

Parking Rules and Regulations



PARKING SERVICES CONTACT INFORMATION

Phone	619-260-4518
Email	parking@sandiego.edu
Website	sandiego.edu/parking
Hours	9am to 5pm, Monday through Friday, except for USD holidays
Office location	Alcala Park West, Durango, Suite E
For emergencies	Call Public Safety at 619-260-2222; for a non-emergency, call 619-260-7777

Parking Services manages 38 parking lots and structures across campus and 5,040 spaces. These parking lots serve all faculty, staff, students, university-invited guests, and general visitors to the university.

A. GENERAL REGULATIONS

The purpose of parking rules and regulations on USD's campus is to:

1. Promote safe and orderly mobility while on campus.
2. Ensure efficient parking for all students, faculty, staff, university invited guests and general visitors.
3. Expedite university business and provide maximum safety and convenience.

Please always practice safe driving, our community depends on all of us to maintain safe roadways and walkways.

Parking rules and regulations are enforced 24 hours a day, seven days a week, year-round including intersession, summer, holidays, study days, move-in/out days and finals. This document 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 is available from the Parking Services Office at 619-260-4518 or the [Parking Services website](#). Incorrect information received from any other source is not considered a valid defense of parking violations.

Drivers are required to possess a valid driver's license when operating a vehicle. Unless otherwise stated by these rules and regulations, all provisions of the California Vehicle Code (CVC) relating to traffic upon roadways 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, motor scooters, electric carts, electric vehicles, mopeds, and bicycles.

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Drivers found in violation of any CVC provisions or campus rules are subject to USD disciplinary action. Severe violations may result in citation/arrest by the San Diego Police Department.

Immediately report all accidents or traffic violations to the Department of Public Safety. Please visit the [California Vehicle Code](#) for additional information.

- **Parking permits are required between 7 a.m. and 7 p.m., Monday through Friday, including vehicles displaying an ADA placard.**
- Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space.
- Vehicle operators are responsible 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.
- Parking violations inconvenience others and USD is committed to creating an atmosphere of respect consistent with USD's collaborative community.
- 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.
- Drivers of oversized vehicles must contact the Parking Services Office for information about where they may park.

B. PARKING PERMITS – CATEGORIES, PARKING LOTS AND SPACES

All vehicles parking on USD campus property require parking permits, which are available for purchase on [USD's My Parking Account web page](#). Permits are virtual/electronic, rather than physical permits, and are linked to your license plate number. All permits must be purchased through the Parking Services Office and may not be exchanged or resold unless authorized by Parking Services.

- One-year permits are effective from August 1 through July 31.
- Fall six-month permits are effective from August 1 through January 31.
- Spring six-month permits are effective from February 1 through July 31.

Permit Categories and Rates

The following parking permit categories are available on campus: Proximity (Faculty and Staff only), Faculty/Staff, Student, West Parking, Perimeter, and Motorcycle. Parking rates for each category follow:

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<u>Full-Time Permit Categories</u>	<u>One-Year Rates (August 1 to July 31)</u>	<u>Fall (August 1 to January 31) and Spring (February 1 to July 31) Rates</u>
Proximity (Full-time, Benefit Based Faculty/Staff only)	\$880	\$480 (G1, G2 and S11 only)
Faculty/Staff	\$425	\$235
Student (Commuter, Residential)	\$375	\$210
West Parking	\$225	\$125
Perimeter	\$125	N/A
Motorcycle	\$60	N/A

Important Information about Permit Payment

- Part-time students, faculty, and staff pay 50% of the published six-month rates for Faculty/Staff, Commuter, and West Parking permits. Proximity permits are not eligible for discounts.
- Full-time, benefits-based faculty, and staff may pay for permits through a nine-month or twelve-month pre-tax payroll deduction.
- Students who charge their permits to their student accounts may be eligible to pay for their permits in an installment plan over five months in the fall and five months in the spring, depending on when the permit is charged.
- Student, faculty, and staff daily rates are \$18 and weekly rates are \$40 to park in the Main Structure (MS) and West Structure (WS).
- Only one vehicle under the same permit is allowed to park on campus between 7 a.m. and 7 p.m., Monday through Friday. The other vehicle may pay to park in the West (WPS) or Main Parking Structures (MPS).

Part-time to Full-time Status Change – In situations in which 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 the deactivation of the parking permit. Continued use of a deactivated parking permit may result in a citation.

Upon Separation from the University – Permits will be deactivated on the employee’s last day.

Parking Lots – Review this [USD Campus Parking Map](#) for parking areas and authorizations.

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More Information about Parking Categories

Note: Please see the sections “Special Note about Resident Students,” “Off-Peak Parking opportunities,” and “Overflow Parking Option” for details about these special situations, and how they apply to the parking categories.

Proximity (PX) – To be eligible for proximity parking, an employee must have an active, benefit-based status according to Human Resources. Proximity permit holders must park in their assigned lots. See the “Overflow Parking Option” section below for exceptions to this policy. If an employee allows someone to use their space, they must add that person’s vehicle information to their parking account. If the employee is parked on campus while a guest is using their e-permit, the employee must park in the MS (Main Structure) or WS (West Structure) and pay the meter or on the pay-by-plate app, [ParkMobile](#).

Vehicles may not be left in Proximity lots for extended periods of time. If an employee wants to leave their vehicle parked on campus overnight or for an extended period of time, they must contact Parking Services in advance. An employee who takes a sabbatical or leaves USD for an extended period must contact Parking Services to discuss their individual parking needs. The employee is responsible for notifying Parking Services when they return to campus.

Faculty/Staff (FS) – This category provides parking in designated areas on campus to all full-time, part-time, and casual/contracted employees of USD. Full-time employee e-permits are available annually by payroll deduction or paid in full at the time of purchase; part-time and contracted employees (status verified by Human Resources) may only purchase permits by the semester, paid in full at the time of purchase. Please see the “Off-Peak Parking Opportunities” and “Overflow Parking” sections for additional parking information.

Commuter Student (C) – This category allows non-residential, commuter students to park in designated areas across campus. Commuter students may only park in designated Commuter parking between 7am and 4pm, Monday through Friday. However, after 4 p.m. and before 7 a.m., Monday through Friday, and all day Saturday and Sunday, commuter students may also park in Proximity lots. Commuter students may also pay to park in the following 2-hour zone: Torero Way. The 2-hour paid spaces are painted with green curbs and green demarcation lines. Commuter students may not park in S7 at any time. Part-time or full-time status will be determined by the number of units the student is registered for and verified through the Registrar’s Office. E-permit fees will not be reduced or waived for part-time students registered for the same number of units as full-time students. Part-time permits are only available on a per-semester basis. Please see the “Off-Peak Parking Opportunities” and “Overflow Parking” sections for additional parking information.

Residential Student – This category allows residential, non-commuter students to park in designated lots near the resident community. Resident students must park in their assigned parking areas listed below or in the West Parking Structure (WPS), West Lot (W1), or Gravel Lot (W2) between 7am and 4pm, Monday through Friday.

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However, after 4 p.m. and before 7 a.m., Monday through Friday, resident students may also park in Proximity lots. Designated residential parking areas are as follows:

- **Alcala Vista Apartments (AV)** - Residents are permitted to park in E9 (Vistas East Lot), E10 (Vistas North Lo) and E12 (Vistas West Lot).
- **Manchester Village Apartments (MV)** - Residents are permitted to park in G3 (Manchester North), G4 (Manchester South) and the white-lined spaces in E8 (Manchester CDC).
- **Pacific Ridge Residents** - Please email housing@sandiego.edu if you would like to purchase a parking space in the Pacific Ridge apartments. Residents are also eligible to purchase a USD on-campus residential parking permit at \$375 per academic year (August to July). Your assigned parking areas are the Manchester Village Garages (G3 and G4).
- **Presidio Terrace Apartments (PTA)** - Residents are permitted to park in P1 (PTA North) and P2 (PTA South Lots).
- **Valley Residents (VLY)** - Residents living in San Buenaventura and San Antonio de Padua Apartments are permitted to park on Santa Ana Drive, San Dimas Avenue, Santa Paula Drive, San Buenaventura Way, and in E1 (Valley B Lot).

Paid parking areas – Resident students may pay to park in 2-hour zones only, including Torero Way and E11 (Sports Center/Alcala Vistas North). These spaces are painted with green curbs and green demarcation lines. No Student, Faculty, or Staff may park in N4 (Immaculata West) at any time (even with a valid meter payment).

West Parking (WP) – A lower-cost parking option for students and employees that may be selected when purchasing a permit. This category provides parking in WPS (West Parking Structure) and W1 (West Lot). Please see the “Off-Peak Parking Opportunities” “Overflow Parking” sections for additional parking information.

Perimeter (PR) – The lowest-cost parking option for students and employees that may be selected when purchasing a permit. This category provides parking in the basement levels (B1-B3) of WPS (West Parking Structure), W2 (Gravel Lot), E6 (Softball Field), and G3 (Manchester North) and G4 (Manchester South) garages. You must park in the Perimeter areas Monday - Friday, 7 am - 4 pm, after 4 pm, perimeter permit holders may park in West Parking.

Motorcycle – Designated areas on campus are provided for motorcycles. Only motorcycles, motorized scooters, or mopeds may park in spaces identified as motorcycle spaces; all other vehicles will be cited and/or towed. Motorcycles, motorized scooters, or mopeds may not park outside of these spaces at any time.

Other Types of Parking Spaces

Metered Parking – Metered parking is available for university invited guests and general visitors only at a rate of \$2.50 per hour. University invited guests have dedicated meter parking in S7 and MPS which can be reserved

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by university departments. Please check with Parking Services for additional information on parking rates for external groups.

University Invited Guests (G) include those who have been invited to campus for a specific purpose by faculty or other campus authorities, for example, a guest speaker for a class or a trustee attending a board meeting. Payment may be made by the sponsoring department or by the guest at a rate of \$2.50 per hour with a 4-hour minimum or \$18 for the day. **Note that USD employees and students may not use metered parking in these lots Monday through Friday, from 7 a.m. to 7 p.m.**

Visitors (V) include those who are on campus for tours, events, and athletic contests. Metered parking is available for general visitors in MPS (Main Parking Structure), N4 (Immaculata West), the W1 (West Parking Lot), and WPS (West Parking Structure) by paying the meter at a rate of \$2.50 per hour or \$18 for the day. **Metered parking in N4 (Immaculata West) is not available after 2 p.m. on Fridays.**

Please visit the [Parking Services web page](#) for more information about metered parking on campus. From Monday through Friday, 7:00 a.m. to 7:00 p.m., everyone is required to either have a valid USD parking permit or to purchase timed parking privileges at a pay station or via the ParkMobile app. For more information, visit [ParkMobile](#).

- License plate information is required for payment at a pay station or via the ParkMobile app. A convenience fee is applied to each ParkMobile transaction. Tip: take a picture of your license plate with your smartphone because refunds will not be given, or citations excused for information that is entered incorrectly.
- Restricted Spaces – University invited guests and general visitors may not park in USD Official Vehicle Only spaces or red curb emergency zones.
- Posted Signs – Please read and abide by all signs posted on cones and/or barricades before parking to ensure you do not park in a reserved or closed area.

Disabled Spaces/Corridors – Any vehicle displaying a valid placard and any valid USD e-permit may park in commuter (C) and Faculty/Staff (FS) spaces, USD tow away, or loading zone (time-restricted space) without being cited. You may not park in Proximity (PX) spaces or spaces marked “reserved 24/7”. Any vehicle displaying a valid disabled placard/license plate must pay at a pay station when parking in any metered parking area on campus. Any vehicle illegally occupying or blocking disabled spaces or aisles will be cited and/or towed.

Parking Services can assign a USD-only temporary ADA accessible parking permit to individuals who provide documentation (from an off-campus, licensed medical/clinical provider) of a verified disability to the Disability and Learning Difference Resource Center (DLDRC). Documentation should be submitted to disabilityservices@sandiego.edu for DLDRC review. Upon approval by the DLDRC, Parking Services can issue a 14 day temporary ADA accessible permit. If a disabled permit is needed for a longer period, please

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obtain a placard from the DMV. 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 the California Vehicle Code, Section 22511.56.

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Loading/Unloading and 15-minute spaces – All loading-zone and 15-minute spaces are open to any vehicle with a valid USD parking permit, as long as the vehicle is parked for less than the 15-minute time limit. These spaces are monitored at all times. 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. You may not re-park to reset your 15 minutes in these spaces.

USD Official Vehicles Only – These spaces are reserved 24 hours a day, 7 days a week for USD Official Vehicles.

Red Curb – 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 citation and/or tow.

Electric Vehicle – EV (electric vehicle) spaces are identified with “EV Only” signs and vehicle charging stations. Non-electric vehicles parked in EV spaces are subject to citation and/or tow. EVs must have a valid USD parking permit and be actively charging while parked or be subject to citation. Once an EV is charged, it should be relocated to another legal space to allow others to charge their vehicles.

Special Note about Resident Students – First-year resident students are not permitted to park on campus. First-year students are defined as students who have completed less than 30 units. First-year resident students with a medical or disability-related need or those with off-campus employment may request a waiver. All exception forms must be submitted prior to bringing a car on campus. Please visit our [website](#) to fill out the First-Year Exception form for the 2023-2024 school year. If you are looking for medical exceptions, please email wellness@sandiego.edu.

Beginning their second year, resident students may bring a car to campus and purchase a parking permit. Transfer students who have completed a full school year (30 units) are allowed to buy parking permits.

Off-Peak Parking Opportunities – After 4 p.m., permit holders may park in these designated areas per permit type. Off-Peak Parking opportunities expire on weekdays at 7 a.m. Vehicles are subject to citation/tow if parked outside of their assigned permit area on weekdays from 7 a.m. to 4 p.m.

- Perimeter permit holders (PR) may park in West Parking.

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- Resident permit holders (AV, MV, VLY, and PTA) may park in Proximity lots, Commuter lots and Faculty/Staff lots.
- West Parking permit holders (WP) may park in Faculty/Staff lots and Commuter lots.
- Faculty/Staff permit holders (FS) may park in Proximity lots.
- Commuter permit holders (C) may park in Faculty/Staff lots and Proximity lots.
- Proximity permit holders (PX) may park in Proximity lots outside of their assigned Proximity lot.

Overflow Parking – On the occasions in which a permit holder cannot find a space in their primary parking area, a permit holder may park in the following locations:

- Proximity holders may park in the Main and West Structures or Perimeter lots.
- Faculty/Staff and Commuter permit holders may park in the Main and West Structures, Gravel Lot or Perimeter lots.

For the safety of pedestrians and to reduce congestion, please park once and use the tram or other mobility options to move around campus throughout the day.

Permit Refunds

- Employees: A refund will be processed at a prorated rate (\$18/day or \$40/week) within 30 days of the date the permit is purchased. No refunds are processed after 30 days (except for separation from the university). No parking permit refunds are given to faculty and staff who pay for a permit by payroll deduction.
- Students:
 - Permit refund for student withdrawal: the amount refunded will be based on the parking permit cost for the specific semester. For example, if a student withdraws from USD anytime during the Fall semester, we will refund based on the fall semester permit price. If the student withdraws in the Spring, there will not be any refund for Annual permits. If the student purchases a Spring permit and withdraws, the below refund rules will apply.
 - Permit refund for reasons other than student withdrawal will be issued up to 30 days from the date of purchase according to the following schedule, regardless of usage:
 - 1 week after purchase = 75% of permit cost
 - 2 weeks after purchase = 50% of permit cost
 - 3 weeks after purchase = 25% of permit cost
 - 4 weeks after purchase = 0%
 - Refund rules only apply to permits purchased at the full-time rate. No refund for discounted permits.
- No parking permit refunds will be made for general visitor permits.
- No parking permit refunds will be made for summer conferences or summer-related programs.
- An approved request for a refund will be honored upon proof of withdrawal from USD.

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FMLA Leave (Effective Date January 1, 2024)

1. Eligibility:
 - Employees eligible for prorated permits must be covered under FMLA for an approved leave.
2. Proration:
 - A prorated amount will be credited to the employee. This means that the credit will be adjusted based on the portion of the FMLA leave or time period when the employee will not be on campus.
3. Application Process:
 - Human Resources will complete on behalf of the employee a parking proration form, which will be submitted to Parking Services. Parking Services will route the form to USD payroll if an employee is on payroll deduction. If an employee has paid in full with a credit card, the prorated amount will be credited to the original credit card on file.
 - The request must be submitted within 15 days of the start and/or return of their FMLA leave.
4. Permit Duration:
 - The prorated permit will not be valid for the duration of the approved FMLA leave.

C. TRAM SERVICE

[Tram Hours of Operation – Monday through Friday](#) *Route information and service times are subject to change.*

D. ALTERNATIVE MODES OF TRANSPORTATION

Carpools – Carpool spaces are reserved from 7 a.m. to 10 a.m., Monday through Friday, for vehicles who obtain a valid carpool permit from the Main or West entrance kiosks. If a permitted carpool vehicle leaves the space, the vehicle may not return to park in a carpool space after 10 a.m. Carpool permits are 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 with a valid USD Commuter, Faculty/Staff, or WPS permit. Proximity e-permit holders and Resident students are not eligible for carpool permits. The West Kiosk assigns carpool permits for G1 (Joan B. Kroc Institute for Peace and Justice Garage) and G2 (Mother Rosalie Hill Hall Garage). The Main Kiosk assigns permits for MPS (Main Parking Structure) and S9 (Hughes East Lot). Carpool spaces are identified with carpool signs placed in front of each space.

Fresh Air Permit – Fresh Air Permits are available at no charge to employees who typically use an alternate mode of transportation to commute to campus (e.g., ride a bike, take the trolley, carpool, etc.). The Parking Services Office issues Fresh Air Permits with a validation code on a per-semester basis, which allows parking up

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to 16 days per semester. Fresh Air Permits are valid only in MPS (Main Parking Structure) and WPS (West Parking Structure). The Dates for the semester are as follows:

- Fall Semester: August 1 – January 31
- Spring Semester: February 1 – July 31

E. SPECIAL PARKING SITUATIONS

Alumni Parking – Paid daily parking is available in MPS (Main Structure) or WPS (West Structure/Lot) at the rate of \$18 per day. If more frequent parking is required, please visit the Parking Services Office to purchase a permit at the discounted rate of \$40 per week. An Alumni Card is required to obtain this discounted weekly rate. Please contact the Alumni Relations Office in the Degheri Alumni Center, Suite 137; call 619-260-4819; or email alumni@sandiego.edu.

St. Francis Seminary – Permits are available at no cost to seminarians and employees of the St. Francis Seminary. Parking is restricted to the St. Francis Seminary parking area only.

Construction Vehicles – All construction vehicles parking permit requests must be submitted by the university project manager to Parking Services at least three business days before the permit is needed.

Vendor and Service Vehicle Parking – Vendor or service vehicle parking permits are available to external vendors who service the campus and need to load/unload or access equipment from their vehicles. The Vendor's USD Contact/Coordinator must submit a USD Vendor Permit Request to Parking Services at least three business days before the permit is needed. Vendor permits are not available to current students or employees. Vendor permits are only valid in USD Vehicle and Loading Zone spaces. These permits are not valid in any other lot, including disabled, resident, Proximity lots, reserved or metered spaces (unless paid for). If parked in a timed space, including USD Only 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.

Long-Term Parking – Long-term vehicle storage is not permitted on campus except for USD holidays, intersession, and summer breaks. Contact Parking Services for specific information on where long-term vehicle storage is permitted during those times. Vehicles left for more than 72 hours in one location (except residential areas) during the fall and spring semesters may be cited and are subject to relocation at the owner's expense. No person may sleep or stay overnight in any vehicle on the University of San Diego property.

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F. PARKING ENFORCEMENT AND CITATIONS

The university utilizes [License Plate Recognition \(LPR\)](#) to confirm vehicles are parked in their designated areas. License plate recognition technology captures and reads a vehicle license plate to confirm that the vehicle is registered and has permission to park on campus. Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space.

The university utilizes [License Plate Recognition \(LPR\)](#) to confirm vehicles are parked in their designated areas. License plate recognition technology captures and reads a vehicle's license plate to confirm that the vehicle is registered and has permission to park on campus. Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space.

In addition, any Parking Services employee or Public Safety Officer 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 complies 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, university invited guests or general visitors. 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. 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 are assessed following the penalty escalation schedule published and enforced at the time of the violation. Fines imposed for violating these rules will be the sole responsibility of the individual who purchased the permit. The person obtaining the USD permit is responsible for all citations issued to each vehicle registered to that person. If no permit is displayed, the owner/operator/driver of the vehicle will be held responsible. 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. If you loan your vehicle to another person, you are obligated to inform them of the parking rules and regulations. Registered owners are liable for all citations issued to their vehicles regardless of who was driving at the time of the infraction.

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The following is a list of all violations and fines.

VIOLATION	FINE
In a Carpool Space Without a Carpool Permit	\$25
Exceeding Time Limit	\$25
Not Actively Charging EV	\$25
Occupying Multiple Spaces/Not in a Marked Space	\$50
Plate View Obstructed	\$50
Parked Outside Assigned Area	\$50
Unpaid Meter	\$50
Parked in USD Official Vehicle Space	\$75
No Valid Permit	\$75
Fraud Use of Citation	\$100
Permit Sharing	\$100
Reserved Space/Area	\$100
Vehicle Tow/Relocate	\$150
Parked Against the Flow of Traffic	\$200
Parked in Fire Lane/Red Curb	\$200
Parked in ADA Space/Access Corridor	\$350

Payment of Parking Citations

Payment Online – A citation may be paid with a credit card within 21 days of issuance on the parking services [website](#). If a payment or appeal is not made within the 21-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.

Payment in Person – Payments by credit card (except American Express), Campus Card, and checks are accepted in the Parking Services Office. Please include any late fee along with the base fine amount.

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Payment by Mail – Citation payments may be mailed to the following address:

University of San Diego
Parking Services
5998 Alcalá Park
Durango Building, Suite E
San Diego, CA 92110

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

Escalation of Fines

The fine amount will double:

- If a citation is not paid or appealed within 21 days of receipt
- When there are three or more citations for the same type of violation

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. If a student is found in violation of the Student Code, 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 21 days and the fine will double. Failure to pay a student account balance will result in a hold being placed on student registration, academic records, or transcript requests. It may subject the permit holder's vehicle to impound.

For employees, failure to pay or appeal a citation within 21 days will result in the fine doubling and will prevent the purchase of future permits and/or subject the permit holder's vehicle to impound. All driving privileges at USD will be suspended until all parking fines are cleared, or a payment plan has been established.

Appeals Process

All appeals must be submitted:

- [Online](#)
- By the vehicle operator who received the citation
- Within 21 days of the date of issuance of the citation

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Parking Services will not accept:

- Appeals submitted by email
- Third-party appeals
- Appeals submitted outside of the 21-day period, regardless of the 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. To receive the “pending appeal” status with no escalation until you receive a response, upon which the escalation timeline will resume. The fine amount must be paid within 7 days of receipt of the appeal decision, and failure to pay within 7 days will result in the doubling of the fine.

Re-Appeal Process

Students who wish to contest an appeal decision may follow a re-appeal process, overseen by the Associated Student Government. Re-appeals must be submitted within 7 days of the Appeals Committee’s response. Prior to registering for a re-appeal, the citation(s) must be paid in full. Once paid in its entirety, 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 re-appeals are scheduled with a guaranteed minimum of eight hearings per meeting. Please refer to the [Associated Student Government Judicial Branch By-Laws](#) for more information on student rights or contact your student representative. The re-appeal court dates for the academic year are posted on the Parking Services website.

Employee re-appeals are scheduled through Parking Services by email. The citation(s) must be paid in full before setting an appointment.

Relocation and Impound of Vehicles

USD reserves the right to either relocate or impound vehicles through the use of 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 or when a Public Safety Officer or other employee is assisting with help-related services. Please contact the Parking Services Office Monday through Friday between 8 a.m. and 5 p.m. or the Department of Public Safety after hours if you believe your vehicle has been relocated or impounded.

Parking Rules and Regulations



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 agency. Unresolved citations and associated fines will be assigned to whomever the vehicle is released after impoundment.

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 agency. Unresolved citations and associated fines will be assigned to whomever the vehicle is released after impoundment.

E. LOSS, DAMAGE OR THEFT

Owners are solely responsible for loss, damage or theft to their vehicles and contents while on USD property. 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](#).