TRAFFIC AND PARKING ORDINANCE AT Pitt
ARTICLE I. GENERAL PROVISIONS

Sec. 1-1 Definitions

The words and phrases defined in this section have the meaning indicated when used in this Ordinance, unless the context clearly requires another meaning:

1. "Bicycle" means every device propelled by human power upon which any person may ride, and supported by either two tandem wheels or three wheels, one of which is sixteen inches or more in diameter.

2. "Booting" means to immobilize a vehicle through the use of a device which is designed to be attached to the tire/wheel and which renders the vehicle inoperable.

3. "Campus" means all property that (i) is owned or leased in whole or in part by the University of Pittsburgh; (ii) is subject to the general oversight of the Board of Trustees of the University of Pittsburgh; and (iii) is located within Pittsburgh, Allegheny County, Pennsylvania, excepting and excluding:
   a. property leased to another, not located within one of the areas set out in Section 3-4.
   b. property held for use as an official residence for administrative officers of the University of Pittsburgh.

4. "Moped/Motorbike" means every two-wheeled vehicle that is self propelled by means of a motor and is licensed by the Commonwealth of Pennsylvania and is capable of carrying passenger(s).

5. "Motor Vehicle" means any licensed vehicle that is self-propelled and any vehicle designed to run upon the highways that is pulled by a self-propelled vehicle. This includes automobiles, trucks, motorcycles and any other licensed motor-powered, passenger-carrying device.

6. "Park" means to leave a motor vehicle unattended by any person authorized to move it or capable of moving it immediately upon the direction of a law or traffic enforcement officer.

7. "Assistant Chancellor" means the Assistant Chancellor responsible for parking at the Oakland Campus of the University of Pittsburgh or his/her designee.

8. "Visitor" means any individual other than a student, faculty, and/or staff member of the University of Pittsburgh.
9. "Holiday" means a designated University of Pittsburgh holiday which may not be the same as University of Pittsburgh Medical Center designated holidays.

Sec. 1-2 Regulating: Delegating of Authority

1. The Chancellor has delegated administrative responsibilities for this Ordinance to the Director of Parking and Transportation, through the Assistant Chancellor and the Associate Vice Chancellor for Business.

2. The Assistant Chancellor is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures as he/she may deem necessary or advisable for the administration, interpretation, and enforcement of this Ordinance.

3. The Department of Parking and Transportation's operational hours are 8:00 a.m. to 11:00 p.m. Monday through Thursday and 8:00 a.m. - 7:00 p.m. Fridays. The Department of Parking and Transportation hours are subject to change. The University Police also may enforce regulations at any time or under any circumstances deemed necessary.

4. The Director of Parking and Transportation is authorized to negotiate and contract for parking management and other related services with representatives of non-University facilities.

Sec. 1-3 Posting Notice of Ordinance and Regulations

The Director of Parking and Transportation, through his designated administrative officers, shall cause to be posted a public notice of parking and traffic restrictions imposed by or pursuant to the authority of this Ordinance.

Sec. 1-4 Publications of Ordinance and Regulations

The Director of Parking and Transportation, through his administrative officers, shall cause copies of this Ordinance and regulations issued pursuant hereto to be printed and made available to students, faculty, and staff of the University.

Sec. 1-5 Filing of Ordinance and Regulations

A certified copy of this Ordinance and all regulations issued hereunder, except temporary police regulations, shall be filed in the following University of Pittsburgh offices:

1. Chancellor
2. Assistant Chancellor
3. Vice Chancellor for Student Affairs
4. Secretary of the University of Pittsburgh
5. Director for Parking and Transportation
6. University Senate
7. Staff Association Council
Sec. 1-6 Liability

The University of Pittsburgh assumes no liability or responsibility for damage to or theft of any vehicle parked on campus. The provisions of this Ordinance shall apply to all operators of all vehicles, public and private, and they shall be enforced twenty-four hours a day except as otherwise specified by this Ordinance. It shall be prohibited for any operator to violate any of the provisions of this Ordinance except as otherwise permitted.

The operator of any vehicle shall obey the lawful instruction of any law enforcement officer, parking enforcement assistant, official traffic signs or control devices appropriately placed and in accordance with provisions of these regulations.

Sec. 1-7 Cooperation with Civil Authorities

The University will cooperate with all law enforcement authorities of the Commonwealth of Pennsylvania and its political subdivisions in enforcing this Ordinance and issuing regulations hereunder.

Sec. 1-8 Rules of Evidence

When a vehicle is found to be in violation of this Ordinance it shall be assumed that the vehicle was parked by:

1. The person holding a University parking permit for the vehicle.

2. The person, company, corporation, or firm in whose name the vehicle is registered with the Pennsylvania Department of Motor Vehicles or the corresponding agency of another state or nation if no University parking permit has been issued for the vehicle.

3. The son, daughter, spouse or ward of the registered owner enrolled in or employed with the University of Pittsburgh.

The assumption established in this section (Sec. 1-8) shall not apply to the registered owner of a leased or rented vehicle when said owner can furnish evidence that the vehicle was, at the time of the parking violation, leased or rented to another person. In such instances, the owner shall furnish to the Department of Parking and Transportation the name and address of the person or company who leased or rented the vehicle.

Sec. 1-9 Use of Revenue

All monies received from parking fees and penalties imposed by this Ordinance may be used for the following purposes:
1. To defray the cost of administering and enforcing this Ordinance;

2. To develop, maintain, and supervise parking lots, areas, and facilities;

3. To provide shuttle service on the campus, and to participate with Port Authority of Allegheny County in a public transportation system serving the University community; and

4. For any other purpose related to parking, traffic, and transportation on the campus as authorized by the Assistant Chancellor.

Sec. 1-10 Parking on Streets or Roads of the City of Pittsburgh, Pennsylvania

Except as expressly permitted by this Ordinance, it is prohibited for any person to park a motor vehicle on the campus of the University of Pittsburgh.

Nothing in this Ordinance shall be construed as purporting to regulate parking or traffic on streets or roads of the City of Pittsburgh, Pennsylvania.
ARTICLE II. PAYMENTS AND COLLECTIONS

Sec. 2-1 Payment Methods

Payments can be made to the University of Pittsburgh Department of Parking and Transportation for permits, citations, taxi vouchers, visitor parking, etc., either through the mail, by phone, or in person, at the Parking Office. The department discourages patrons from submitting cash through campus mail. The following are the accepted methods of payment:

1. University of Pittsburgh payroll deduction for permits only.
2. Checks or money orders made payable to the University of Pittsburgh.
3. Cash received must cover payment for one full term - not recommended to be sent through the mail.
4. University Interdepartmental Charge(IDC) - department use only.
5. Purchase Requisition - department use only.
6. MasterCard/VISA/Discover - Parking Enforcement Assistants(PEAs) do not accept Mastercard, Visa, or Discover to remove boots in the field.
7. CampusFunds

Sec. 2-2 Replacement Fee

A lost parking permit must be reported immediately to the Parking Office. A lost permit, sticker, key, or gate card will be replaced for a fee of $15.00 per item. Evening student permits will be replaced for a $5.00 fee. All daytime student permits will be replaced for a fee of $15.00. Automatic garage door transmitters will be replaced for a $35.00 fee.

A stolen permit must be reported to the Parking Office and the University Police. A stolen permit, sticker, keys, gatecard, or automatic garage door transmitter requires payment as described in the above paragraph. Permits reported lost or stolen may not be replaced without the approval of the Department of Parking and Transportation. The permit holder must present the police report identifying the theft to the Parking Office.
Sec. 2-3 Returned Checks

Any payment made by a check that is returned by the bank and not cleared upon notification, shall be referred to the Office of Student Loans and Special Accounts for collection.

Returned checks of non-affiliated individuals or companies will be forwarded to a collection agency if not cleared upon notification. A $15.00 University NSF check fee shall be imposed for all returned checks.

Sec. 2-4 Collection Methods

Failure to pay debts within the required time frame can result in the University arranging for the collection of fees assessed against faculty, staff, students, and visitors in the following manner:

1. Permit payment, owed by employees of the University, may be deducted from payroll checks. The Parking Office will complete two mailings and one phone call prior to the initiation of this process.

2. Debts owed by students may be forwarded to Student Loans and Special Accounts for collection in the same manner that other student debts owed to the University are collected.

3. The University of Pittsburgh may recommend the use of a collection agency to collect debts from individuals.

4. No parking permit will be issued to any individual who has outstanding debts to the Department of Parking and Transportation.

Sec. 2-5 Civil Suits for Recovery of Penalties

When the Assistant Chancellor determines that in his judgement civil penalties validly imposed for violation of this Ordinance cannot or will not be collected through normal administrative procedures, he/she may bring a civil action against the offender in the name of the University for the recovery of the penalty.
ARTICLE III. PARKING

Sec. 3-1 Method of Parking (See Sec. 6-2 Penalties.)

The Assistant Chancellor shall cause each area in which parking is permitted by this Ordinance to be surveyed and developed for parking. Each parking space shall be defined by appropriate signs and/or painted lines (when the parking area is paved). When parking spaces have been established in the area in which parking is lawful, vehicles shall be parked within the spaces so designated at all times.

1. Some spaces shall be marked for specific vehicles. These include, but are not limited to: compact vehicles; subcompact vehicles; vans; vanpool vehicles; carpool vehicles; campus vehicles; and University Police. It is prohibited to park in these specifically marked spaces with a vehicle which does not meet the specifications of the sign.

2. It is prohibited at any time to occupy portions of more than one space when such is defined by painted lines or to park in any portion of the area not clearly designated for parking.

3. When spaces are designed at an angle (diagonally) to a street curb or dividing median, vehicles shall be parked therein with the front of the vehicle next to the curb or median. When parking spaces are parallel to a curb or dividing median, vehicles shall be parked with the front of the vehicle facing the direction of travel authorized for that side of the street or driveway.

4. Double parking is prohibited in all University of Pittsburgh parking spaces or facilities.

5. Vehicle sizing shall be defined by the Director of Parking and Transportation and/or his/her designee.

6. Parking is prohibited along any yellow line.

Sec. 3-2 Disabled Vehicles (See Sec. 6-2 Penalties.)

It is prohibited to leave a disabled vehicle parked in violation of this Ordinance without immediately notifying the University Police or Parking Office. If the vehicle is obstructing traffic or creating a hazard, it must be removed immediately. Disabled vehicles must be removed from campus property within 24 hours.
Sec. 3-3 Inclement Weather Parking (See Sec. 6-2 Penalties.)

If the assigned permit parking facility is inaccessible due to adverse weather conditions (i.e., snow), vehicles are to be parked in either the SO or OH garages. Lot inaccessibility shall be defined by the Director of Parking and Transportation and/or his/her designee. Vehicles parked in lots other than SO and OH shall be subject to ticketing.

Sec. 3-4 Parking Facilities (See Sec. 6-2 Penalties.)

Any person parking a motor vehicle in one of the parking lots and areas described in this section (3-4) must display the appropriate permit for that parking facility. Permit parkers may use any other parking facility which does not require keycard access after 3:50 PM weekdays and on the weekends except as noted in Sec. 3-5 of this Ordinance (i.e., during special events), and with the exception of A and PG Garages. Further, while SO and OH are key card facilities, permit parkers may use them after 3:50 weekdays. When using O’Hara Garage remember to take your hangtag and parking ticket to the cashier before retrieving your vehicle. Refer to Appendix A at the back of this document for other restrictions on this privilege. After 5:00 PM weekdays, University parking permits are not required in the E lot for those using Athletic Facilities, except during special events.

Controlled-access or restricted lots/areas shall be enforced during those hours specified in this Ordinance. Any vehicle parked without displaying a valid permit is subject to the issuance of a ticket, booting, and/or towing.

No open flames, such as portable grills, are allowed in any University of Pittsburgh parking garage.

If the assigned parking facility is full, the overflow parking facilities are the SO, OC, and OH facilities. The permit holder must notify the Parking Office, 624-4034, in order to arrange validation of his/her parking ticket.

Employee permit holders may park for 15 minutes in another lot for loading/unloading by leaving their flashers on.

A brochure that summarizes the regulations and a map depicting the parking zones is available at any of the offices within the Department of Parking and Transportation. Pursuant to Section 1-2, the Director of Parking and Transportation may provide for subdivision of and for addition or deletion of lots to or from any one of these areas and may change traffic flow patterns as deemed necessary or advisable for the administration or enforcement of this Ordinance. See a summary of all University of Pittsburgh Parking facilities in appendices.
Sec. 3-5 Special Event Parking (See Sec. 6-2 Penalties.)

The Director of Parking and Transportation may cause certain areas to be reserved for special event parking. Specific prices per event may vary in amount but will not exceed $6.00. Permit holders may park free of charge, however, they will be directed to specific lots in which to park for the event.

Parking in certain lots or areas shall be reserved for athletic events held in the Stadium and Field House. Management of the lots or areas is the responsibility of the Department of Parking and Transportation. Special permits for events shall be issued by the Department of Parking and Transportation to the Athletic Department.

The Director of Parking and Transportation is authorized to remove and/or cite vehicles parked in reserved spaces prior to football and basketball games and other special events. On the day of the event, a list of all vehicles removed will be forwarded to the University Police.

1. Notification to Permit Holders – The Director of Parking and Transportation will take one or more of the following steps to inform permit holders of special event parking policies:

   a. Information mailed to all permit holders affected by special event parking;
   b. Notices placed on vehicles at the beginning of football and basketball seasons and before special events;
   c. Informational signs posted at the entrances to lots reserved for football, basketball, and other special events;
   d. Notices to Deans, Directors, Department Chairpersons (Administrative Distribution List);
   e. Messages placed on the Department of Parking and Transportation’s 24-hour information line at 624-8800;
   f. Notices on PittInfo, the University of Pittsburgh’s on-line information service, accessible through the Internet;
   g. Parking and Transportation Electronic Messaging System; and
   h. Other methods as deemed appropriate.

2. Football Parking

   a. Parking in the following lots or areas during football home games is reserved for specifically authorized persons. Special permits issued and controlled by the Athletic Department are required for the following lots:
C LOT (Handicap Parking Only)  D LOT
E LOT  F LOT
OC LOT  R LOT
UD LOT  SC LOT
WPIC GARAGE  Y LOT
PRESBY GARAGE  VAMC LOT
TV GARAGE  PG GARAGE

Parking on game days for permit holders is available in the following lots:

A - Forbes Quad
G - Behind Alumni Hall
K - Corner of Parkman and University Drive
RA - Ruskin Avenue
U - Behind Sutherland

(b.) Cash and game day permit parking are available in the following locations:

BG LOT  SO GARAGE  PS LOT
OH GARAGE  IM LOT  SB LOT
PG GARAGE  OA LOT  SM LOT
TV GARAGE  PH LOT

(c.) Parking spaces in two VA Medical Center lots will be reserved for game day employees, coaches, referees, media, grounds keepers, etc., with game day permits and season ticket holders.

d. Parking is prohibited in the above mentioned facilities a minimum of 4 hours prior to kick-off on home football game days to accommodate routing of incoming and outgoing traffic.

e. The Director of Parking and Transportation is authorized to designate other parking areas as public pay parking or football permit parking.

3. Basketball Parking

(a.) Parking is reserved for persons specifically authorized by the Athletic Department in the following lots or areas, Monday through Friday after 5:00 p.m. and on Saturdays and Sundays during basketball games held in the Field House: E, F, OC, Y, VAMC, and R.

(b.) Parking spaces in the VAMC lot will be reserved for game employees with permits and season ticket holders.
c. The Director of Parking and Transportation is authorized to designate other parking areas as public pay parking or basketball permit parking.

4. Concerts

The Director of Parking and Transportation shall designate parking areas for permit holders and the public for concerts and all other special events.

5. Charter Bus Parking

The Department of Parking and Transportation shall assist with parking arrangements for chartered buses.

Sec. 3-6 Metered Spaces (See Sec. 6-2 Penalties.)

The Director of Parking and Transportation may designate metered parking spaces within any parking lot or area on the campus for general use. He/she may also specify the length of time for parking in each space. It is prohibited for any person to park a vehicle in metered spaces pursuant to this section without activation and for longer than the indicated length of time.

1. Activation of meters: Parking meters shall be marked so that they can be activated by insertion of lawful coins of the United States, or a key card issued by the Parking Office.

2. Multiple violations: Vehicles parked in metered spaces without the meter being activated with lawful coins or key card shall be subject to the issuance of a citation for each period of one hour that the vehicle occupies the space with an expired meter.

3. Extended parking at meters: it is prohibited for a vehicle to occupy any portion of a metered space for more than twenty-four consecutive hours, regardless of whether or not the meter is activated.

4. Abuse of meters: it is prohibited for any person to damage, tamper with, willfully break, destroy or impair the usefulness of, or open without lawful authority any parking meter installed pursuant to this Ordinance. It is prohibited for any person to insert into a parking meter any object that is not a coin of the United States or key card issued by the Parking Office.

5. Motorpool vehicles, government vehicles, ZZ and VN permit holders are not exempt from meter regulations.
Whenever a meter is discovered to be inoperative, this information must be immediately reported to the University of Pittsburgh Department of Parking and Transportation. Unless such a report is made, the vehicle(s) parked at such a meter shall be subject to ticket sanctions.

Sec. 3-7 Controlled-Access Lots (See Sec. 6-2 Penalties.)

The Director of Parking and Transportation shall cause to be erected at the entrance and exit of each controlled-access lot or area defined in Sec. 3-4, a gate that can be opened and closed either by an attendant or by use of a gate-control keycard issued by the Parking Office.

It is prohibited for vehicles to enter or park in controlled-access lots during the posted hours without paying the appropriate fee or displaying a valid permit for that parking facility. Whether or not a gate is open during the hours of parking is not an indication that an unauthorized vehicle may legally drive through and park in that gated lot.

It is prohibited for any person to deface, damage, tamper with, willfully break, destroy, or impair the usefulness of, or open without lawful authority an entry or exit gate or any other related equipment.

Sec. 3-8 Reserved Parking (See Sec. 6-2 Penalties.)

Parking spaces shall be reserved to meet special needs as they arise. It is prohibited for any unauthorized person to park a motor vehicle in a reserved space. Notice of the reserved status of a parking space shall be posted prominently at the space. Once posted, such spaces are reserved at all times unless otherwise indicated.

1. Reserved spaces for persons or departments shall be approved by the Assistant Chancellor. The annual fee for a reserved space shall be equivalent to that of a regular monthly permit plus $300.

2. A sufficient number of parking spaces shall be reserved to meet the needs of the handicapped. It is prohibited to park a vehicle in a space posted for handicap parking without the proper documentation (see paragraph below). It is also prohibited to park a vehicle in a manner denying access to a handicap parking space.

Handicap spaces are reserved at all times unless otherwise indicated. Handicap license plates, handicap permits, handicap placards, disabled veteran license plates issued by the Commonwealth of Pennsylvania, and handicap plates, permits, and placards issued by other states shall be honored in posted handicap parking areas of the public/transient garages or lots. In all other controlled lots, the plates/permits shall be honored as long as a valid University permit for that lot is also displayed.
3. Areas set aside for loading zones shall be monitored for illegal use or overtime parking.

Sec. 3-9 Visitor and Conference Parking (See Sec. 6-2 Penalties.)

University departments may purchase parking validation stickers for their guests from the Parking Office. These stickers are valid only in the SO and OH garages.

Departments may request, in writing, from the Parking Office temporary parking permits for guests attending conferences, meetings, and seminars. These permits may not be used by students, or employees of the University or UPMC. Parking locations will be identified at the time such permits are issued. (See appendices for permit costs.) The coordinator, from requesting office, will make payment arrangements with the Parking Office in advance.

1. Handicapped visitors: Those handicapped visitors displaying the appropriately approved state plate or placard may park in any transient space reserved for the handicapped, and pay normal parking fees. Conference coordinator(s) must arrange with the Department of Parking and Transportation to provide for handicap parking and transportation if required.

2. Transportation and Shuttle Service: The Department of Parking and Transportation may provide shuttle services for large groups of visitors parking in fringe locations. The department or event coordinator, scheduling the event, is responsible for coordinating this service with the Department of Parking and Transportation.

Sec. 3-10 Bus Stops (See Sec. 6-2 Penalties.)

Sufficient areas shall be set aside for bus stops for the use of any public transportation system established by Port Authority of Allegheny County or the University. It is prohibited for any person to cause a motor vehicle to occupy a bus stop for any reason.

Sec. 3-11 University or Government Vehicle Parking (See Sec. 6-2 Penalties.)

University or state owned vehicles may park in any regular ungated, unreserved, or unassigned space. Parking in any regular space for more than forty-eight hours is prohibited without specific approval. A violation of this section by a University or state-owned vehicle shall result in the issuance of a citation, immobilization, and/or towing.

University vehicles, government vehicles, ZZ and VN permits are not exempt from meter regulations.
Sec. 3-12 Motorcycle/Moped/Motorbike Parking (See Sec. 6-2 Penalties.)

Motorcycle/Moped/Motorbike operators must obey all procedures and regulations issued according to this Ordinance. Operators are required to purchase and display a University of Pittsburgh permit while parking on campus.

Operators of licensed motorcycles, mopeds, motorbikes, etc., are not permitted to park on campus except in designated motorcycle parking areas. Operators of these vehicle types may not park at any time in any regular zoned parking space. In addition, they may not be parked in areas designated for the use of bicycles.

In the case of a person wishing to register a combination of an automobile and a motorcycle, there will be no charge for the motorcycle permit, but full payment for the automobile permit shall be required. Permits must be displayed as indicated in Sec. 4-3. No more than one motor vehicle permit and one motorcycle permit shall be issued to any registrant.

Sec. 3-13 Bicycle Parking (See Sec. 6-2 Penalties.)

Employees and students of the University of Pittsburgh and UPMC are encouraged to display bicycle registration permits on their bicycles. This permit is issued free of charge upon the completion of a bicycle registration form and may be obtained through the Ridesharing Office.

1. Bicycles shall be parked in accordance with this Ordinance, state, and local fire/safety regulations. Bicycle parking is available throughout the campus and is designated by the presence of bicycle racks and lockers or specifically marked parking areas. Restrictions governing bicycle parking are in effect at all times.

2. Bicycles shall not be parked or stored in any location other than areas designed for bicycle parking, including:
   a. in any University building, including stairwells, hallways, and balconies;
   b. against or attached to any tree, bush, plant, or foliage;
   c. against or attached to any water, steam, or gas pipe; or electrical or other utility fixture;
   d. against or attached to any sign post, parking meter, railing, public seating fixture, trash receptacle or emergency safety device;
   e. in any handicap area;
f. on any access/egress ramp, blocking an entrance or exit to any University building; and

g. in any other area where bicycle parking or any other type of vehicle parking is prohibited specifically by this Ordinance.

3. Any bicycle parked in violation of this Ordinance is subject to impoundment. It is lawful for the University to remove locking devices in order to impound a bicycle. The University is not responsible for damage done to locks during impoundment.

4. Bike lockers are available for rent. Contact the Ridesharing Office for details. (Additional information is contained in the Bike Policy which is on file at the Department of Parking and Transportation offices.)

Sec. 3-14 Temporary Parking Restrictions (See Sec. 6-2 Penalties.)

The Director of Parking and Transportation is authorized to temporarily prohibit parking, stopping, or standing on driveways, streets, alleys, and parking lots on campus; and, by agreement with the City of Pittsburgh, on public streets. The Director of Parking and Transportation is authorized to reserve parking spaces for special use when such action is necessary due to special events, emergencies, and/or construction. Temporary signs or barriers shall be posted, and a representative of the Department of Parking and Transportation or other University official shall give notice of regulations issued under this section. It is prohibited for any person to violate such regulations.

Sec. 3-15 Evening Parking (See Sec. 6-2 Penalties.)

The Director of Parking and Transportation may cause certain lots to be available/designated on weekdays after 3:50 p.m. and 4:50 p.m. to accommodate students attending evening classes and employee evening parking (See Sec. 4-2.). Employees and students must purchase a valid evening permit or full-time permit at the Parking Office in order to utilize University parking facilities. Lots and garages shall be designated with specific time parameters. See Appendix A for a list of available locations.

Sec. 3-16 Idling at Air Intake Louvers (See Sec. 6-2 Penalties.)

It is prohibited for any person to cause a motor vehicle to be parked with the engine running near a building's air intake louver. Vehicles in violation of this section are subject to the issuance of a citation and/or towing.

Sec. 3-17 Carpool Parking (See Sec. 6-2 Penalties.)

Those employees who are in a registered carpool have preferred parking spots. These
spots are assigned on an as needed basis. Carpool spaces are designated by signs and/or striping. Carpool permits are designated with a key on the front of the permit. These permits must be displayed at all times.

Sec. 3-18 Vanpool Parking (See Sec. 6-2 Penalties.)

University of Pittsburgh sponsored vanpools have designated parking spaces in specific University lots. These spaces are designated with signs. The van must display a parking permit at all times.

Sec. 3-19 Emergency Vehicles

Emergency vehicles are exempt from the provisions of this Ordinance when being operated as such by a valid operator.

Sec. 3-20 Meter Parking

All meters must be activated with coins or debit key/card. Permits alone do not constitute valid parking at a meter.
ARTICLE IV. PARKING PERMITS

Sec. 4-1 Parking Permits (See Sec. 6-2 Penalties.)

The Director of Parking and Transportation may issue permits to park in lots and areas described in Sec. 3-4 to employees or students of the University and affiliated organizations operating on the campus upon payment of the appropriate fee. Permits shall be allocated among the faculty, staff, and students of the University in a manner that will best serve the needs of the University community as a whole. Permits will not be issued without presenting a current and valid University ID card.

The Director of Parking and Transportation may issue special permits under the conditions and at the fees indicated in this section. Misuse of said permits shall result in confiscation of the permit, and restrictions on issuing permits for at least one year. No refunds shall be issued on those permits requiring a paid fee. Persons found to be displaying said permits in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).

Vehicles must be registered with the Parking Office before any type of permit will be issued. It is the responsibility of permit holders to inform the Parking Office of any changes in their vehicles (e.g., purchase of a new car); address changes, department changes; etc. All permits must be displayed as outlined in Sec. 4-3.

Sec. 4-2 Permit Types (See Sec. 6-2 Penalties.)

1. Faculty and Staff:
   a. University of Pittsburgh faculty and staff are eligible to be issued a University parking permit at a per month cost. These rates vary depending on the facility. This monthly fee gives the registered employee the authority to park at his/her designated garage or lot. It is not an absolute guarantee that a specific space will always be available to the holder. In situations where the garage/lot is full, see Sec. 3-4.
   b. Permits are issued to employees for the garage/lot they request. In situations where there are no spaces available, the applicant will be offered the first space that is available. An employee may be on the wait list for three garages/ lots. Wait list sequence will be based on date of application to the Parking Office. The wait list is available for inspection at the Parking Office or electronically through PittInfo - the University of Pittsburgh Information Service. The wait list is updated on a weekly basis on PittInfo and on a daily basis at the Parking Office.
c. Faculty and staff are responsible for all fees and fines associated with their permits. Payroll deduction is available to simplify the payment procedures. Acceptance of the monthly University parking permit is acknowledgement that the University may payroll deduct for outstanding fees or fines. The method for these procedures is outlined in Sec. 2-1.

d. Employees may not: give their permits away; let others use their permits; or resell permits to other individuals.

e. Transferring Employees: if an employee transfers from one department to another department, the permit stays with the employee. A Faculty/Staff permit is not assigned to the department where the individual works, but to the individual himself/herself.

f. Faculty/Staff/Student Termination: when a faculty/staff member or a student terminates his/her relationship with the University, it is that person's responsibility to return the permit to the Parking Office. Parking permits may not be transferred to anyone else. However, retired employees and "faculty emeriti" may be permitted to retain their permit following procedures specified in item 4 below. Permits not returned to the Parking Office for cancellation remain active, and the permit holder is responsible for paying outstanding debts as monthly charges accrue.

g. Permit Reinstatement: faculty or staff who desire to relinquish their parking permit for the months they do not work due to an approved leave or sabbatical, or when they do not receive a paycheck, may do so. They should bring their parking permit to the Parking Office by the third working day of the month so that they will not be charged for that month. At that time, they may complete a parking application indicating the month of return and a space in the assigned parking garage/lot will be held. These individuals may pick up their new parking permit at the Parking Office upon their return. They may have their personal representative return the permit and pick up the new permit as long as he/she presents a valid and current University ID card.

h. Refunds will not be made on permits which are not returned in accordance with the applicable permit reinstatement policy as outlined above.

2. Student Permits:

Student permits are assigned in accordance with the Department of Parking and Transportation guidelines and regulations. Information pertaining to student parking is summarized in a brochure available in the Parking Office. Student Permits are available to:
a. Limited numbers of students residing on campus, with priority given to upper classmen.

b. Handicapped students whose schedules cannot be accommodated by the University’s transportation system.

c. Commuting students.

d. Student athletes.

e. Students are requested to register their vehicle with the Parking Office even if they do not have a permit.

f. Students who are members of fraternities and reside in upper campus fraternity houses may be eligible for parking on an academic year basis.

3. Evening Student Permits:

All students are authorized to purchase one evening student permit per academic term. Garages/lots and times for which this permit is authorized are summarized in a brochure available at the Parking Office. Permits are sold at the Parking Office. All evening student permits are valid on Saturday and Sunday for use in any University parking facility not requiring a keycard. Evening student permits are not valid during special events.

4. Faculty Emeritus and Retired Employee Permits:

Retired employees and those designated as "faculty emeritus" may obtain a parking permit by completing a parking application at the Parking Office. Their requests will be placed on the waiting list and a parking assignment will be made based on the date of application. However, if they have a continuing documented need (such as retaining the use of an on-campus office), they may retain their existing permit and designated parking lot. The individual requesting the permit will pay for the permit. Deans, Directors and Department Chairpersons must verify the need for the permit. Faculty emeriti or the department may purchase validation stickers if they are not on campus full-time.

5. The Postdoctoral Fellows’ Permits:

Postdoctoral Fellows may apply for parking following the conditions stated in Sec. 4-2 (No. 1).

6. Temporary Permits:

Temporary permits may be issued in areas where space is determined to be available.
discretion of the Director of Parking and Transportation. The purpose of these permits is to allow individuals easy access to move around the Oakland campus. ZZ permits are valid in all lots and garages that are not keycard accessed. In addition they are valid in both the SO and OH garages. They are not valid at meters or in any reserved or assigned space. Due to limited space in the Public Health Garage (PG), the Parking Office requests that ZZ permit holders utilize the O'Hara Garage (OH) located directly across the street. The UPMC Parking Office honors only Board of Trustee ZZ permits without additional charge.

15. Reserved-at-all-times Permits:

The reserved-at-all-times permit is a space that may be used only by a specific person, department or school. The Assistant Chancellor may issue this permit providing justification for said permit is met. Job duties and other functions associated with employment shall be considered. The cost of the permit and space shall be equivalent to that of a regular permit, plus $300.00 per year.

16. GN Permits:

GN permits are available to faculty and staff who work in shifts or who need parking only in the afternoon. These are valid in all lots and garages that do not require key or card access. The three types of GN permits are:

* GN2 - valid after 2:00 p.m.
* GN3 - valid after 3:00 p.m.
* GN5 - valid after 5:00 p.m.

17. Bicycle Permits:

Students and employees of the University of Pittsburgh and UPMC are encouraged to display bicycle parking permits on their bicycles. A bicycle registrant will be issued a free bicycle permit, designed to be affixed to the bicycle frame as described in Sec. 4-3. Bicycle permits are not transferable. See Sec. 3-13 for bicycle parking information.

Sec. 4-3 Display of Permits (See Sec. 6-2 Penalties.)

The parking permit must be properly displayed at all times. Parking permits must be clearly visible and cannot be obscured in any way. A violation of this section shall result in the appropriate fine.

Permit display areas are:

1. Hanging from the vehicle’s rear view mirror, facing the front of the vehicle, clearly visible through the front windshield. When using a special permit assigned to a department, the special permit must be displayed so that both permits are clearly visible through the front windshield.
Note: State law requires that permits are to be removed from the rear view mirror when driving the vehicle in order to avoid any obstruction of the driver’s view.

2. Special permit placards must be displayed on the driver’s side of the dashboard so they are clearly visible through the front windshield.

3. Bicycle permits must be affixed to the rear upright frame bar supporting the seat of the bicycle.

4. Permits for motorcycles must be displayed on either of the front forks of the motorcycle.

5. Permits for vehicles using car covers must be affixed permanently on the top center windshield portion of the cover. The license plate number of the authorized vehicle must be recorded on the permit by the Department of Parking and Transportation.

6. Fraternity permits must be displayed on the rear bumper of the vehicle on the passenger side.

Sec. 4-4 Counterfeiting/Altering Parking Permits (See Sec. 6-2 Penalties.)

It is prohibited for any person to produce (or cause to be produced), to alter, or to display without authority of the Director of Parking and Transportation, any parking permit, sticker, decal, keycard, or other device indicating eligibility to park on the campus of the University of Pittsburgh. Such permits shall be confiscated, no refunds shall be issued, the violators shall be issued a citation, the vehicles shall be impounded or booted until all fines and fees are paid, and the violators may be ineligible for a parking permit for at least one calendar year. Violators shall be referred to the appropriate University Department for further action. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Parking and Transportation.

Sec. 4-5 Obtaining Parking Permits Through Illegal Means & Unauthorized Use of Parking Permits (See Sec. 6-2 Penalties.)

It is prohibited for any person to obtain a parking permit by any means other than procedures established by this Ordinance, including but not limited to obtaining such permits by theft, fraud, trickery, willful misrepresentation of fact, purchase from another, or gift from another.

It is prohibited for any person in possession of a parking permit, whether that possession be lawful or prohibited, to give, sell, or otherwise transfer or to attempt to transfer it to another. It is prohibited for any person to display on a motor vehicle a parking permit
not issued to that person for use with that specific motor vehicle or to display a lost, stolen, counterfeit, or altered permit. The only exception is when the Director of Parking and Transportation may issue regulations for the transfer of permits from one motor vehicle to another owned or used by the holder of the permit. It is prohibited for a person in possession of such a permit to use it in any manner inconsistent with such regulations.

Such permits, as mentioned above, shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicle(s) shall be impounded or booted until all fines and fees are paid, and the violators may be ineligible for a parking permit for at least one calendar year. Violators shall be referred to the appropriate University Department for further action. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Parking and Transportation.

Sec. 4-6 Reinstatement of Eligibility

Any person who is permitted to retain eligibility for a parking permit after being charged with violations of Sec. 4-4 or 4-5 shall not be issued a refund for previously purchased permits. In addition he/she shall not be eligible for a parking permit for at least one calendar year at the discretion of the Director of Parking and Transportation.
ARTICLE V. TRAFFIC

Sec. 5-1 Interference with Traffic (See Sec. 6-2 Penalties.)

It is prohibited for any person to park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic.

The Director of Parking and Transportation may cause traffic on campus to be restricted or rerouted as necessitated by construction, emergency situations, or special events; and on public streets by agreement with the City of Pittsburgh. Notice of such restrictions shall be given by temporary signs or barriers by a representative of the Department of Parking and Transportation or other University officials. It shall be prohibited to violate such regulations.

Sec. 5-2 Fire Lanes/Fire Hydrants (See Sec. 6-2 Penalties.)

No person shall park a vehicle (whether disabled or not), or permit it to stand in or block access to any area designated as a fire lane or fifteen feet in either direction of a fire hydrant. Any emergency authorization for use of fire lanes must be obtained through the University Police. Fire lanes shall be indicated prominently by pavement markings and/or signs.

Sec. 5-3 Vehicle Parking or Driving on Sidewalks, Grass, or Shrubbery (See Sec. 6-2 Penalties.)

It is prohibited for any person to drive or to park a motor vehicle on a sidewalk, walkway, patio, plaza, on grass or shrubbery unless such areas are signed and marked for parking. It is prohibited to ride or operate a moped or motorbike with the engine running on campus sidewalks, walkways, patios, and/or plazas.

Sec. 5-4 Non-Motorized Vehicle Parking or Driving on Sidewalks, Grass, or Shrubbery (See Sec. 6-2 Penalties.)

It is prohibited to operate a bicycle on the campus in a manner that jeopardizes pedestrian safety, and/or University or private property.

It is prohibited to operate a skateboard on any University property. This includes, but is not limited to, streets, alley, drives, sidewalks, walkways, patios, plazas, parking lots, steps of buildings, and rock walls.
Sec. 5-5 Pedestrian Obstructing Traffic

It is prohibited for a pedestrian to stand on the traveled portion of any street, alley, or driveway on the campus in such a manner as to obstruct or prevent the free flow of traffic thereon; and in crossing streets, alleys, or driveways, pedestrians shall maintain appropriate motion when in the traveled portion thereof.

Sec. 5-6 Passenger Pick Up and Discharge (See Sec. 6-2 Penalties.)

It is prohibited for any person to stop a motor vehicle on any street, alley, or driveway on the campus for the purpose of picking up or discharging a pedestrian without first drawing up to the right-hand curb.
ARTICLE VI. ENFORCEMENT

Sec. 6-1 Enforcement

Enforcement of the rules and regulations of this Ordinance will be by both the uniformed officers of the University Police and the uniformed Parking Enforcement personnel. University police officers may issue Commonwealth of Pennsylvania or University of Pittsburgh citations. Parking Enforcement personnel may issue only University of Pittsburgh citations and shall enforce only on University property. The University Police shall patrol both University property and the City of Pittsburgh streets, and they are empowered to enforce any other applicable laws or regulations, in addition to those cited in this ordinance that come to their attention.

Sec. 6-2 Penalties

Any person violating certain sections of this Ordinance or regulations issued thereunder is subject to the fees as indicated in the following schedule:

<table>
<thead>
<tr>
<th>VIOLATION OF SECTION</th>
<th>DESCRIPTION</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-1</td>
<td>method of parking</td>
<td>$25.00</td>
</tr>
<tr>
<td>3-2</td>
<td>disabled vehicles</td>
<td>$25.00</td>
</tr>
<tr>
<td>3-3, 3-4</td>
<td>parking a motor vehicle without displaying thereon a valid parking permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>3-5</td>
<td>special event parking</td>
<td>$25.00</td>
</tr>
<tr>
<td>3-6</td>
<td>metered spaces</td>
<td>$15.00</td>
</tr>
<tr>
<td>3-7</td>
<td>improper use of a controlled access area or keycard, or entering a controlled access area through prohibited means</td>
<td>$25.00</td>
</tr>
<tr>
<td>3-8(1) and 3-8(2)</td>
<td>unauthorized parking in reserved space, including those designated for handicap parking</td>
<td>$100.00</td>
</tr>
<tr>
<td>3-8(3)</td>
<td>unauthorized parking in a service space/loading zone</td>
<td>$30.00</td>
</tr>
<tr>
<td>3-12</td>
<td>moped/motorcycle/motorbike parked in lot space</td>
<td>$25.00</td>
</tr>
<tr>
<td>VIOLATION OF SECTION</td>
<td>DESCRIPTION</td>
<td>PENALTY</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>3-13</td>
<td>parking in areas other than those designated for bicycles</td>
<td>One warning notice, then impoundment of bicycle to University towing vendor for storage for subsequent violations</td>
</tr>
<tr>
<td>3-14</td>
<td>temporary parking restrictions</td>
<td>$25.00</td>
</tr>
<tr>
<td>3-15</td>
<td>parked in violation of set time parameters</td>
<td>$25.00</td>
</tr>
<tr>
<td>3-16</td>
<td>idling at air intake valves</td>
<td>$25.00</td>
</tr>
<tr>
<td>4-3</td>
<td>failure to display permit properly</td>
<td>Three warning tickets per year; $10.00 thereafter</td>
</tr>
<tr>
<td>4-4</td>
<td>counterfeiting/altering parking permits</td>
<td>$50.00</td>
</tr>
<tr>
<td>4-5</td>
<td>obtaining parking permit(s) through illegal means, and unauthorized use of parking permit(s)</td>
<td>$100.00</td>
</tr>
<tr>
<td>5-1</td>
<td>interference with traffic</td>
<td>$25.00</td>
</tr>
<tr>
<td>5-2</td>
<td>fire lane, fire hydrants</td>
<td>$50.00</td>
</tr>
<tr>
<td>5-3</td>
<td>parking or driving on sidewalks, grass or shrubbery</td>
<td>$20.00 plus the actual cost of repairing damage done thereby</td>
</tr>
<tr>
<td>5-4</td>
<td>non-motorized parking or driving on sidewalks, grass or shrubbery</td>
<td>$20.00 plus the actual cost of repairing damage done thereby</td>
</tr>
<tr>
<td>5-6</td>
<td>passenger pick up and discharge</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Sec. 6-3 Police Regulations

Vehicle operation and parking may be prohibited under emergency and/or other law enforcement operational necessities. It shall be prohibited for any person to violate police instructions related to this section. In such circumstances, a Commonwealth citation will be issued for violators.

Sec. 6-4 Repeated Offenses

If any vehicle is cited for violation of this Ordinance, the Director of Parking and
Transportation may cancel any parking permit issued to such vehicle without refund of any portion of the fee paid heretofore and shall cause the violator’s license plate number to be entered on a list of repeat offenders. Once a license plate number is considered to be that of a repeat offender, the vehicle is subject to immobilization or removal by towing. A citation found to be invalid shall not be counted for purpose of this section. Any repeat offenses of this nature shall be forwarded to the appropriate agency for disciplinary action(s), i.e., the Student Judicial Board for students, the Office of Human Resources and/or the department head for employees, and the department head for University of Pittsburgh faculty.

Sec. 6-5 Impoundment

Any vehicle parked in violation of this Ordinance or a regulation issued hereunder may be booted or removed to a storage area. When a vehicle is towed the Parking Office, the University Police, and the City Impoundment Lot of Pittsburgh shall be notified. This notification shall include the name and the phone number of the towing contractor. The Assistant Chancellor may refuse to authorize release of the vehicle to the owner or custodian until the cost of boot removal and storage fees have been paid, in accordance with Sect. 6-6.

Sec. 6-6 Cost of Towing, Booting, and Storage

The costs for towing and booting are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tow</td>
<td>$65.00</td>
</tr>
<tr>
<td>Booting</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

If the operator of the vehicle to be towed or booted arrives at the vehicle prior to the boot or tow being attached, such operator shall be issued a University parking citation, and the penalty shall be the normal tow or boot fee.

A daily storage fee based on a 24-hour clock shall be charged to the owner or custodian of a vehicle left at the tow compound. Owners shall have a 24-hour grace period before storage fees are charged. Storage fees vary for cars, motorcycles and bicycles. The person claiming an impounded vehicle shall be required to provide proof of ownership as required by the University of Pittsburgh towing vendor. All towing, booting, and storage fees are subject to change.

Sec. 6-7 Vehicle Immobilization

Any vehicle parked in violation of this Ordinance or any parking regulation issued hereunder may be immobilized by use of a wheel boot. Notice of the application of a wheel boot shall be posted prominently in one of three locations: (1) on the driver’s side of the front window of the vehicle, (2) on the rear windshield, or (3) on the driver’s side window. Placement of the notice shall depend on the type of vehicle.
The Assistant Chancellor may refuse to authorize release of the vehicle to the owner or custodian until the cost of immobilization has been paid or bond posted. Wheel boots may be removed only by the Department of Parking and Transportation staff, upon payment of the $25.00 boot fee and outstanding fees and parking tickets, as applicable.

Vehicles immobilized for longer than thirty-six hours may be removed to a storage area. The owner/custodian of the vehicle shall be responsible for both the immobilization and removal fee as well as any storage fees.

Sec. 6-8 Removal of Abandoned and Derelict Vehicles

Any vehicle which is partially dismantled or wrecked and/or that does not display a current license plate and which is left in such condition for more than 24 hours shall be considered abandoned and junked. Such vehicles shall be removed to a storage area at the owner’s expense and disposed of in accordance with City of Pittsburgh ordinances.

Sec. 6-9 Removal of Abandoned and Junked Bicycles

The Director of Parking and Transportation may impound at the owner/ rider’s expense, any bicycle that is considered abandoned, lost/stolen, parked/stored or operated in violation of this Ordinance or Commonwealth or local fire safety regulations. Security devices attached to vehicles also may be removed for impoundment purposes. The University shall not be held liable for damages made to security devices while impounding the bicycle.

Bicycles that remain stored for more than thirty days at the end of any academic term, including summer sessions, will be considered abandoned and shall be deemed University property, for disposal purposes.

Sec. 6-10 Disposal of Abandoned and Junked Bicycles

A letter shall be sent notifying bicycle owners with registered permits when bicycles have been impounded. When the owner is unknown, notice shall be posted at the Department of Parking and Transportation and the Parking Office. Bicycles unclaimed ninety calendar days after the original date of impoundment shall be considered abandoned by the owner and shall be deemed University property, for disposal purposes.
ARTICLE VII. CITATION APPEALS

Sec. 7-1 Citation Appeals

Any person cited for violation of any portion of this Ordinance for which a citation is imposed may appeal the citation to the University’s designated Appeals Officer by fax, via email, in writing, or by telephone, within ten calendar days of the citation’s issuance. Citations issued in conjunction with a boot and/or tow are not appealable.

Failure to meet the ten-day appeal period requirement shall result in a forfeiture of all appeal privileges. The Appeals Officer shall review all appeals that meet the ten day requirement. All appeals filed with the Appeals Officer shall be reviewed within ten business days of receipt.

If the Appeals Officer decides the appeal against the appellant, he/she may appeal to the Appeals Board, in writing, within ten calendar days of the date of the Appeals Officer’s decision. To resolve appeals that are not supported by the Appeals Officer, an Appeals Board has been established consisting of representatives from faculty, staff and the student body. Final disposition by the Board shall be understood to mean a ruling in which the Board affirms, modifies, or reverses a decision of the Appeals Officer. If there is additional information that was not available to the Appeals Board at the hearing or review, a request for reconsideration of appeal may be forwarded to the Board upon payment of the fine.

Submitting an appeal to the Appeals Officer does not substitute for payment of the towing and storage fees for removal of the impounded vehicle or bicycle. Such fees must be paid in accordance with Sections 6-5 and 6-6.

Sec. 7-2 Methods of Appeals

All appeals must be filed within ten days after receiving the citation. Regardless of the appeals method chosen, the following information must be included with the appeal. Incomplete appeals will not be processed.

1. Name
2. Student ID number, Employee PR number or Social Security number
3. University status (i.e., Student, Staff, Faculty, etc.)
4. Permanent address
5. Daytime phone number
6. Citation # and copy of the citation
7. Vehicle plate number including state
8. Permit number if the person making the appeal holds a University permit
9. Reason for appeal
Fax Appeals:

Fax appeals will be accepted 24 hours per day. The fax number is 624-0956. All fax appeals must include the information as stated above.

Email Appeals:

Email appeals can be sent 24 hours per day to ticapps+@pitt.edu through the Internet. All information must be included, except the actual copy of the citation.

Written Appeals:

Written appeals must be submitted on the appropriate portion of the citation appeal form, available at the Parking Office. Appeals can be filed at the Parking Office during regular business hours.

Telephone Appeals:

Telephone appeals may be made by calling 624-8899 during the established citation appeals hours. Telephone appeals can be accepted only if the citation has been entered into the computer (usually by the next business day).
ARTICLE VIII. REPEALS

Sec. 8-1 Former Regulations Repealed

All resolutions, policies and procedures heretofore adopted regulating traffic and parking on the campus are repealed. The repeal herein of these regulations shall not abate or otherwise affect any civil, criminal, or administrative action or processing concluded or pending on the effective date of this Ordinance. The effective date of this Ordinance shall be September 1, 1993.

Revised July 1997