



Department of Parking Services

The Department of Parking Services is a division of Public Safety at the University of San Diego and is located in the University Center, Room 102. You may contact our department by stopping in the office between 8am and 5pm Monday-Friday or by calling 619-260-4518. We are closed for all major holidays and for school holidays. We are located online at www.sandiego.edu/parking/. In case of emergency please contact Public Safety at 619-260-2222 (emergency) or 619-260-7777 (non-emergency).

Purpose

This manual contains the parking rules and regulations in effect at the University of San Diego. It is the responsibility of each individual operating a vehicle on campus to know, understand and comply with the rules and regulations contained in this manual. Lack of an available parking space, amount of time spent looking for a parking space or lack of knowledge concerning parking rules and regulations are not valid reasons for violating parking regulations.

This manual supersedes and replaces all previously issued Parking Service's manuals, rules and regulations governing topics covered by this document. USD may change, delete, suspend and/or discontinue any provisions in this manual at any time in its sole and complete discretion.

General Provisions

Parking Permits

All vehicles parked on campus must properly display a valid USD parking permit and be located in the area appropriate to the permit issued.

California Vehicle Code

Unless otherwise provided for by these rules and regulations, all provisions of the California Vehicle Code relating to traffic upon the highways shall be applicable on USD property. This includes but is not limited to posted speed limits, traffic signs, and other traffic control devices. Covered vehicles include but are not limited to automobiles, trucks, motorcycles, motor-scooters, electric carts, bicycles and mopeds.

Persons entering USD consent and are subject to enforcement action by officials of the University for violation of any USD regulation, Division 11 of the CVC (Rules of the Road), or any other applicable state law or local ordinance. Parking on campus is at your own risk. USD is not responsible for personal injuries, losses, or damages. Permits are the property of USD and may be revoked at any time. All replacement permits are subject to a fee.



Enforcement

The rules and regulations contained in this manual may be enforced by any Parking Services employee, any Public Safety Officer, and/or any other authorized USD official. Penalties for violation of parking or traffic rules or regulations include but are not limited to fines, vehicle relocation, towing or impounding of a vehicle, loss of vehicle privileges, loss of parking privileges, and/or ineligibility to be issued future parking permits on campus. In some instances, violation of parking or traffic rules or regulations may result in disciplinary action for employees, students and visitors. Fines will be assessed in accordance with the penalty schedule published and enforced at the time of the violation. Fines imposed for a violation of these rules and regulations are the responsibility of the individual whose permit is displayed.

Loss, Damage or Theft

Vehicle owners are solely responsible for loss, damages and/or theft to their vehicles and/or their contents while the vehicles are on USD property. USD assumes no responsibility for the damage to and/or theft of any vehicle or its contents while the vehicle is parked or moving on campus. USD is not responsible for damage that may occur when a vehicle is impounded relocated, or when a Public Safety Officer or other employee is assisting in a help-related service. Speed bumps are located at various locations throughout campus and are designed to be driven over at speeds less than five mph. USD is not responsible for damage incurred as a result of driving over speed bumps.

Impound and Relocation of Vehicles

USD reserves the right to either relocate vehicles or have them impounded through an off-campus agency. Relocation may take place when a vehicle is parked in a reserved space, reserved area, or deemed to be obstructing traffic, parking, building access, or any other space which relocation is deemed necessary by the department. Vehicles are subject to impound pursuant to California Vehicle Code Section 22658 when: the vehicle has been issued a notice of parking violation, and 96 hours have elapsed since the issuance of that notice. Vehicles that are relocated will be relocated to another area on campus and may be retrieved by the registered owner. A \$70 relocation fee will be added to the citation. Vehicles that are impounded will be removed from campus by an outside agency and may be picked up by the registered owner only after paying an impound fee. During the course of relocation or impound, it may be necessary for an authorized employee of USD or the towing company to access the vehicle. USD assumes no responsibility for damage to a vehicle as a result of being impounded or relocated.

**Vehicles having 5 or more unresolved citations may be impounded in accordance with CVC regulations, resulting in additional fees.

Parking Privileges

Parking your vehicle on USD property is a privilege, not a right. USD reserves the right to revoke parking privileges at any time. Vehicles located on campus that are found to



belong to individuals whose parking privileges have been revoked will be removed immediately at the owner's expense.

California's Hands-Free Cell Phone Law

Effective July 1, 2008

Effective July 1, 2008, California law prohibits drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device. Drivers who violate the law will face fines and penalties.

The law provides for several narrow exceptions. For example, a driver may use a wireless telephone for emergency purposes, such as to make an emergency call to a law enforcement agency, a health care provider, the fire department or another emergency services agency. The law also permits drivers of commercial motor trucks to use "push-to-talk" phones until July 1, 2011.

Please note that individuals under the age of 18 may not use any wireless telephone or other mobile device while driving a motor vehicle, even if the device has a hands-free feature. The law recognizes an exception in emergency situations to call police, fire or medical authorities.

The University of San Diego requires all members of the University community to comply with all applicable laws while driving University vehicles or while driving any other motor vehicles in connection with University-related activities or business.

For more information about the new law, you may contact the California Department of Motor Vehicles at <http://www.dmv.ca.gov/cellularphonelaws/index.htm>.

Visitor Parking

Visitors to the campus are required to display a valid visitor permit for each day that they are parked on campus. Guest permits may be obtained at the kiosks at both entrances to campus or by coming into Parking Services, located in the University Center room 102. Guest permits are only valid in the West Structure and levels 3 – 5 of the Main Structure. Please refrain from parking on the main campus in white or yellow-lined spaces or in reserved spaces until after 7:00pm. Residential zones are designated with signage and are reserved 24/7 for residents displaying a specific permit for each residential zone. Guests and visitors should utilize the Main and West parking areas for all daytime parking needs. Employees and students may not obtain a visitor parking permit at any time and doing so will result in a parking citation.

Currently there are several areas outside of the Main and West structure that allow visitors to park with a current guest permit.

- 1 hour visitor parking in the Alcalá Vista residential area (near Sports Center and pool)



- Pay and Display spaces behind the Hahn University Center
 - Space needs to be paid for regardless of permit displayed
 - Visitor parking at the Alcalá West parking area by the West Parking Structure
 - Loading zones throughout campus
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- Non-reserved, non-residential, white-lined spaces after 7:00pm on main campus

Alumni Visitors

Graduates of USD may obtain a USD alumni card from the Alumni Relations Office which will allow them to receive free daily visitor parking permits at a maximum of one permit per week. If you will be on campus more than once a week, you must purchase a permit. Please contact the Parking Service's office for current rate.

Vendor/Service Vehicle Parking

The following information pertains to outside vendors who service the campus. This information does not refer to University owned vehicles or personal vehicles of USD affiliates. Currently employees and students are not eligible for a vendor pass at anytime.

To receive a vendor permit, vendors must show valid a business card to the manager of Parking Services and have a need to load/unload or access equipment from their vehicle. Additional information may be required.

Vendor permits are valid in stalls marked for service vehicles and loading/unloading areas. Vendor permits are NOT valid in handicap, resident, tow-away or metered spaces. Vehicles parked in any marked loading zone must comply with the posted time limit. All vehicles must be parked in a designated parking stall at all times. Vendor parking spaces are available near buildings and loading docks for short-term loading and unloading of materials, and in Mission and West Parking Structures for longer-term service vehicle parking. Vehicles parked in tow-away space must load and then move their vehicle immediately.

Special Event Parking

Parking arrangements/notifications must be made through the Parking Service's office as soon as the events are scheduled. Parking Services must be notified 30 days in advance to manage parking for large events. Parking Services will charge a fee for the request of Public Safety officer presence during special events and/or additional security. This request must be made 30 days in advance. Upon receipt of the department's budget code, Parking Services will invoice the department for the request for that event.

Parking Permits (general)

Responsibility



All citations issued to any vehicle displaying a USD-issued permit will be the responsibility of the permit holder, even if the vehicle is owned by another party.

Availability

Parking permits are available for purchase by commuter students, resident students, faculty, administrators, staff and seminarians online. Permits are sold annually and may be purchased at <http://www.sandiego.edu/parking>. Permits are valid from September 1st through August 31st each academic year. All parking permits must be purchased from Parking Services only. Permits may not be exchanged or resold unless authorized by Parking Services.

If you are a visitor needing extended parking you must purchase a permit at the Parking Office located in Room 102 of the Hahn University Center. We are open Monday through Friday, 8:00am – 5:00pm.

Permit Display

All vehicles parked on USD property must display a valid and current USD-issued parking permit at all times. Failure to display a valid USD parking permit will be considered a violation of these rules and may result in a citation.

Permits must be clearly displayed at all times on all vehicles parked on the USD Campus. Permits must be displayed either on the windshield or on the dashboard, such that the entire permit number, expiration dates and barcodes are clearly and entirely visible from the outside of the vehicle. Permits may not be hidden by tint or other obstructions.

**With the presence of a vehicle cover it is the vehicle owner's responsibility to ensure that the permit is visible.

Altered, Counterfeit, Stolen and Duplicate Permits

It is against these rules to create duplicates of valid permits, to create counterfeit permits, or to alter valid permits in any manner. It is also against these rules to steal or be in possession of a stolen permit. A fine will be applied to the person's account, along with a Student Code of Conduct report will be forwarded to Student Affairs for disciplinary action, or a report will be forwarded to Human Resources for further disciplinary action.

Lost/Stolen Permits

The cost of replacing a USD parking permit will be \$50 except where the permit needs to be replaced because the vehicle was stolen or there is physical evidence of forcible entry. In those instances, the parking permit will be replaced at a cost of \$15, provided a report was filed with the San Diego Police Department or other applicable police agency and reviewed by the USD Department of Public Safety.

Permit Returns



All permit returns must be done at the Parking Services Office in the University Center, Room 102. The last day to return a student permit is the last day of regularly scheduled classes, before final exams. Refunds will be based on a prorated amount.

Parking Permits (types)

Commuter Student

Commuter permits are available only to commuter students. Resident students, including UTA and PTA residents, may not purchase commuter permits. Commuter permits may be purchased for the entire school year, or on a semester basis. Availability depends on maximum number of units registered. Part-time semester permits are available to undergraduate and JD commuter students who are registered for less than 12 units, as well as graduate and LLM commuter students who are registered for less than 9 units. Part-time status must be verified with Office of the Registrar.

Parking for commuters is restricted to the following areas:

- White-lined, non-reserved, non-residential spaces on the main campus (with except where pay and display permits are required). These spaces are open to all employee's, students, and visitors. Pay and Display areas must be paid, even if accompanied by a USD parking permit.
- West Parking Structure and the Mission Parking Structure, levels 3 through 5.
- Carpool spaces from 7:00 am - 10:00 am, Monday through Friday. A valid carpool permit must be clearly displayed with a valid USD parking permit between these times.
- The Kroc Institute for Peace and Justice parking garage. **You may not park in the area reserved for Camino/Founders residents.** This area is indicated by signs and a red demarcation line.
- From 5:00 pm to 6:00 am, Monday through Friday, and all day Saturday and Sunday, you may park in yellow-lined Faculty/Staff spaces and reserved spaces (except those marked: Reserved 24 hours, 7 days per week)

Resident Student

Resident permits are divided into several categories.

Alcalá Vista: Alcalá Vista permits are available only to residents of the Alcalá Vista housing area. Parking is restricted to the lots surrounding the housing areas and the West parking structure and lot. After 7:00pm Monday through Friday and all day Saturday and Sunday, Vista residents may park on main campus and in employee spaces not marked reserved 24/7.

Manchester Village Apartments: Manchester Village permits are available only to residents of the Manchester Village Apartment complex. Parking is restricted to the



white-lined, non-reserved spaces surrounding the complexes and in the two parking garages. Residents may also park in the West parking structure and lot. After 7:00pm Monday through Friday and all day Saturday and Sunday, Manchester residents may park on main campus and in employee spaces not marked reserved 24/7.

University Terrace Apartments/Presidio Terrace Apartments: Residents of the UTAs and PTAs must display, both, a valid Resident Housing permit accompanied with a UTA or PTA sticker obtained from Resident Housing. These stickers are offered in a raffle drawing held the first week of school by the Resident Assistant or Community Director of each area. Please contact your RA or CD for dates and availability. A valid Resident Housing permit will still need to be purchased if a sticker is won. Residents of these areas may park in the surrounding white-lined parking stalls of the respective area along with the West Structure and lot. After 7:00pm Monday through Friday and all day Saturday and Sunday, residents may park on main campus and in employee spaces not marked reserved 24/7.

***UTA residents may purchase a discounted permit that will allow them to park in the West parking structure and lot anytime. Permit holders may park in non-reserved, non-residential spaces after 7:00pm except for spaces marked reserved 24/7. Pay and Display stalls must still be purchased during posted times. Please note this permit will not allow UTA residents to park in the UTA parking lot at anytime. This permit is sold in the Parking Services' office located in the University Center, Room 102. Please check for pricing.

Camino/Founders Hall: Camino/Founder permits are available only to Camino/Founders residents. Parking is restricted to the white-lined spaces in the designated area for Camino/Founders residents in the Kroc Institute for Peace and Justice parking garage. The Camino/Founders permit parking area is designated by signs and a red demarcation line. If this area is full, the permit holder must park in the West parking structure or lot. After 7:00pm Monday through Friday and all day Saturday and Sunday, residents may park on main campus and in employee spaces not marked reserved 24/7.

Maher Hall, Mission Housing, San Antonio de Padua, and San Buenaventura (Valley Residents): These residents will be issued a Resident Housing permit. The first and second levels in the Mission/Main Structure are designated for exclusive use by these resident students. Please know the designated areas before parking your vehicle.



In addition, residents living in these areas may also park in any non-reserved space in the Valley and West parking structure or Lot. After 7:00pm Monday through Friday and all day Saturday and Sunday, residents may park on main campus and in employee spaces not marked reserved 24/7.

******All Residents must still purchase a Pay and Display permit if parking in a Pay and Display area during posted times.***

Faculty/Staff

Faculty/Staff permits are available for purchase by all full-time, part-time, and casual/contract employees of USD only. Faculty/Staff permits may be purchased for the entire year or for a semester depending on classification through Human Resources. Only benefit based employees can purchase a parking permit through payroll deduction.

Part-time, semester permits, are available to non-benefit based employees. Resident and Commuter students are not eligible for this permit.

Any employee with a USD ID number is eligible to purchase an employee permit through the Parking Services' website, www.sandiego.edu/parking.

Parking for Faculty/Staff is restricted to the following areas:

- All yellow-lined, non-reserved spaces throughout campus.
- All white-lined, non-residential, non-reserved spaces.
 - These include spaces in the Mission and West parking structures as well as the Kroc Institute for Peace and Justice Garage.
- Alcalá Vista North lot
 - Faculty/Staff may only park in the yellow-lined, non-reserved spaces in the lots.
- Kroc Institute for Peace and Justice
 - Only park in the yellow-lined, non-numbered, non-reserved spaces and the white-lined spaces that are not marked for Camino/Founders residents. There are signs indicating which area is reserved for Camino/Founders residents.
- Mother Rosalie Hill Hall
 - All non-reserved, white or yellow-lined spaces.

Reserved

Reserved permits are available for purchase by full-time faculty and staff on an annual basis. Purchase of a reserved permit provides the buyer with a numbered reserved

space Monday through Friday 6:00 am- 5:00 pm. Reserved permit holders will also be issued an alternate permit which allows others to park in their space when they are not



using it. Reserved permit holders may not park in any parking space other than their own. If a vehicle is illegally occupying your reserve space, space owners may park in the closest loading/unloading or tow-away space to your reserve stall. Make sure your reserve permit is clearly displayed and you contact Parking Services immediately.

St. Francis Seminary

These permits are available free of charge to employees of the St. Francis Seminary as well as seminarians. Parking is restricted to the St. Francis Seminary parking area assigned by the seminary. Parking is also available in the Mission Parking Structure. From 7:00 pm-6:00 am, Monday through Friday, and all day Saturday and Sunday, permit holders may park on the main campus in any space that is not reserved 24/7 or that is residential.

Motorcycle

Motorcycle permits are required for all motorcycles, mopeds and scooters parking on campus. Parking for motorcycles, mopeds and scooters is restricted to parking spaces designated for motorcycle parking unless the permit holder has purchased a reserved space, which then, the motorcycle can occupy the reserve space only if the automobile is not on campus.

Carpool

Carpool permits are received daily from the Main and West Kiosk. Carpool permits must be stamped with the current date and displayed with a valid USD parking permit. Carpool permits are only eligible with commuter or faculty/Staff parking permits. Resident permits, Fringe permits and guest/visitor permits are not allowed to park in the carpool area until after 7:00pm. Please reference *Carpool Space* section below for additional information.

Employee Resident Housing Permit

Residential Life and Parking Services will issue the resident permit to those individuals working and living on campus. These permits will be only issued to those resident / employees working and living on campus. Not all employees living on campus will qualify for this permit.

Contract Employee Permit (no USD ID #)

Non-employee permits must be paid by the individual or the host department(s). The fee will be based on the pro-ration of the annual Faculty/Staff parking permit rate. The fee shall be based on a weekly/monthly, semester and/or annual period:

\$255= Annual

\$127.50= Semester

\$255 / 12= \$22 a month



\$22/4= \$5.50 a week

If a contract worker is on campus for the duration of a semester, but is only here part-time, the person or department will be only charged the Part time permit rate of \$63.75. Proof of hours or contract is required to receive the part-time rate. Department transfers are made to Parking Services prior to arriving to campus. Requests for these permits should be made with Parking Services at least 30 days prior to the event(s).

Group Permits

Permits should be arranged a minimum of 30 days in advance of the groups arrival. Summer Camp Groups (SUCCO) and all other visiting groups please contact Parking Services for the current rates.

Parking Permits (prices)

The prices listed below are valid for the current 2010-2011 academic year. Permit prices are subject to change.

Commuter Students

Commuter Students Full-Time Annual	_____	\$280.00
Commuter Students Full-Time Fall	_____	\$140.00
Commuter Students Full-Time Spring	_____	\$140.00
Commuter Students Part-Time* Fall	_____	\$70.00
Commuter Students Part-Time* Spring	_____	\$70.00

*To be eligible for part-time status, students must be registered for less than 12 units for undergraduates and JD, less than 9 units for graduate and LLM students. Part-time status must be verified with Office of the Registrar. You must bring your class registration slip in order to purchase a part time permit.

Resident Students

Resident Annual	_____	\$290.00
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- Alcalá Vista Apartments
- University Terrace Apartments
- Presidio Terrace Apartments
- Camino Hall / Founders Hall
- Maher Hall
- Mission Housing- Phase A and Phase B
- Manchester Village Apartments



Faculty/Staff/Administration

Faculty/Staff/Administration Full-Time Annual _____ \$255.50

Faculty/Staff/Administration Full-Time Fall _____ \$127.50

Faculty/Staff/Administration Full-Time Spring _____ \$127.50

Faculty/Staff/Administration Part-Time* Fall _____ \$63.75

Faculty/Staff/Administration Part-Time* Spring _____ \$63.75

Faculty/Staff/Administration Reserved (6:00am-5:00pm) _____ \$660.00

***Only non-benefit based employees are eligible to purchase a part-time permit. Part-time status must be verified with Human Resources.

Fringe

Faculty/Staff/Administration & Commuter Annual _____ \$125.00

Fringe annual permit will be sold on first come first serve basis to faculty/staff/administrator and commuters only. Residents are not eligible for this parking permit. Fringe permit holders must park in levels B1- B3 of the West parking structure 6:00am through 7:00pm, Monday through Friday.

Motorcycle/Scooter/Moped

Motorcycle/Scooter/Moped (Annual) _____ \$45.00

Parking Regulations

Responsibility

The responsibility for finding a legal and authorized parking space rests with the motor vehicle operator. Lack of a space is not a valid reason for violating these rules and regulations.

General

- Parking regulations are enforced 24 hours a day, 7 days a week including summer, intersession, student breaks, holidays, finals, dead-days and move-in/move out days. You must always park in your assigned area.
- Parking is permitted only in spaces marked for parking.
 - You may never create your own parking area/space



- Vehicles may not occupy more than one parking space. No part of the vehicle may exceed past the lines of the marked space (utmost point of the vehicle regardless if it is the tire, bumper etc.)
 - Drivers of oversized vehicles should contact the Parking Services office for information.
- Parking is **NOT** permitted:
 - In USD vehicle only spaces/tow-away spaces
 - Without a properly displayed valid USD parking permit (see Permit Display section)
 - By fire hydrants or in fire-lanes.
 - In disabled, reserved, or other special areas without the appropriate permit.
 - In 15 minute, 30 minute, or other time-restricted spaces for longer than the allotted time. All loading/unloading spaces are 15 minutes unless otherwise marked.
 - At any curb painted red or area posted "No Parking." Vehicles left unattended by the driver are subject to cite/tow.
 - In pedestrian crosswalks, driveways, landscaped or dirt areas, on sidewalks or in any manner that impedes pedestrian or vehicle traffic flow.
 - By USD students and employees on St. Francis Seminary property. This parking area is reserved for St. Francis Seminary employees and seminarians only.
 - Within 3 feet of a sidewalk curb cut for handicap access.
 - During restricted times listed at area/space
- Motorcycles, scooters and mopeds must park in designated motorcycle parking areas only. Please contact Parking Services for a list of motorcycle approved parking areas.
- Bicycles must park in bicycle racks or facilities provided for bike storage only. Bicycles may not be chained to University property not designed for bicycle storage and may be removed through the cutting or removal of any chain/lock. Please contact Public Safety to inquire if your bicycle was removed.
- Vehicles (including motor homes or campers) cannot be used as living units while parked on USD property. Please see contact Parking Services for acceptable parking areas if your vehicle is considered oversized.
- Campus parking spaces are not to be used as private storage areas for vehicles, boats, trailers, etc.
- Any vehicle parked or driven inside any building, plaza, quad or area not approved by Parking Services will be cited and removed at owner's expense.

Parking Spaces and Areas

Parking is only permitted in spaces marked for parking. This section describes the different types of parking spaces on campus. Spaces are differentiated by the color of



the lines used to mark the borders of the space and by area. Some spaces also include specific guidelines painted in them. Different areas on campus are also reserved for different types of permits. It is the vehicle operator's responsibility to know these rules and regulations and read all posted signage and understand regulations while parked on campus.

White-lined Spaces: Reserved for commuter students and employees with a valid USD permit. Please be aware of all posted signage and restricted areas.

Yellow-lined Spaces: Reserved for employees unless otherwise noted. Tow-away spaces are also identified by yellow and may not be parked in by any vehicle not authorized by USD Parking Services.

Numbered-Reserved: Individually assigned and numbered spaces are reserved Monday through Friday 6:00 am – 5:00 pm. These spaces are indicated by yellow and/or red-lines and the word RESERVED in the lower portion of the space. Some of these spaces are reserved 24 hours a day 7 days a week, as indicated on the space. Unauthorized/unidentified vehicles will be cited and are subject to tow at the owner's expense.

Temporary-Reserved: Reserved for a time period for specific individuals or groups, these spaces are indicated by cones or barricades. Unauthorized vehicles are subject to cite and tow.

Tow-Away/USD Vehicle Only: Reserved for official USD vehicles. Unauthorized vehicles are subject to cite/tow.

Visitor/Timed /Loading/Unloading: May only be parked for the amount of time indicated on the space. If unmarked, spaces are 15 minutes.

Disabled Spaces/Access Corridors: Disabled spaces and access corridors are reserved for vehicles displaying a valid disabled placard/license plate issued by any official agency from one of the 50 United States. Temporary disabled placards are also issued through USD Parking Services and are available to individuals who present a verifiable note from a medical doctor specifically requesting special parking needs. A specific date range must be included in order for issuance. Adjacent to disabled parking stalls are access corridors which are reserved for disabled persons allowing better ability to enter/exit vehicles. Any vehicle illegally occupying or blocking access to either a disabled space or disabled access corridor may be cited/towed.

All vehicles displaying disabled placards must also display valid USD parking permits when on University property. Any vehicle displaying a valid disabled placard and any



valid USD permit may park in white-lined, yellow-lined, USD vehicle space or time-restricted space without being cited. A vehicle displaying a disabled placard/license plate is not permitted to park in any RESERVED space from 6:00am-5:00pm, Monday through Friday or during the time indicated on the sign or in the space. In addition, vehicles displaying a valid USD permit and current disabled placard/license plate are never permitted to create their own parking space or park along a red curb or fire-lane.

In compliance with CVC 22511.56, official personnel of Parking Services and the Department of Public Safety are permitted to confiscate the misuse of disabled placards/license plates. Contact Parking Services immediately if you believe your placard may have been confiscated. For more information, please visit http://dmv.ca.gov/pubs/vctop/d11/vc22511_56.htm.

Fire-Lane/Red Curb: Vehicles are not permitted to park, load, unload, or in any way block a fire-lane or red curb for any amount of time. Vehicles in violation are subject to cite /tow.

Motorcycle Space/Area: Only motorcycles, mopeds, and scooters may park in spaces/areas specifically identified. All other vehicles may be cited and towed. Motorcycles, mopeds and scooters may never park outside of these assigned areas.

Carpool Spaces: Carpool spaces are reserved from 7:00 am - 10:00 am, Monday through Friday, and are for vehicles displaying both a valid carpool permit and a valid USD permit. Carpool permits are issued on a daily basis and may be obtained from the kiosk staff at either the Main or West entrance of the campus. Carpool permits are available to vehicles that contain one driver and at least one passenger of legal driving age. Carpool spaces are indicated by white-lines and a sign marking it as a carpool space. After 10:00am and before 7:00am, Monday through Friday, and all day Saturday and Sunday, carpool spaces are available to any vehicle displaying a valid USD permit and is subject to the same rules governing a white-lined space at that time. Carpool permits are not available to Visitors, Fringe or Resident permit holders. Carpool spaces are located in the Olin Hall Lot, the Institute for Peace and Justice parking garage, Hughes Center East lot, the Mission parking structure, and Law School lot. The Main entrance only provides daily carpool permits to the Main/Mission structure, Law School lot and the Hughes East parking lot. The West entrance only provides carpool permits to the KIPJ garage and Olin Hall lot.

Pay and Display

Currently 12 Pay and Display spaces are located behind the University Center (UC North, near One Stop Center) parking lot. Pay and Display spaces are in operation Monday through Friday, 7:00am-8:00pm, with a maximum of 2 hours. Pay and Display spaces are free on the weekend and from 8:00pm- 7:00am. All students (including residents),



employees and visitors (including those displaying a valid USD parking permit) must pay during the posted times. Violations of unpaid parking spaces will be cited and possibly towed at the vehicle owner’s expense.

Parking Citations

The following is a list of all violations and the fines associated with them. The fine amounts are currently in effect for the 2011-2012 academic year, but are subject to change by USD at any time in its sole discretion.

Parked Against Traffic.....	..\$50.00
Carpool Space/No Carpool Permit.....	..\$50.00
Within 15ft. of Fire Hydrant.....	..\$100.00*
Altered Permit.....	..\$400.00
Barricaded Area/ Reserved Special Event Area.....	..\$100.00*
Obstructing Building Access.....	..\$100.00*
Blocking Vehicle(s).....	..\$50.00*
Parked in/Blocking Crosswalk.....	..\$100.00*
Double Parked.....	..\$50.00*
Creating a Fire Hazard.....	..\$150.00*
Parked in Fire Lane.....	..\$100.00*
Disabled Space/Access Corridor.....	..\$350.00*
Exceeding Time Limit.....	..\$50.00
Parked in Motorcycle Space.....	..\$50.00*
Expired Permit/No Valid Permit Displayed.....	..\$50.00
Obstructing Traffic.....	..\$100.00*



Undesignated Area/Not in a Marked Stall.....	\$100.00*
Motorcycle Out of Motorcycle Area.....	\$50.00
Parked Along Red Curb.....	\$100.00*
Outside of Assigned Area.....	\$50.00
Over 18" From the Curb.....	\$50.00
No Information on Permit.....	\$50.00
Improper Display of Permit.....	\$25.00
Stolen Permit.....	\$400.00
Fraudulent Use of a Citation.....	\$100.00
Nuisance Vehicle Alarm.....	\$50.00
Reserved Space.....	\$100.00*
Counterfeit Permit.....	\$400.00
3ft of a Disabled Ramp.....	\$100.00*
USD Vehicle Space.....	\$100.00*
Parked on Landscape.....	\$150.00*
Parked on Sidewalk.....	\$150.00*
Expired Parking Meter.....	\$50.00

(*) in addition to these violations, the vehicle may be relocated/towed at owner's expense.

Receipt of more than two (2) citations for the same violation will result in increased base fines for each subsequent violation. The increased base fines will be applied to any citation issued on or after September 1, 2010, even if the initial two citations occurred prior to September 1, 2010. In addition, continued parking violations may result in the confiscation of the parking permit and the revocation of some or all parking privileges on campus. Parking Services may permit a driver to park only in the West Structure level B3 for the duration of the driver's enrollment at USD. When such permission is granted, if



the vehicle is parked on campus in a location other than the West Structure level B3, the vehicle will be impounded and all parking and driving privileges on campus will be revoked. For information regarding multiple citations for the same violation, including the base fine schedule for multiple violations of particular parking rules, please contact a Parking Services supervisor or manager.

If a vehicle is found to be in violation of any of these rules and regulations it will be cited for the amount listed above. A citation will be placed on the window of the vehicle. The permit holder will have fourteen (14) calendar days from time of issuance to either pay or appeal the citation. Failure to pay or appeal the citation within 14 days will result in the doubling of all fines and the loss of right to appeal the citation. Initial

fine amount is subject to change depending on the current amount of violations for that violation at the time of the most recent citation.

Citation Payment

There are several ways to pay a citation.

Online: A citation may be paid online with credit card if the fine is within 14 days of issuance at www.sandiego.edu/parking. If you are a student and the fine has doubled, you must make a payment to your student account online through the my.sandiego.edu portal, under the One Stop tab or by visiting the One Stop Center office in person. Employees and visitors may pay online for citations older than 14 days with credit card. Please contact the Parking Services office if you experience any difficulties at 619-260-4518.

In Person: Anyone, regardless of USD affiliation, can pay for a citation in person with check or cash at the Cashier's office, located in the Hughes Administration center, room 211. Please be sure to include any late fines along with the base fine. Students with a valid student ID # may also pay their citations in person at the One Stop Student Center. Credit Card payments are not accepted at the Cashier's office or the One Stop Student Center, located in the Hahn University Center, room 126.

Mail: Alternatively, the citation payment may be mailed along with the citation to the University of San Diego, Cashier's Office, 5998 Alcalá Park, San Diego CA 92110-2492. Please make checks payable to University of San Diego, and the permit holder must include his or her student or employee ID number (if applicable) and the citation number on the check. DO NOT MAIL CASH. Please be sure to include all additional fines that may apply to the citation. If you are unsure, contact the Parking office.

Online Citation Appeal

Appeals must be submitted online at: <http://www.sandiego.edu/parking>. Appeals will not be accepted after fourteen (14) calendar days from the date of the citation. If a



citation is upheld, you may re-appeal by appearing before the re-appeals committee. Please see the appeals section of the Parking Services website for traffic court dates and times.

You have 30 days to re-appeal a citation. The citation(s) must be paid in full, prior to re-appealing. Re-appeals are conducted on set dates each semester. For students, they are first come, first serve, guaranteeing a minimum of 10 hearings per meeting. Please refer to the AS bi-laws for more student rights or contact your student representative.

Employee and visitor re-appeals are scheduled directly through the Parking Services Office by e-mail. The citation must be paid in full and the re-appeal request must be made within 30 days from your first level appeal results.

Notice to Students

Citations not paid or appealed within 14 days will double. The citation payment will be transferred to the permit holder's student account. Failure to pay a student account, including citation fines, will prevent a student from registering for classes, obtaining academic records and transcripts, and may make the permit holder's vehicle subject to impound.

Notice to Faculty/Staff/Administration

In the case of faculty, administrators, and staff, failure to pay or appeal a citation within 14 days may prevent the permit holder from purchasing a USD parking permit for the following year and may result in the impound of the permit holder's vehicle. HR and your immediate supervisor will be notified and all driving privileges on the USD campus will be suspended until all parking fines are cleared or a payment plan has been agreed upon.