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## ***Chapter 1: Introduction***

The Parking Services Office is located in the Hahn University Center, Room 102. The Parking Services office is open between the hours of 8:00am to 5:00pm, Monday through Friday, except for USD holidays. To contact the Parking Service Office, please call 619-260-4518 or email [parking@sandiego.edu](mailto:parking@sandiego.edu). For an emergency, please call the Department of Public Safety at 619-260-2222; for a non-emergency call 619-260-7777.

### ***Section 1.1: Purpose***

The purpose of the parking rules and regulations on USD campus are to: 1) Practice and promote safe and orderly movement and parking of vehicles while on campus; 2) Ensure equitable parking for all students, faculty/staff and guests; 3) Expedite university business and provide maximum safety and convenience; and 4) Regulate parking, with priority given to services of the University.

### ***Section 1.2: Knowledge of Rules***

Parking rules and regulations are enforced year-round including intersessions, summers, holidays, dead days, move in/out days and finals. It is the responsibility of the vehicle operator to know, understand and comply with these rules at all times. This manual supersedes all previous manuals, rules and regulations, and governing topics covered by this document. USD may change, delete, suspend and/or discontinue these rules at any time at its sole and complete discretion.

Parking information must be obtained from the Parking Services Office. Incorrect information received from any other source is not considered a valid defense of parking violations.

Please practice safe driving at all times. Unless otherwise stated by these rules and regulations, all provisions of the California Vehicle Code (CVC) relating to traffic upon the highways shall be applicable on USD property. This includes, but is not limited to: obeying all traffic signs and other traffic control devices including posted speed limits -- 15 mph on the roads and 10 mph in parking lots/garages; properly using seat belts; cell phone or handheld device use; driving under the influence of drugs or alcohol; yielding to all pedestrians and cyclists. These rules and regulations cover, but are not limited to: automobiles, trucks, motorcycles, scooters, electric carts, electric vehicles, mopeds and bicycles. Drivers found in violation of any CVC provisions or campus rules are subject to USD disciplinary action. Drivers are required to possess a valid driver's license whenever operating a vehicle.

Immediately report all accidents or traffic violations to Department of Public Safety. The California Vehicle Code can be found by visiting the following website: <http://tinyurl.com/CAVehicleCode>

### ***Section 1.3: General***

- Parking permits are required 7:00am - 7:00pm Monday through Friday.
- Parking regulations are enforced 24 hours a day, seven days a week including summer, intersession, student breaks, holidays, finals, dead days, move in and move out days.

- It is the vehicle operator's responsibility to know all parking rules and regulations and abide by all posted signs, cones, or parking space markings while on campus. If you allow someone else to drive your vehicle, it is your responsibility to ensure they are aware of the parking rules and regulations. Lack of knowledge, time, or available spaces are not valid reasons for violating USD parking regulations.
- Vehicles are required to park in their assigned area at all times.
- Parking is permitted only in spaces marked for parking; drivers may not create their own space.
- No person shall park outside of the designated area of the parking space.
- Drivers of oversized vehicles must contact the Parking Services Office for information about where they may park.

### ***Section 1.4: Types of Spaces***

Different areas/lots/space colors are restricted to certain permit types. (Please review permits types for clarification, Chapter 3) Any space or area is subject to reservation on campus and will be indicated by signs, cones, or parking space markings.

**White** – Spaces marked with white lines on main campus are open to all commuters and employees with a valid USD parking permit. This does not include any residential area. Residential areas are marked with signs and/or demarcation lines. Please be aware of all parking signage and restricted areas.

**Yellow** – Spaces with yellow lines are reserved for employees with a valid USD parking permit, unless otherwise noted.

**Numbered and Temporary Reserved** – Individually assigned numbered spaces are reserved Monday through Friday, 7:00am to 4:00pm. Certain spaces and areas across campus are reserved for special events or other needs. Reserved parking is indicated either by temporary or permanent signs, cones, barricades, or spaces that are painted or stenciled on the ground. Unauthorized vehicles may be cited and/or towed at owner's expense.

**Loading/Unloading** – All timed spaces are open to any vehicle with a valid USD parking permit, as long as the vehicle is parked for under the time allotted. These spaces are monitored at all times and have a time limit of 15 minutes. Loading/Unloading spaces are to be used to load/unload only. Once you have completed loading/unloading, you must move your vehicle to an authorized space.

**Tow Away** – These spaces are reserved for USD Official vehicles only at all times.

**Red** – Vehicles are not permitted to park, load, unload, sit or wait in a red zone/fire lane at any time, per the California Vehicle Code, Section 22500.1. Unauthorized vehicles are subject to cite and/or tow.

**Disabled Spaces/Corridors** – Disabled spaces and access corridors are reserved for vehicles displaying a valid disabled placard or license plate issued by any official agency or a temporary disabled permit obtained from the Parking Services Office. Parking Services can assign a USD-only disabled permit to individuals that present a verifiable doctor’s note with a specific date range in which special parking needs will be necessary. Parking Services will issue a disabled permit for up to 30 days. If a disabled permit is needed for a longer period of time, please use this one-month period of time to obtain a placard from the DMV. Any vehicle illegally occupying or blocking disabled spaces or corridors will be cited and/or towed.

Any vehicle occupying a disabled space must display both a handicap placard/plate and a valid USD parking permit while parked on campus Monday through Friday 7:00am – 7:00pm. Vehicles displaying a disabled placard/plate may park in any of the following spaces should surrounding disabled spaces be unavailable: white line, yellow line, USD Tow Away spaces or any Loading/Unloading zone. All vehicles displaying a valid disabled placard/plate are required to pay for parking in any metered area on campus. A vehicle displaying a disabled placard/plate may not park in any reserved space between the hours of 7:00am to 4:00pm Monday through Friday, or a reserved 24/7 space at any time.

In compliance with the California Vehicle Code Section 22511.56, any Parking Services or Department of Public Safety personnel may confiscate disabled placards/license plates that are being misused. For more information, please visit [California Vehicle Code, Section 22511.56](#).

**Motorcycle** – Only motorcycles, mopeds or scooters may park in spaces identified as motorcycle spaces; all other vehicles will be cited and/or towed. Motorcycles, scooters or mopeds may not park outside of these spaces at any time.

**Electric Vehicle** – EV (electric vehicle) spaces are identified with blue “EV Only” signs and vehicle charging stations. Non-electric vehicles that are parked in EV spaces are subject to cite and/or tow. EVs must be actively charging while parked or are also subject to cite.

**Carpool** – Carpool spaces are reserved from 7:00am to 10:00am, Monday through Friday, for vehicles displaying a valid carpool permit obtained from the East or West entrance kiosk. Carpool permits are given out daily upon request, pending availability, to vehicles having two or more people of legal driving age (driver plus at least one passenger). Carpool permits are only available to vehicles displaying a valid USD commuter or faculty/staff permit. Residents may not use this permit. The West Kiosk issues carpool permits for the Joan B. Kroc Institute for Peace and Justice Garage and Olin Hall Lot. The East Kiosk issues permits for the Mission Structure, the Law Lot and the Hughes East Lot. Carpool spaces are identified in each of these areas by white lines and carpool signs placed in front of each space. Outside of 7:00am – 10:00am, these spaces become open for commuter and faculty/staff parking with a valid USD parking permit.

### ***Section 1.5: Enforcement***

Any Parking Services employee, Public Safety Officer or any other authorized USD official may enforce the rules and regulations within this manual.

Parking on USD property is a privilege, not a right. A vehicle shall not be parked, be left standing, or idle, unless it is in compliance with USD's parking rules and regulations; failure to do so may result in fines, relocation, impound, parking location restrictions, loss of vehicle privileges, loss of parking privileges or future ineligibility to obtain USD parking permits. Violation of these rules may result in disciplinary action taken against students, employees or guests. Students may be found in violation of the Student Code of Conduct #8 and #15, and a Student Conduct Report may be filed with the Department of Public Safety. <http://www.sandiego.edu/conduct/index.php>

Parking on main campus may be difficult at times. Please plan ahead and allow sufficient time to get to your desired destination. Lack of convenient parking is not a valid reason for parking illegally.

Fines will be assessed in accordance with the penalty escalation schedule published and enforced at the time of violation. Fines imposed for violating these rules will be the sole responsibility of the individual whose permit is displayed. The person obtaining the USD permit is responsible for all citations issued to each vehicle registered to that permit or any vehicle displaying that permit. If no permit is displayed, the owner/operator/driver of the vehicle will be held responsible. If anyone with the same address as the registered owner is determined to be associated with USD, then that person is presumed to be the operator of the vehicle receiving a parking citation and is responsible for those citations. If previous citation fines assigned to a vehicle are unidentified due to lack of permit and this vehicle is subsequently documented with a USD permit, these citations and fines will be applied retroactively.

The following is a list of all violations and fine amounts. These violations and fine amounts are currently in effect for the 2017-2018 academic year but are subject to change by USD at any time in its sole discretion. Citation types are separated by fine amounts.

<b>IMPROPERLY DISPLAYED PERMIT</b>	<b>\$25</b>
<b>NOT ACTIVELY CHARGING</b>	<b>\$25</b>
<b>AGAINST THE FLOW OF TRAFFIC</b>	<b>\$50</b>
<b>CARPPOOL SPACE/NO CARPOOL PERMIT</b>	<b>\$50</b>
<b>EXPIRED PERMIT/NO PERMIT DISPLAYED</b>	<b>\$50</b>
<b>EXCEEDING TIME LIMIT</b>	<b>\$50</b>
<b>OUTSIDE ASSIGNED AREA</b>	<b>\$50</b>
<b>EXPIRED/UNPAID BLOCK</b>	<b>\$50</b>
<b>GUEST PERMIT DISPLAYED</b>	<b>\$50</b>
<b>PARKED IN 2 SPACES</b>	<b>\$50</b>
<b>RELOCATE VEHICLE</b>	<b>\$100</b>
<b>FIRE LANE/RED CURB</b>	<b>\$100</b>
<b>FRAUDULENT USE OF CITATION</b>	<b>\$100</b>
<b>TOW AWAY – USD ONLY</b>	<b>\$100</b>
<b>RESERVED SPACE/AREA</b>	<b>\$100</b>
<b>NOT IN MARKED SPACE</b>	<b>\$100</b>

<b>DISABLED SPACE/ACCESS</b>	<b>\$350</b>
<b>COUNTERFEIT/STOLEN PERMIT</b>	<b>\$400</b>

### ***Section 1.6: Public Safety Escort***

A Public Safety Officer will accompany any student requesting an escort between dusk and dawn to any destination within a one-mile radius of campus. Please call 619-260-7777 to request an escort to your destination

### ***Section 1.7: Relocation and Impound of Vehicles***

USD reserves the right to either relocate or impound vehicles through an off campus agency. During the course of a relocation or impound, it may be necessary for an authorized employee of USD or the tow company to access the vehicle. USD assumes no responsibility for damage to a vehicle as a result of being impounded or relocated. Please contact the Parking Services Office Monday – Friday between 8:00am – 5:00pm or the Department of Public Safety after hours if you believe your vehicle has been relocated or impounded.

Vehicles may be relocated when considered necessary by the Parking Services Office. Relocated vehicles will be placed in another area of campus and may be retrieved by the registered owner. A \$100 relocation fee will be added to the citation upon relocation.

Vehicles are subject to impoundment 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 or if parking/driving privileges have been revoked. Impounded vehicles will be removed by an outside agency and may be picked up by the registered owner or legal agent only after paying an impound fee. Vehicle and personal information may be collected by USD from the towing agency for our records. Unresolved citations and associated fines will be assigned to whomever the vehicle is released after impoundment.

### ***Section 1.8: Loss, Damage or Theft***

Owners are solely responsible for loss, damage or theft to their vehicles and its contents while on USD property. USD is not responsible for any damage that may occur while a vehicle is being impounded, relocated or when a Public Safety Officer or other employee is assisting with help-related services. The Parking Services Office recommends always locking your vehicle when parked on campus, and ensuring that no valuables are left in your vehicle. If you are a victim of theft on campus, please file a report as soon as possible with the Department of Public Safety. Additional safety tips can be found on the Department of Public Safety's website:

<http://www.sandiego.edu/safety/prevention/tips/index.php>

### ***Section 1.9: Guest Parking***

Guests are required to display a valid USD parking permit or pay at pay stations Monday through Friday, 7:00am to 7:00pm. Paid parking is available in the Mission Structure, the West Parking Structure and Lot, and the West Gravel Lot. Please refrain from parking on the main campus. Please [click here](#) for more information about metered parking on campus.

- Designated Areas – You must park in the white lined spaces in the West Structure/Lot or West Gravel lot, located near the west entrance of campus, or in the white lined spaces in the Mission Structure located near the east entrance of campus. A Tram service is offered free of charge from the West Parking Structure up to main campus. The tram runs every 5 to 7 minutes. For a complete Tram schedule please [click here](#). Guests must pay at pay stations located throughout the structure.
- Restricted Spaces – You must not park in USD Only spaces, Tow-Away spaces, or reserved spaces.
- Posted Signs - Please read all signs posted on cones and/or barricades before parking to ensure you do not park in an area that is reserved or closed.
- Timed Spaces - Loading zones and time-restricted spaces are enforced at all times. You may only park in these spaces/areas for the amount of time indicated in the space/area.
- Pay by License Plate Spaces – You may park in metered pay by plate spaces for under the time allotted and must pay at the pay stations. License plate information is required for payment.

### ***Section 1.10: Alumni Parking***

Paid daily parking is available in the Mission Parking Structure or West Structure/Lot. If more frequent parking is required, please visit by the Parking Services Office to purchase a permit, at the rate of \$10 per week. An Alumni Card is required to obtain this discounted weekly rate. Alumni Cards must be obtained from the Degheri Alumni Center.

### ***Section 1.11: Vendor or Service Vehicle Parking***

Vendor or service vehicle parking permits are available to external vendors who service the campus. Vendor permits are not available to current students or employees.

To receive a permit, vendors must submit a Vendor Parking Permit Request completed by their USD Contact/Coordinator to Parking Services no less than 3 business days before the permit is needed, and have a need to load/unload or access equipment from their vehicle.

Vendor permits are valid in white-lined spaces only. These permits are not valid in disabled, resident, reserved, or metered spaces (unless paid for). If parked in a timed space, including USD Tow Away or Loading Zones, vehicles may not exceed the 15 minute time limit. Short-term loading/unloading vendor parking spaces are available adjacent to every building. Long-term vendor parking permits are available for the Gravel Lot.



### ***Section 1.12: Special Event Parking***

While parking on campus, a valid USD permit must be displayed or payment made at pay stations Monday through Friday 7:00am to 7:00pm. Paid parking is available in the Mission Structure, the West Parking Structure and Lot, and the West Gravel Lot. For events that take place on multiple days, guests will need to purchase a parking permit at \$8/day or \$40/week. Please ensure that the permit is fully displayed with the date visible at all times in your vehicle

- Event coordinators are responsible for making arrangements for parking permits three business days prior to the arrival date. You may purchase permits in bulk by contacting the Parking Services Office by email at [parking@sandiego.edu](mailto:parking@sandiego.edu).

### ***Section 1.13: Metered Parking***

Metered parking is available in multiple locations on campus, and is available to students, faculty, staff, and guests. When parking in a metered area, payment is required Monday through Friday from 7:00am to 7:00pm, including vehicles with a disabled parking placard. All pay stations on campus require a license plate number for payment. It may be helpful to take a picture of your license plate with your smartphone. Refunds will not be given for information that is entered incorrectly. Some lots have a 2-hour maximum. After your time has lapsed you must move your vehicle out of those areas and park an area permissible according to your parking permit. Please do not try and circumvent the system by moving your vehicle to a different space or using a different plate in an effort to gain another two hours in the same area. Metered parking is offered in the following locations on campus:

- Mission Parking Structure/West Lot and Structure/Gravel Lot/Alcala West North Lot: A valid USD parking permit or payment at a pay station is required for parking in these areas. Your license plate information is required for payment at a pay station. After the transaction at the pay station is complete, there is no need to return to your vehicle and place anything on your vehicle's dashboard. Pay stations are located throughout each of these parking areas. Those individuals with a valid USD parking permit are not required to pay at a pay station when parking in this area.
- Torero Way – All vehicles (including those with a valid USD parking permit displayed) are required to pay at one of two pay stations when parking on Torero Way. These spaces have a time limit of two hours, and license plate information is required for payment. After the transaction at the pay station is complete, there is no need to return your vehicle and place anything on your dashboard.
- Loma Hall - All vehicles (including those with a valid USD parking permit displayed) are required to pay at the pay station when parking in the designated spaces. These spaces have a time limit of two hours, and license plate information is required for payment. After the transaction at the pay station is complete, there is no need to return your vehicle and place anything on your dashboard.
- Sports Center & Alcala Vistas - All vehicles (including those with a valid USD parking permit displayed) are required to pay at the pay station when parking in the designated spaces. These spaces have a time limit of two hours, and license plate information is required for payment.

After the transaction at the pay station is complete, there is no need to return your vehicle and place anything on your dashboard.

- Jenny Craig Pavilion – A valid USD parking permit or payment at a pay station is required for parking in this area. Your license plate information is required for payment at a pay station. After the transaction at the pay station is complete, there is no need to return to your vehicle and place anything on your dashboard. Those individuals with a valid USD Parking Permit are not required to pay at a pay station when parking in this area. Meter is located to the south of the Disabled spaces at the top of the hill, to the left of the lot entrance.
- Manchester Field Lot - A valid USD parking permit or payment at a pay station is required for parking in this area. Your license plate information is required for payment at a pay station. After the transaction at the pay station is complete, there is no need to return to your vehicle and place anything on your dashboard. Those individuals with a valid USD Parking Permit are not required to pay at a pay station when parking in this area.

Payment at all metered space locations above may also be made from your smartphone. Simply download the Whoosh! App on the Apple Store or Google Play Store. When using the Whoosh App, there is a minimum time of 20 minutes when parking in 2-hour zones (Torero Way, Loma Hall, and Alcalá Vistas/Sports Center) and 30 minutes when parking in zones that do not have a time restriction (Mission Parking Structure, West Parking Areas, Joan B Kroc Institute for Peace and Justice South Lot, Jenny Craig Pavilion West Parking Lot, and the Manchester Field Parking Lot). There is a \$0.35 convenience fee applied to each transaction. Please [click here](#) for more information about Whoosh.

### ***Paid Parking Rates***

<b><i>TIME</i></b>	<b><i>RATE</i></b>
0 – 2 Hours	\$0.75 per 30 minutes
3 – 4 Hours	\$1.00 per Hour
5 – 8 Hours (Full Day)	\$8.00 per Day

Torero Way: 2-hour Maximum \$1.50 per Hour

Loma Hall lot, Alcalá Vistas/Sports Center: 2-hour Maximum \$1.50 per Hour

## ***Chapter 2: Permits***

All vehicles parked on campus must display a valid USD parking permit between 7:00am – 7:00pm Monday through Friday.

Permits are property of Parking Services and must be returned to the Parking Services Office upon termination of employment, revocation of parking privileges, or termination of enrollment.

### ***Section 2.1: Permit Purchase***

Parking permits are available for purchase by students, staff, and faculty online at <http://www.sandiego.edu/parking>. Permits are effective on the day they are purchased. Fall permits expire on January 31, and spring and annual permits expire on August 31. Resident Housing permits are sold on an annual basis only. All permits must be purchased through the Parking Services Office and may not be exchanged or resold unless authorized by Parking Services.

### ***Section 2.2: Display***

Permits must be completely displayed through a vehicle's front windshield. Permits must either be adhered to the lower left corner of the front windshield or on the dashboard so that all permit information is completely visible from the outside.

A replacement fee of \$50 will be charged for any permit that is lost due to the permit sliding into the dashboard or vents.

If a vehicle cover is being used, it is the vehicle owner's responsibility to ensure that the permit is visible.

### ***Section 2.3: Altered, Counterfeit, Stolen or Duplicate Permits***

Any vehicle displaying a permit found to be counterfeit, altered, revoked, previously reported as lost/stolen, or a duplicate of any valid permit will be cited and impounded. Photocopies of parking permits are not valid and will be considered as counterfeit. A Student Code of Conduct report will be filed with Department of Public Safety and sent to Student Affairs. For employees, a report will be filed with Human Resources.

### ***Section 2.4: Replacement Permits***

Permits either lost or stolen must be reported to Parking Services immediately. Lost permits will be subject to a \$50 replacement fee. The replacement permit fee will be reduced to \$15, provided a report is filed with the San Diego Police Department or other applicable police agency. Reports must be reviewed and approved by the Department of Public Safety. If a report has been filed, it must be provided to Parking Services for the reduced replacement fee. Evidence of a sold or totaled vehicle must be given to Parking Services for the reduced replacement fee. Anyone found displaying, using,

or selling a lost/stolen permit will be subject to citation. Students will have a Student Conduct report filed with Department of Public Safety and employees will have the incident reported to Human Resources.

### ***Section 2.5 Returning Permits***

Returning/Refunding Permits for 2017-2018:

- Employees: A refund will be processed at a prorated rate within the 30 days of the date the permit is purchased. No refunds are processed after the 30 days.
- Students: A refund will be processed at a prorated rate before the last drop date of the semester. No refunds will be given after the last drop date of class.
- No parking permit refunds are given to faculty and staff who pay for a permit by payroll deduction.
- No parking permit refunds will be made for guest permits.
- No parking permit refunds will be made for summer conferences or summer related programs.
- All permits must be returned to the Parking Services Office upon an approved refund request.
- An approved request for a refund will be honored upon proof of withdrawal of all debts to USD.

### ***Section 2.6 Part-Time to Full-Time Status Change***

Part-time students or staff members who have purchased a part-time permit are responsible for communicating changes in status to the Parking Services Office. In situations where an individual's status changes from part-time to full-time, the difference between the part-time and full-time permit is due and payable immediately to the Parking Services Office. Failure to comply will result in deactivation of the parking permit. Continued use of a deactivated parking permit may result in a citation.

Upon separation from the University, all faculty and staff members must return their parking permit to the Parking Services Office. Parking permits belonging to faculty and staff members who have left the University will be deactivated, effective on the employee's last day.

## ***Chapter 3: Permit Area Designations***

Any vehicle displaying a current USD parking permit, regardless of designation, may park in any of the following areas: green, timed guest spaces (for under the time allotted), loading space (for under the time allotted), metered areas (payment is required Monday through Friday 7:00am to 7:00pm even with valid permit, under the time allotted), the West Gravel Lot, or the West Structure/Lot unless otherwise noted. Please review the following designations for further details.

PERMIT TYPE	PERMIT COST
Commuter Full Time Annual	\$280.00
Commuter Full Time Semester	\$140.00
Commuter Part Time Semester	\$70.00
Resident Annual	\$290.00
Faculty/Staff/Administrator Annual	\$255.00
Faculty/Staff/Administrator Part Time Semester	\$63.75
Reserved Annual	\$660.00
Motorcycle Annual	\$45.00
Fringe Annual	\$125.00
Student Weekly	\$10.00
Faculty/Staff/Administrator Weekly	\$10.00
Guest Weekly	\$40.00

### ***Section 3.1: Commuter Student***

Commuter permits are only available to students living off campus; resident students may not purchase this permit. Part-time and full-time will be determined by each school or program individually and will be verified through the Registrar's Office. Permit fees will not be reduced or waived for part-time students registered for the same number of units as a full-time student. Part-time permits are only available on a per semester basis.

Commuter parking is limited to the following areas between the hours of 7:00am to 4:00 pm Monday through Friday:

- The Mission Parking Structure, levels 2-5.
- Any white lined space on campus not considered a residential area (signs and/or red demarcation lines upon entry indicate these areas).
- In addition to the spaces mentioned above, commuters may park in any yellow lined or reserved space (except those marked reserved 24 hours a day, 7 days a week, or any space reserved by Parking Services) between the hours of 4:00pm to 7:00am Monday through Friday and at all times on Saturdays and Sundays.

Commuters may not park in the following areas at any time:

- Any residential area– These areas will be marked with signs and/or red demarcation lines upon entry.
- Any USD Tow Away or reserved 24/7 spaces.
- The Seminary housing area, located on the North Side of Missions B Parking Lot.

### ***Section 3.2: Resident Students***

Resident students must park in their assigned parking areas, in the West Lot/Structure, or the Gravel Lot between the hours of 7:00am to 7:00pm Monday through Friday.

Residents may not park in the following areas at any time:

- Any other residential areas other than their designated areas (signs and/or red demarcation lines upon entry).
- Any USD Tow Away or Reserved 24/7 spaces.
- The Seminary Housing area, located on the North Side of Missions B Parking Lot.

Paid parking areas- Resident students may pay to park in 2-hour zones only, including the Torero Way, Alcalá Vistas/Sports Center, and Loma Hall spaces. These spaces are painted with green curbs and green demarcation lines. Resident students may not park outside their assigned area (even with payment at a pay station) in the Mission Parking Structure, Jenny Craig Pavilion West Lot, or Kroc Institute for Peace and Justice South Parking Lot.

#### ***Alcalá Vistas***

Parking is restricted to the lots surrounding the Alcalá Vista Apartments. Vista residents may not park in other residential areas at any time. Between the hours of 7:00pm to 7:00am Monday through Friday and all day on Saturdays and Sundays, Vista residents may park in white, yellow or reserved spaces (except those marked reserved 24 hours a day, 7 days a week, or any space reserved by Parking Services) on main campus.

#### ***Manchester Village Apartments***

Parking is restricted to the garages underneath and the lots surrounding the Manchester Village Apartments. Manchester residents may not park in other residential areas at any time. Between the hours of 7:00pm and 7:00am Monday through Friday and all day on Saturdays and Sundays, Manchester residents may park in white, yellow or reserved spaces (except those marked reserved 24 hours a day, 7 days a week, or any space reserved by Parking Services) on main campus.

#### ***Camino/Founders Hall***

Parking is restricted to the bottom level of the Joan B Kroc Institute for Peace and Justice Garage only. There are signs and a demarcation line indicating entry into the resident area. Camino/Founders residents may not park in other residential areas at any time. Between the hours of 7:00pm to 7:00am on Monday through Friday and all day on Saturdays and Sundays, Camino/Founders Hall residents may park in white, yellow or reserved spaces (except those marked reserved 24 hours a day, 7 days a week, or any space reserved by Parking Services) on main campus.

### ***Valley Residents (Mission Housing, San Antonio de Padua, San Buenaventura) and Maher Hall***

Parking is restricted to the lots surrounding Valley housing and the residential area at the bottom of the Mission Parking Structure. Overhead and wall signs mark the residential area. Valley/Maher residents may not park in other residential areas at any time. Between the hours of 7:00pm and 7:00am Monday through Friday and all day on Saturday and Sunday, Valley/Maher residents may park in white, yellow or reserved spaces (except those marked reserved 24 hours a day, 7 days a week, or any space reserved by Parking Services) on main campus.

### ***University Terrace/Presidio Terrace Apartments***

Residents of Presidio Terrace Apartments (PTA) must display a valid PTA permit to park in the lot surrounding their residence.

Residents of University Terrace Apartments (UTA) must display a valid Resident Housing (RH) permit to park in the lot at top of the University Terrace Apartments. Parking in this lot is based on availability. If this UTA lot is full, UTA residents may park in the bottom level of the Mission Parking Structure, the lots surrounding the Valley Resident Housing, or in the West Lot and Structure. Vehicles may not be left in the UTA parking lot for an extended period of time. Vehicles being left on campus for extended periods must be left only in the West Parking Structure.

UTA (Resident Housing) and PTA permits may be purchased online, similar to all residential permits.

Between the hours of 7:00pm to 7:00am Monday through Friday and all day on Saturdays and Sundays, UTA and PTA residents may park in white, yellow or reserved spaces (except those marked reserved 24 hours a day, 7 days a week, or any space reserved by Parking Services) on main campus.

Extended parking is not permitted in the UTA or PTA parking lot. If you will be leaving your vehicle and departing the San Diego Area, you must leave your vehicle only in the West Parking Structure. More information about extended parking on campus can be found [here](#).

### ***Section 3.3: Faculty/Staff***

Faculty/Staff permits are available for purchase to all full-time, part-time, and casual/contracted employees of USD. Full-time employee permits are available annually by payroll deduction or paid in full at time of purchase; part-time and contracted employees will only have the option to purchase permits by semester paid in full at time of purchase. Human Resources must verify part time status. Parking Services does not make the determination for full-time or part-time; you will be sold a permit based on your classification information provided by Human Resources.

Employees may park in any white or yellow lined, non-residential, non-reserved spaces on main campus between the hours of 7:00am to 7:00pm Monday through Friday. Signs or red demarcation lines upon entry will indicate residential areas. Reserved spaces are denoted by space demarcations and numbers in each stall.

From 4:00pm to 7:00am Monday through Friday and all day on Saturday and Sunday, employees may also park in reserved spaces not marked 24/7 or reserved by Parking Services.

### ***Fresh Air***

Fresh Air Permits are available to faculty, staff, and administrators who typically use an alternate mode of transportation to commute to campus (e.g. ride a bike, take the trolley, carpool, etc). Fresh Air Permits are issued on a per semester basis and allow for parking up to 16 times per semester. These permits are complementary to alternative transportation users and may be picked up from the Parking Services Office. Summer Fresh Air permits are valid 12 days during the summer. Alternate form of transportation must be verified.

### ***Contract Employees, non-USD Employees***

Non-employee permits are available at the standard weekday rate of \$10 per week. The individual or host department may pay for these permits.

A part-time rate of \$63.75 per semester is available for purchase if the contracted worker is only on campus part-time. Proof of hours will be required prior to purchase. Department POETS transfers must be made to Parking Services prior to arrival onto campus. Requests for these permits should be submitted to Parking Services 2 weeks prior to start date.

### ***Section 3.4: Reserved***

In order to be eligible for a reserved space, an employee must be full-time and benefit based. Additionally, employees must be “Active” according to the Office of Human Resources at all times. If an employee will be taking a sabbatical (either for a semester or a full school year), their space will be reassigned during the time that they are absent from USD. In this situation, the space will be made available to the employee when they return from sabbatical. Please do not purchase a permit before going on sabbatical, rather, contact Parking Services prior to your sabbatical so that we may accommodate your individual parking needs. At no time may an employee “sublet” their space to another individual. This applies to all situations, including sabbatical periods and phased retirements. Permits are non-transferable. Any actions that violate these regulations may result in forfeiture of a reserved parking space.

If you will be leaving USD for an extended period of time, or not utilizing your reserved space to its full capacity, please contact the Parking Services Office to inquire about the space-sharing program.

A reserved permit holder is allotted one numbered reserved space that they or their guest may occupy from 7:00am to 4:00pm Monday through Friday. Reserved permit holders are given an alternate permit along with the adhesive permit that will allow other vehicles to occupy this space. This alternate permit must be used to park in the specified reserved space.

Reserved space permit holders may only park in their assigned space. If you choose to allow someone to use your space during the day, you must park in the Mission or West Parking Structure. If you need



to leave your vehicle parked on campus overnight or for an extended period of time, you must leave your vehicle in the West Lot/Structure. It is imperative that vehicles are not left in reserved spaces for extended periods of time.

A request to convert a reserved space from 7am-4pm to 24 hours must be approved by your department's Vice President and/or Director of Parking Administration. Please email an explanation of this change to [parking@sandiego.edu](mailto:parking@sandiego.edu), and the Parking Services staff will follow-up with the appropriate Vice President.

### ***Reporting an Unauthorized Vehicle***

If an unauthorized vehicle is occupying your reserved space between 7:00am and 4:00pm, please contact Parking Services. You may park in USD tow-away, loading spaces, white or yellow lined spaces. Do not park in another reserved space or a disabled space. Please be sure to have your reserved permit displayed at all times.

### ***Section 3.5: Motorcycle***

Motorcycle permits are required for all motorcycles, mopeds and scooters parked on campus. Vehicle permits are not valid on a motorcycle, mopeds, or scooter. A permit holder is available to secure your permit to your Motorcycle/Scooter if you are unable to secure the permit. Parking for these vehicles is restricted to spaces designated for motorcycles; motorcycles/scooters may not park outside of these spaces; the only exception is a reserved space permit holder parking a motorcycle in their assigned reserved space.

### ***Section 3.6: Fringe***

Fringe permits allow vehicles to park in the bottom three levels of the West Structure (B1-B3) between the hours of 7:00am to 7:00pm Monday through Friday; vehicles may park on main campus after 7:00pm until 7:00 am, and all day Saturday and Sunday. Vehicles displaying Fringe permits must park beyond the red demarcation line to be considered in the fringe area. Please note the ground level (G) to top level of the West Structure is considered off limits to Fringe permits. Fringe permits are sold on an annual basis. These permits have a limited availability and are available on a first come, first serve basis.

### ***Section 3.7: St. Francis Seminary***

Complementary permits are available to seminarians and employees of the St. Francis Seminary. Parking is restricted to the St. Francis Seminary parking area only.

### ***Section 3.8 Immaculata Parishioners***

Complementary permits are available to parishioners of the Immaculata. USD Affiliates are not eligible for these permits. Please contact the Immaculata Office to apply for this permit.

Parking is restricted to the Immaculata North and West parking areas only.

### ***Section 3.9: Carpool***

Carpool spaces are available to commuter or faculty/staff permit holders daily from each entrance kiosk on a first come-first serve basis. Vehicles with two or more people of driving age may obtain a carpool permit that will allow them to park in carpool spaces between 7:00am to 10:00am Monday through Friday. Carpool permits are not available to any other permit type. Vehicles without a valid carpool permit may not park, occupy, sit idly, or be left standing in any carpool space during these times.

### ***Section 3.10: Weekly***

You may purchase permits on a weekly basis. Please visit the Parking Services Office or visit [www.sandiego.edu/parking](http://www.sandiego.edu/parking) to purchase a weekly permit.

### ***Section 3.11: Overnight Parking***

If you are leaving your vehicle overnight or for an extended period of time, you must leave your vehicle in the West Parking Structure. Please visit [www.sandiego.edu/parking/forms/overnight-parking.php](http://www.sandiego.edu/parking/forms/overnight-parking.php) to fill out the Overnight/Holiday Parking Form. Vehicles left on main campus, in a reserved space (including by the space owner) or residential areas are subject to relocation at the vehicle owner's expense.

### ***Section 3.12: Long-Term Parking***

Long term vehicle storage is not permitted on campus - with the exception of USD Holidays, Intersession, and summer breaks (See Section 3.11 Overnight Parking). Vehicles left for more than 72 hours in one location (except residential areas) may be cited and are subject to relocation at the owner's expense.

## ***Chapter 4: Parking Citations***

### ***Section 4.1: Escalation of Fines***

If a citation is not appealed or paid within 14 days of receipt, the fine amount due will double.

Receipt of five or more citations for the same violation will result in an increased base amount for each subsequent citation received.

In addition, further violations of parking regulations may result in the suspension of some or all parking privileges on campus. If Parking Services finds operators in violation of these further restrictions, the operator's vehicle will be impounded at the owner's expense and all parking and driving privileges on campus will be revoked. Students can be found in violation of the Student Code and a Student Conduct report will be filed with the Department of Public Safety. For more information regarding escalating fines, suspension or revocation, please contact the Parking Services Assistant Director or Supervisor.

For students, the fine amount for any outstanding citation will be transferred to the student's account after 14 days. Failure to pay a student account balance will result in a hold being placed on student registration, obtaining academic records or transcripts, and may subject the permit holder's vehicle to impound.

For faculty, administrators or staff, failure to pay or appeal a citation within 14 days will prevent the purchase of future permits and/or subject the permit holder's vehicle to impound. All driving privileges on USD will be suspended until all parking fines are cleared or a payment plan has been established.

### ***Section 4.2: Citation Payment***

**Online** – A citation may be paid with a credit card within 14 days of issuance at <http://www.sandiego.edu/parking>. If a payment or appeal is not made within the 14-day period, fine amounts will double. Also, student fines will be transferred to the student's account and must be paid through the One Stop Student Center.

**In Person** – Payments by credit card (except American Express), Campus Card, and checks are accepted in the Parking Services Office. Cash payments are accepted between 9:00am and 4:00pm Monday through Friday in the Campus Card Office located in University Center 127 or Cashiers Office located in Hughes 211. Please be sure to include any late fee along with the base fine amount.

**Mail** – Citation payments can be mailed to the following address:

University of San Diego  
Parking Services  
5998 Alcalá Park UC 102  
San Diego, CA 92110

Please make checks payable to University of San Diego, and include the USD ID number and/or citation number on the check. Do not send cash through mail. Please include all additional fines that may apply to the citation. If unsure of the total fine amount, please contact Parking Services prior to mailing a check.

### ***Section 4.3: Online Citation Appeal***

All appeals must be submitted online by visiting <http://www.sandiego.edu/parking>. Parking Services will not accept appeals submitted by email. All appeals must be submitted by the vehicle operator who received the citation; third party appeals will not be accepted. All appeals must be submitted within 14 days of the date of issuance of the citation. Appeals will not be accepted outside of this 14-day period, regardless of reason. Lack of knowledge, available space, lack of time, or the inability to pay a citation are not considered valid reasons for violating parking regulations and will not be considered acceptable appeal reasons.

The Parking Services Appeals Committee will correspond through email, typically within 14 days. The appellant must provide a correct mailing/email address for the decision to be sent. Escalation or doubling fines will be on “pending appeal” status with no escalation until you receive a response, upon which the escalation time line will resume.

#### ***Re-appeal***

If you would like to contest an appeal decision, USD offers a re-appeal process, which is overseen by Associated Students. Reappeals must be submitted within 14 days of the Appeals Committee response. Prior to registering for a re-appeal, the citation(s) in appeal must be paid in full. Once the fine is paid in its entirety, persons who appeal must fill out the [re-appeal form](#) on the Parking Services website. All re-appeal requests must be submitted at least two days prior to the re-appeal court date.

Student reappeals are scheduled with a guaranteed minimum of eight hearings per meeting. Please refer to the Associated Student bi-laws <http://tinyurl.com/ASBi-laws> for more information on student rights or contact your student representative.

Employee and guest reappeals are scheduled through Parking Services by email. The citation(s) must be paid in full prior to setting an appointment.

The re-appeal court dates for the academic year of 2017-2018 will be posted on the Parking Services website.

UPDATED 08/4/18