period of three-to-five days. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled parking permit and the length of time it is needed.
- d. Temporary permits for those with a state issued permanent placard or plate are available for no more than seven days.

6. Visitor Parking

- a. Visitors to the campus should obtain a visitor's permit at the university police department prior to parking on campus. These permits will be issued after presentation of a valid driver's license. A visitor who receives a citation for a violation of the UCA parking rules, other than parking in a no-parking area or disabled parking space, may bring or mail the citation to the university police department, and it will be voided. Visitors may not park in no-parking or disabled-parking areas (without a state-issued disabled placard or plate). Violation of no-parking or disabled-parking statutes will result in a district court citation with fines set by the district court. District court citations cannot be dismissed by the university and failure to respond to these citations will result in a warrant of arrest issued by the district court.
- b. Between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday, visitor parking is provided only for persons who are not registered students or employees of the university. Students or employees parking in visitor parking between those hours, whether a student or faculty/staff parking permit is or is not displayed, will be subject to citation. Faculty, staff and students are not allowed to use a visitor's temporary permit. The temporary permit will be confiscated if used by an unauthorized individual. Parking privileges may be taken away from those involved. Faculty, staff and students may park in visitor parking between the hours of 4:30 p.m. and 6:30 a.m. Monday through Friday and all day Saturday and Sunday.

7. Meter Parking

- a. Meter parking is designated for short-term, convenience purposes. Holders of all types of UCA permits, except disabled parking permits, are required to pay when parking in metered spaces.
- b. Time limits and hours of enforcement are posted on each meter.
- c. A UCA parking permit is required in order to park at any metered parking space.
- d. Parking at a broken or non-functioning meter during the hours the meter is enforced is a violation and may result in a citation.

8. Bicycles

Persons riding bicycles must obey all rules of the road established for motor vehicles. Bicycles shall be parked in racks provided on campus. Bicycles parked in access ways, on sidewalks, in areas which may obstruct disabled access or in any other improper location will be subject to citation and impoundment. Impounded bicycles may be claimed at the university police department after all fines are paid.

9. Method of Payment

- a. All parking permits may be obtained at the university police department or at other designated areas during fall, spring and summer registration and fee payment.
- b. Permit fees are payable online anytime or at Student Accounts from 8:00 a.m. until 4:00 p.m., Monday through Friday. Payroll deduction is an available option for permit fee payment for full-time faculty and full-time staff. The annual fee will be deducted in three equal installments beginning with the September paycheck. For employees appointed after the fall semester begins, the parking permit fee will be deducted in installments beginning with the employee's first paycheck after receiving their permit. If an employee terminates employment before the annual fee is collected in full, the remaining balance will be deducted from his/her final paycheck.
- c. Students or employees who have lost their parking permit may obtain a replacement permit at a cost of \$15.00.

10. Permit Fees

- a. Student Permits – The cost for student parking permits is included in the security & access fee assessed for each academic term. Students must obtain their permit from the police department's Parking & Traffic Services Office and display it in their vehicle in order to avoid a citation or impoundment.
- b. Faculty/Staff Permits – The cost for faculty/staff parking permits is \$60.00 per academic year or \$30.00 if purchased after January 1. Part Time/Extra Help monthly faculty/staff permits are available for \$20.00 per month. The cost for monthly permits may be applied

toward the full fee permit. Current employees that have 25 or more years of service at UCA are eligible to receive a Faculty/Staff permit at no cost.

- c. **Motorcycle Permits** – The cost for motorcycle permits for faculty/staff is \$20.00. The cost of motorcycle permits for students is included in the security and access fee.
- d. Permit fees are subject to change without notice.

11. Parking Area Assignments and Hours

- a. **Faculty/Staff Parking** - Areas marked “Yellow Area” with yellow signs, yellow lines, or yellow parking blocks are reserved for faculty and staff vehicles displaying current yellow permits.
- b. **Resident Parking** (on-campus residence halls and UCA-owned or -controlled apartments and houses) - Areas marked “Resident Parking” with green signs, green lines, or green parking blocks are reserved for student vehicles displaying current green UCA permits. Green decals are available only to students residing in campus residence halls or UCA-owned or -controlled apartments and houses. During winter intersession, may intersession, and summer terms, these spaces convert to UCA Permit Parking.
- c. **UCA Permit Parking** - Areas marked “UCA Permit Parking” with white signs, white lines, or white parking blocks are reserved for student or faculty/staff vehicles displaying any current UCA permits.
- d. **Disabled Parking** - Areas marked for disabled access are *always* reserved for vehicles displaying current blue decals.
- e. **Motorcycle Parking** – Motorcycles must park in areas designated as motorcycle parking. Motorcycle parking permits must be placed where they are easily seen.
- f. **Visitor Parking** - Areas marked for visitors are reserved for persons who are not employees or students of the university.

Between 4:30 p.m. and 6:30 a.m., Monday through Friday, visitor areas, faculty/staff areas, and UCA permit parking areas are interchangeable (summer hours are from 2:30 p.m. to 6:30 a.m.). They are interchangeable all day Saturday and Sunday. A current UCA decal must be displayed. Residence hall parking, reserved parking spaces for residence hall directors and physicians, disabled parking spaces, and all other parking spaces or parking lots as posted are not interchangeable and are enforced 24 hours a day, seven days a week. During winter intersession, may intersession, and summer terms, Resident Parking converts to UCA Permit Parking.

12. Driving Regulations

- a. All traffic and motor vehicle laws of the State of Arkansas are applicable on UCA property and will be enforced by university police officers.
- b. The campus speed limit is 15 miles per hour, except where or when conditions indicate a slower speed is necessary.
- c. One-way-street driving regulations are to be observed at all times by all vehicles.
- d. All STOP signs, YIELD RIGHT-OF-WAY signs, and all other regulatory or directional signs are to be observed.
- e. Pedestrians in crosswalks shall have the right-of-way.
- f. It is a violation of traffic regulations to avoid a speed bump.
- g. It is the driver's responsibility to safely operate his or her vehicle. Anyone who operates a vehicle on university property while under the influence of alcohol, narcotic drugs, or opiates will be subject to arrest.
- h. Failure to yield to a university police vehicle signaling a driver to pull over and stop (via the use of blue lights and/or siren), failure to comply with a university police officer's direction, or failure to cooperate with a university police officer while the officer is performing his official duties, will subject the violator to arrest under applicable state statutes.

13. Parking Regulations

- a. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines. Other improperly parked vehicles in the area shall not constitute an excuse for parking with any part of the vehicle over the line. Severe weather is not a valid reason for violation of parking regulations. If a vehicle experiences mechanical failure, it is the owner's/driver's responsibility to have the vehicle removed as soon as available services permit. Parking lots may not be used for vehicle storage.
- b. All parking spaces are defined by painted lines or parking blocks. Vehicles must be parked within the painted lines or in front of a properly spaced parking block.
- c. Where parallel parking is required, vehicles must be parked with the right wheels to the curb.
- d. No parking is allowed next to red curbs, red parking blocks or in red or candy-striped areas. These areas are reserved for emergency vehicle access, fire code regulations compliance and/or pedestrian/traffic safety. Exceptions are made for emergency vehicles, university-owned vehicles on official business, marked contractors/vendor vehicles working in university facilities or those specifically authorized by a member of the UCA Police Department. If the contractor/vendor vehicle is not marked with a

company name and phone number, a valid UCA permit will need to be obtained from the UCA Police Department.

- e. No parking is allowed on the grass, sidewalks, or in driveways or loading zones.
- f. Double parking is a violation at all times.
- g. If a vehicle is parked in violation, attended or unattended, the driver may be issued a citation.
- h. Vehicles licensed by the federal, state, county, or city government are exempt from permit requirements, but subject to compliance with other traffic and parking regulations. Police vehicles are exempt from certain traffic and parking regulations as provided in state statutes.

14. Personal Responsibility for Vehicles

- a. The person to whom a UCA parking permit is assigned is responsible for all violations by that permit. If a permitted vehicle is loaned to another driver, its proper operations remain the permit holder's responsibility.
- b. If a vehicle without a permit is driven on campus by a permit holder, a temporary permit must be obtained from the university police department. Temporary parking permits are available 24 hours a day, seven days a week. Motorcycle permit holders are not eligible for temporary permits.
- c. Parking facilities may not be used until a current UCA parking permit is properly displayed on the windshield or rearview mirror of the vehicle.

15. Towing and Impoundment of Vehicles

- a. UCA reserves the right to tow and impound from its property any parked vehicle that does not display a current parking permit, is improperly parked in a space reserved for the disabled, is parked in a restricted zone, or has unpaid parking tickets. Vehicles will be towed if parked in such a way as to constitute a traffic or pedestrian hazard or impede the access of service or emergency vehicles. Violations which could also result in towing and possible impoundment include, but are not limited to, parking in reserved parking spaces, parking in painted candy-striped or red areas, parking in driveways, or double parking on the street or in parking lots.
- b. UCA reserves the right to tow and impound from its property any vehicle in violation of its traffic and parking regulations until all towing fees and UCA traffic/parking violation charges have been paid.

16. Appeals Process

- a. A traffic citation may be appealed within seven days of its issuance if the recipient believes it was issued contrary to campus traffic regulations or in error. Forms for

appeals may be obtained from the university police department. An appeal may not be granted after a ticket has been paid.

- b. Administrative determinations by the University of Central Arkansas may be appealed to the Conway District Court in accordance with A.C.A. 25-17-307.
- c. The citation appeals board is made up of one representative from Student Government Association, Staff Senate, and Faculty Senate. A police department representative will operate as a non-voting member.

17. Fines for Violations:

- a. Failure to pay traffic and parking fines may result in the blocking of pre-registration, or the withholding of pay and refund checks. Additional fees may be imposed by UCA Student Accounts.
- b. All fines are payable online anytime or at Student Accounts from 8:00 a.m. until 4:00 p.m., Monday through Friday.
- c. The chief of staff and chief of police will establish fines/fees with approval by the president.