

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 421 \_\_\_\_\_

Subject: Traffic and Parking Regulations

Date Adopted: 04/80, 4/89 Revised: Passim – most recent 10/23

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1. Administrative Policy

In accordance with Ark. Code Ann. §25-17-307, the Board of Trustees of the University of Central Arkansas adopts regulations for the operation and parking of motor vehicles on the UCA campus and delegates to the Chief of Staff and the UCA Chief of Police the ability to recommend additional regulations for adoption by the UCA President. 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. Additional fees may be imposed by UCA Student Accounts.
- f. 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.

- g. 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.
- h. Persons riding bicycles must obey all rules of the road established for motor vehicles.

## 2. Permit Fees

- a. Student Permits – The cost for student parking permits is included in the security and access fee assessed for each academic term. Students must obtain their permit from the police department’s Parking and 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. Employees who have lost their parking permit may obtain a replacement permit at a cost of \$15.00.
- 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. Replacement Permits – The cost to replace a lost parking permit for students/faculty/staff is \$15.00.
- e. Temporary/Part-Time Faculty/Staff – The fee for a one-month temporary staff permit is \$20.00 and is only available to temporary or extra help employees. 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.
- f. Holders of permits are prohibited from selling or otherwise transferring their permit to another faculty/staff member or student.

## 3. 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.

#### 4. 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-stripped 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.

#### 5. 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.

#### 6. Fines for Violations:

- a. The chief of staff and chief of police will establish fines amounts with approval by the president.