



## **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 Hughes Administration Center, Room 150. You may contact our department by stopping in the office between 8am and 5pm Monday-Friday or by calling 619-260-4518. We are located online at [www.sandiego.edu/parking/](http://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 Services manuals, rules and regulations governing topics covered by this manual. USD may change, delete, suspend 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 C.V.C. (Rules of the Road), or any other applicable state law or local ordinance. Park 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 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 or students. 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 to whom the permit was issued.

### **Loss, Damage or Theft**

Vehicle owners are solely responsible for loss, damages or theft to their vehicles and/or their contents while the vehicles are on USD property. USD assumes no responsibility for the damage to 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 5 m.p.h. 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 they are found to have five (5) or more unresolved parking citations. 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.

### **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. Permits may be obtained at the kiosks at both entrances to campus or by coming into Parking Services, located in Hughes Administration Center room 150. Visitor permits allow for parking in the West and Mission parking structures. Please refrain from parking on the main campus in white or yellow-lined spaces or in the reserved spaces. Visitor spaces are provided for persons not affiliated with the University. Faculty, staff, and students may not utilize parking spaces designated as visitor parking.

### **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.



### **Vendor 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.

To receive a vendor permit, vendors must show valid a business card and have a need to load/unload or access equipment from their vehicle.

Vendor/Service permits are valid in stalls marked for service vehicles, "loading/unloading", and Tow- Away" spaces. Vendor permits are NOT valid in handicap, resident, or metered space,. 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.

### **Special Event parking**

Parking arrangements/ notifications must be made to the Parking Services office as soon as the events are scheduled. Parking Services must be notified 30 days in advance to manage parking for the event, as well as parking for students, faculty/staff and visitors. Parking Services will charge a fee for the request of Public Safety Officer presence during special events. 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 Officer 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 all members of the USD community including commuter students, resident students, faculty, administrators, staff and seminarians. Permits are sold annually and may be purchased on line at <http://www.sandiego.edu/parking>. Permits are valid from September 1 through August 31 each academic year. All parking permits must be purchased from Parking Services. Permits may not be exchanged from customer to another and may not be resold.



### **Permit Display**

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

Permits must either hang from the rear-view mirror, be placed on the dash, or be affixed to the windshield on the lower corner of the driver's side. Permits must be displayed in a manner so that the permit type is easily distinguishable and the permit numbers are entirely visible and readable. Failure to display permit in the approved manner will be considered a violation of these rules and may result in a citation.

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.

### **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 into the vehicle. 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 Hughes Administration Building, Room 150. The last day to return a student permit is the last day of regularly scheduled classes, before final exams. Refund 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. 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 spaces on the main campus (with except where parking meters are installed. These spaces are open to all employee's, students, and visitors. Parking meters must be paid, even if accompanied by a USD parking permit).
- The West and Mission parking structures.
- All carpool spaces. Between 7:00 am and 10:00 am, Monday through Friday, a valid carpool permit for that day must be clearly displayed on the dash of the vehicle in addition to a valid USD permit.
- The Kroc Institute for Peace and Justice parking structure. **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, the West parking structure, and the bottom levels 1-2 of the Mission parking structure.

**University Terrace Apartments/Presidio Terrace Apartments:** These permits are issued only to residents of the UTA's and PTA's. Parking is restricted to white-lined non-reserved spaces in the Presidio Terrace and University Terrace Apartments. A "UTA" or "PTA" sticker must be displayed on the USD parking permit. The sticker can be obtained from the Resident Director. These residents may also park in the West parking structure and the bottom levels 1-2 of the Mission parking structure at anytime.

UTA residents may purchase a discounted permit that will allow them to park in the Mission, West parking structure, and west lot from 5pm-6am, Monday-Friday and after 7pm they can park in any non reserved white line(with except where parking meters are installed. These spaces are open to all employee's, students, and visitors. Parking meters must be paid, even if accompanied by a USD parking permit) spaces on the Main campus. However, this permit will not allow UTA residents to park in the UTA parking lot. This permit is sold in the Parking Services office, Hughes Administration Center, Room 150.

**Camino/Founders Hall:** Camino/Founder permits are available only to C/F residents. Parking is restricted to the white-lined spaces in the designated area for C/F resident permits at the Kroc Institute for Peace and Justice parking structure(with except where parking meters are installed. These spaces are open



to all employee's, students, and visitors. Parking meters must be paid, even if accompanied by a USD parking permit). The C/F 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.

**Maher Hall, Mission Housing, Manchester Village and San Antonio de Padua, San Buenaventura:** These residents will be issued a resident housing permit. The first and second levels in the Mission Structure are designated for exclusive use by these resident students. In addition, residents living in these areas may also park in any non-reserved space within the Mission Structure and also in any non-reserved white line space in the Valley, Manchester Village Garage, West Parking Structure and West Parking Lot(with except where parking meters are installed. These spaces are open to all employee's, students, and visitors. Parking meters must be paid, even if accompanied by a USD parking permit.)

From 7:00 pm to 6:00 am, Monday through Friday, and all day Saturday and Sunday, residents may park on the main campus in white (with except where parking meters are installed. These spaces are open to all employee's, students,

and visitors. Parking meters must be paid, even if accompanied by a USD parking permit) or yellow-lined spaces or Reserved Permit spaces (except those marked: Reserved 24 hours 7 days a week).

**No Residents are allowed to park in the Mother Rosalie Hill Hall Garage from 6am-7pm Monday-Friday.**

### **Faculty/Staff**

Faculty/Staff/Administrator permits are available for purchase by all full-time, part-time, and casual employees of the USD. Faculty/Staff permits may be purchased for the entire year, or for a semester. 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.

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

- All yellow-lined, non-numbered, non-reserved spaces.  
All white-lined, non-numbered, non-reserved spaces. These include spaces in the Mission and West parking structures as well as the Kroc Institute for Peace and Justice(with except where parking meters are installed. These spaces are open to all employee's, students, and visitors. Parking meters must be paid, even if accompanied by a USD parking permit.)



- Alcalá Vista residence area: Faculty/Staff may only park in the yellow-lined, non-numbered, non-reserved spaces in the lots surrounding the Alcalá Vista residence buildings and the Sports Center.
- Kroc Institute for Peace and Justice: you may 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.

### **Reserved**

Reserved permits are available for purchase by Faculty and Staff on an annual basis. Purchase of a reserved permit provides the buyer with a numbered reserved space Monday-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.

### **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.

### **Motorcycle**

Motorcycle permits are required for all motorcycles, mopeds and scooters parked 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.

### **Carpool**

Please reference *Carpool Space* section below.

### **Resident/Employee 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.





**Resident Students**

*Resident Annual* \_\_\_\_\_ **\$290.00**

- Alcalá Vista Apartments
- Camino Hall
- Founders Hall
- University Terrace Apartments
- Maher Hall
- Mission Housing- Phase A and Phase B
- Presidio Terrace
- Manchester Village

**Faculty/Staff/Administration**

*Faculty/Staff/Administration Reserved (6:00am-5:00pm)* \_\_\_\_\_ **\$660.00**  
*Faculty/Staff/Administration Full-Time Annual* \_\_\_\_\_ **\$255.00**  
*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**

\*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**

Annual permit only will be sold on first come first serve bases to any faculty/staff/administrator and/or commuters only. Residents are not eligible for this parking permit. Fringe permit holders may park in levels B1 and below of the West Parking Structure

**Motorcycle/Scooter/Moped**

Motorcycle/Scooter/Moped (Annual) \_\_\_\_\_ **\$45.00**

**St. Francis Seminary**

St. Francis Seminary \_\_\_\_\_ **\$0**



## 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 still park in your assigned area.
- Parking is permitted only in spaces marked for parking.
- Vehicles may not occupy more than one parking space. No part of the vehicle may exceed past the lines of the marked space. Drivers of oversized vehicles should contact the Parking Services office or the Information Centers for information.
- Parking is NOT permitted:
  - In USD vehicle only spaces
  - Without a properly displayed USD parking permit
  - 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."
  - In pedestrian crosswalks, driveways, landscaped or dirt areas, on sidewalks or in any manner that impedes pedestrian or vehicle traffic flow.
  - By USD students, faculty or staff 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.
- Motorcycles, scooters and mopeds must park in the motorcycle spaces and are not allowed in bicycle racks or automobile parking spaces.
- Bicycles must park in bicycle racks or facilities provided for bike storage.
- Vehicles (including motor homes or campers) cannot be used as living units while parked on USD property.
- 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 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. Some spaces also include specific guidelines painted in them. Different areas on campus are also reserved for different types of permits.

White-lined Spaces: reserved for commuters, residents, visitors, and/or time-restricted parking, depending on where they are located (with the exception where parking meters are installed. These spaces are open to all employees, students, and visitors. Parking meters must be paid, even if accompanied by a USD parking permit.)

Yellow-lined Spaces: reserved for faculty/staff unless otherwise noted.

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

USD Vehicle Only Spaces: are reserved for official USD vehicles. Unauthorized vehicles are subject to cite and tow.

Timed Spaces: may only be parked in for the amount of time indicated on the space. Unless otherwise marked, all timed spaces are 15 minutes.

Disabled Spaces/Access Corridors: Disabled spaces and access corridors are reserved for vehicles displaying a valid disabled placard issued by either the State of California or another of the 50 United States. Temporary disabled placards are also issued through USD and are available to persons who present a verifiable note from a medical doctor stating that the person needs disabled access. Adjacent to these spaces are access corridors that are reserved areas for disabled persons to enter/exit their vehicles. Any vehicle illegally occupying or blocking access to either a disabled space or disabled access corridor may be cited and towed.



All vehicles displaying disabled placards must also display valid USD parking permits. Any vehicle displaying a valid disabled placard and any valid USD permit may park in white, yellow, USD vehicle space or time-restricted space without being cited. A vehicle displaying a disabled placard is not permitted to park in any RESERVED space during the time indicated on the sign or in the space, nor is the vehicle permitted to park in any fire lane at any time.

Fire Lane/Red Curb: Vehicles are not permitted to park, load, unload, or in any way block any fire lane or red-curb for any amount of time. Vehicles in these areas may be cited and towed.

Motorcycle Space/Area: Motorcycle spaces and areas are marked by white lines for each space and marked for the designated use. Only motorcycles, mopeds, or scooters may park here; all other vehicles may be cited and towed.

Carpool Spaces: Carpool spaces are reserved between 7:00 am and 10:00 am, Monday through Friday, 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 west or main 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 Fringe or Resident permit holders. Carpool spaces are located in the Olin Hall Lot, the Institute for Peace and Justice parking structure, Hughes Center east lot, the Mission Parking Structure, Law School lot and the Mother Rosalie Hill Hall lot.

### **Parking Meters**

10 Parking meters are located behind the University Center (UC North) parking lot. Parking meters are in operation Monday- Friday 7am-10pm, with a maximum of 2 hours. Meters are free on the weekends and from 10pm- 7am. All students (including residents), employees and visitors displaying a valid USD parking permit must pay the meters. Violations of unpaid parking meter will be cited and may lead up to "Tow" of the vehicle at the owner's expense.



## Parking Citations

The following is a list of violations and the fines associated with them. The fine amounts are currently in effect for the 2009-2010 academic year, but are subject to change by USD at any time in its sole discretion.

<b>Parked Against Traffic.....</b>	<b>\$50.00</b>
<b>Carpool Space/No Carpool Permit.....</b>	<b>\$50.00</b>
<b>Within 15ft. of Fire Hydrant.....</b>	<b>\$100.00</b>
<b>Altered Permit.....</b>	<b>\$200.00</b>
<b>Barricaded Area/ Reserved Special Event Area.....</b>	<b>\$50.00</b>
<b>Obstructing Building Access.....</b>	<b>\$100.00</b>
<b>Blocking Vehicle(s).....</b>	<b>\$50.00</b>
<b>Parked in/Blocking Crosswalk.....</b>	<b>\$100.00</b>
<b>Double Parked.....</b>	<b>\$50.00</b>
<b>Creating a Fire Hazard.....</b>	<b>\$100.00</b>
<b>Parked in Fire Lane.....</b>	<b>\$100.00</b>
<b>Fraudulent Use of a Permit.....</b>	<b>\$200.00</b>
<b>Disabled Space/Access Corridor.....</b>	<b>..\$350.00</b>
<b>Exceeding Time Limit.....</b>	<b>\$50.00</b>
<b>Parked in Motorcycle Space.....</b>	<b>\$50.00</b>
<b>Expired Permit/No Valid Permit Displayed.....</b>	<b>\$50.00</b>
<b>Obstructing Traffic.....</b>	<b>\$100.00</b>
<b>Undesignated Area/Not in a Marked Stall.....</b>	<b>\$50.00</b>



<b>Motorcycle Out of Motorcycle Area.....</b>	<b>\$50.00</b>
<b>Parked Along Red Curb.....</b>	<b>\$100.00</b>
<b>Outside of Assigned Area.....</b>	<b>\$50.00</b>
<b>Over 18" From the Curb.....</b>	<b>\$50.00</b>
<b>No Information on Permit.....</b>	<b>\$50.00</b>
<b>Improper Display of Permit.....</b>	<b>\$25.00</b>
<b>Stolen Permit.....</b>	<b>\$250.00</b>
<b>Fraudulent Use of a Citation.....</b>	<b>\$100.00</b>
<b>Nuisance Vehicle Alarm.....</b>	<b>\$50.00</b>
<b>Reserved Space.....</b>	<b>\$100.00</b>
<b>Using 2 or More Spaces.....</b>	<b>\$50.00</b>
<b>Counterfeit Permit.....</b>	<b>\$250.00</b>
<b>3ft of a Disabled Ramp.....</b>	<b>\$75.00</b>
<b>USD Vehicle Space.....</b>	<b>\$50.00</b>
<b>Parked on Landscape.....</b>	<b>\$50.00</b>
<b>Parked on Sidewalk.....</b>	<b>\$150.00</b>
<b>No Valid License Plate or Temporary Plate.....</b>	<b>\$150.00</b>
<b>Expired Parking Meter.....</b>	<b>\$50.00</b>

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 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.



### **On-Line Citation Payment**

A citation may be paid in person at the University of San Diego Cashier's Office located in the Hughes Administration Center, Room #211. 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. You may also pay your parking citation on-line at: <http://www.sandiego.edu/parking>

### **On-Line Citation Appeal**

Appeals must be submitted on-line 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, a re-appeal can be scheduled with the appeal committee. The citation(s) must be paid in full, prior to re-appealing.

### **Notice to Students**

Citations not paid or appealed within 14 days will double. In the case of students, 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, from 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.