

ORDINANCE GOVERNING PARKING, TRAFFIC AND THE REGISTRATION OF MOTOR VEHICLES FOR
THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE



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BE IT RESOLVED THAT, pursuant to authority vested in it by North Carolina General Statutes 116-44.4 and 116-44.5, Sessions Law 1973 Chapter 495C, the Board of Trustees of The University of North Carolina at Charlotte hereby repeals all provisions of all previous Regulations Governing Traffic, Parking, and Registration of Motor Vehicles for The University of North Carolina at Charlotte and adopts and records in its proceedings the following Ordinances Governing Parking, Traffic, and the Registration of Motor Vehicles for The University of North Carolina at Charlotte in lieu thereof. These Ordinances are intended only to supplement the statewide motor vehicle laws, all provisions of which, under the terms of General Statutes 116-44.4 and 116-44.5, apply to the campus of The University of North Carolina at Charlotte. From the date of filing a copy of these Ordinances in the office of the Secretary of State these Ordinances shall apply to, and be in effect on all parts of the campus of The University of North Carolina at Charlotte.

ORDINANCE GOVERNING PARKING, TRAFFIC AND THE REGISTRATION OF MOTOR VEHICLES FOR THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

ARTICLE I

GENERAL PROVISIONS

SECTION 1.1: Definitions

Words and phrases defined in this section have the meaning indicated below when used in these Ordinances, unless the context clearly requires another meaning:

- 1) Academic Year. From the beginning of the Fall Semester of one calendar year until the beginning of the Fall Semester of the next ensuing calendar year.
- 2) Administrative Officer. That person designated by the Chancellor who shall be responsible for implementing and enforcing these Ordinances, except where another person is specified in these Ordinances.
- 3) Board of Trustees. Unless otherwise provided, the Board of Trustees of The University of North Carolina at Charlotte.
- 4) Campus. All property located in and around Charlotte, North Carolina, which is owned by the State of North Carolina and which is under the supervision of the Board of Trustees of The University of North Carolina at Charlotte.
- 5) Chancellor. The Chancellor of the University of North Carolina at Charlotte.
- 6) Citation. Ticket issued for a parking or traffic violation of these Ordinances or regulations issued pursuant hereto.
- 7) Crosswalk. That portion of a roadway ordinarily included within the prolongation or connection of the lateral lines of sidewalks at intersections or any portion of a roadway distinctively indicated for pedestrian crossing by lines or other markings on the surface.
- 8) False Registration. Possession or display of a UNC Charlotte Parking Permit that has been duplicated, altered, forged or reported lost or stolen.
- 9) Habitual Offender. Anyone receiving four (4) or more parking citations paid or unpaid in the course of a single academic year.
- 10) Intersections. The area embraced within the prolongation of the lateral curb lines or, if none, then the lateral boundary lines of two or more highways, streets or roadways, which join one another at any angle whether or not one such highway, street, or roadway crosses the other.
- 11) Liability. Legal responsibility by vehicle ownership, registration, payment, or appeal of citation.

- 12) Operator. Every individual who shall operate a vehicle as the owner thereof; or as the agent, employee, or permittee of the owner; or one who is in actual physical control of a vehicle.
- 13) Park, Parking. The standing of a vehicle, whether occupied or not. "Park" or "parking" does not designate a vehicle standing temporarily for the purpose of, and while actually engaged in: (1) receiving or discharging passengers; (2) actively loading or unloading merchandise; (3) obeying traffic regulations, signs or signals; or (4) stopping involuntarily due to causes beyond the control of the operator of the vehicle.
- 14) Parking Area. Any place or area set aside, marked, or intended for parking vehicles, either permanently or temporarily.
- 15) Parking Meter. Any electronic or mechanically timed device placed or erected for the regulation of parking by authority of the University. When in operation, a meter shall at all times indicate the balance of legal parking time.
- 16) Parking Permit - Hangtag. A hangtag purchased or obtained from the UNC Charlotte Office of Parking and Transportation Services bearing printed messages, including an expiration date, giving permission to park in designated parking areas.
- 17) Parking Permit - Sticker. A sticker purchased from the UNC Charlotte Office of Parking and Transportation Services bearing printed messages, including an expiration date, giving permission to park in designated parking areas.
- 18) Parking Space. Areas designated for vehicle parking by durably marked lines on the surface of the street, lot or curb. Each set of parallel lines will designate a parking space in which one vehicle may park.
- 19) Parking Voucher – a payment request issued for daily parking fees incurred in a visitor parking deck.
- 20) Public Vehicular Area. Any drive, driveway, road, roadway, street or alley upon the grounds and premises of the University.
- 21) Registered Vehicle. Any vehicle registered with UNC Charlotte Office of Parking and Transportation Services by means of the purchase or issuance of a parking decal.
- 22) Reserved and/or Restricted. Any space that has been reserved for an individual, entity, event, or service.
- 23) Sidewalk. All that property along or by any street, highway, or roadway which is intended for pedestrian use and which lies between the curb line or lateral line; or any street, highway, or roadway and the line at which the use of property for purposes other than pedestrian traffic ends.
- 24) Staff Member. All full-time, part-time, temporary (including adjunct faculty), and permanent employees of The University of North Carolina at Charlotte and all employees of other entities providing contracted services.
- 25) Standing or Stopping. The complete cessation of movement for any reason, impeding regular traffic flow or access, including but not limited to loading/unloading and/or pedestrian drop off or pickup.
- 26) Stop. The complete cessation of movement.
- 27) Street, Highway or Roadway. The entire width of every way or place of whatever nature designed or marked by proper authorities for vehicular travel.
- 28) Student. Any person who has been properly admitted as a student to The University of North Carolina at Charlotte.
 - a. Commuter. A registered student who has not contracted to live on campus.
 - b. Resident. A registered student who has contracted to live on campus and has been assigned to reside in campus housing.
- 29) University. Unless otherwise provided, The University of North Carolina at Charlotte.
- 30) University Police. The campus law enforcement agency authorized by North Carolina General Statutes Section 116-40.5.

- 31) University Property. Property that is owned or leased in whole or in part by the State of North Carolina and which is subject to the general management and control of the Board of Trustees of The University of North Carolina at Charlotte.
- 32) Unregistered Vehicle. Any vehicle not registered to UNC Charlotte Office of Parking and Transportation Services through purchase of a parking decal.
- 33) Utility Carts. All types and makes of "off-the-road vehicles"—two (2), three (3) and four (4) wheel vehicles, electronic or gas powered, used for transportation of people, equipment, products, etc., on campus. The term utility cart as used herein shall apply to all unlicensed off-the-road vehicles operated on campus.
- 34) Vehicle. The word "vehicle," as used in these Ordinances, shall mean any device in, upon, or by which any person or property is or may be transported upon a highway, except a device which is operated upon rails or tracks. The term "vehicle" includes automobiles, trucks, motorcycles, motor scooters, motorbikes, and any other motor powered vehicle operating on land. For purpose of this definition, bicycles shall be deemed vehicles and every rider of a bicycle upon a highway shall be subject to the provisions of these Ordinances applicable to the driver of a vehicle except those, which by their nature can have no application.
- 35) Vendor. Any person on the campus of The University of North Carolina at Charlotte who is neither a student nor a staff member, but in providing a service for the campus qualifies for the purchase of a vendor pass. Vendors do not receive commission from sales or services rendered.
- 36) Violation; Violate. An act prohibited by or inconsistent with these Ordinances or other law or failure to act in accordance with these Ordinances or other law.
- 37) Visitor. Any person on the campus of The University of North Carolina at Charlotte who is neither a student nor a faculty or staff member and is not otherwise defined in these Ordinances.
- 38) Walk or Walkway. A path or route designed for or marked by proper authorities for exclusive use of pedestrians.

SECTION 1-2: Authority; Delegation of Authority

1. The 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 these Ordinances.
2. The Chancellor shall exercise his discretion and authority in such a manner as to ensure the proper conduct of the necessary business of the University, as well as the effective utilization and control of the available parking areas and facilities on the campus of the University for the benefit and maximum convenience of faculty and staff members, students and visitors.
3. The Chancellor shall delegate to the Vice Chancellor for Business Affairs, hereinafter referred to as Administrative Officer, or his/her appointed delegate, the responsibility for oversight of the implementation, administration and enforcement of the provisions of these Ordinances.
4. The Department of Police and Public Safety and the Office of Parking and Transportation Services, under the supervision of the Administrative Officer or his/her appointed delegate and to the extent permitted by law, are authorized to enforce these Ordinances and all applicable state, county and municipal laws and ordinances, to assist in the prosecution of persons charged with violations of state, county and municipal laws and ordinances, and to investigate accidents occurring on campus.

SECTION 1-3: Posting Notice of Ordinance and Regulations

1. The Administrative Officer or his/her appointed delegate shall cause to be posted a public notice of these Ordinances and any regulations issued pursuant hereto. Once posted, these restrictions are in effect at all times unless otherwise stated.

SECTION 1-4: Publications of Ordinance and Regulations

1. The Administrative Officer or his/her appointed delegate shall cause copies of these Ordinances and any regulations issued pursuant hereto to be made available to faculty, staff, and students of the University.

SECTION 1-5: Violation of Ordinance

1. Violations of these Ordinances shall result in civil penalties and/or appropriate administrative sanctions.

SECTION 1-6: Filing of Ordinance and Regulations

1. A certified copy of these Ordinances and any regulations issued hereunder shall be filed in:
 - a) the Office of the Secretary of the State of North Carolina;
 - b) the Office of the President of The University of North Carolina;
 - c) the Office of the Chancellor of The University of North Carolina at Charlotte;
 - d) the Office of the UNC Charlotte Director of Public Safety;
 - e) the Office of Business Affairs; and
 - f) the Office of Student Affairs.

SECTION 1-7: Liability; Application and Responsibility

1. The University assumes no liability or responsibility for damage or theft to any vehicle parked in or on University properties subject to the jurisdiction or control of the Board of Trustees.
2. The provisions of these Ordinances shall apply to all operators of all vehicles, public and private, and they shall be enforced twenty-four hours a day unless otherwise specified by these Ordinances. No person shall violate any of the provisions of these Ordinances except as otherwise permitted by these Ordinances, North Carolina General Statutes, or police officers and other authorized officials
3. The operator of any vehicle shall obey the lawful instruction of any police officer, parking control officer, official traffic signs or control devices appropriately placed and in accordance with provisions of these Ordinances.
4. The faculty or staff member or student to whom a vehicle parking permit is issued as herein provided shall be responsible for parking violations of the vehicle for which the parking permit is issued. Upon termination of employment, faculty and staff members must surrender their parking permits and gate cards under guidelines provided by the Administrative Officer or appointed delegate. Any citation received by a vehicle not registered with the Office of Parking and Transportation Services will be billed to the owner of the vehicle or to a son, daughter, spouse, or ward of the registered owner, if such person is employed with or enrolled in the University. This information is obtained from the Department of Motor Vehicles.

SECTION 1-8: Rules of Evidence

1. Evidence that a motor vehicle was found parked or unattended in violation of these Ordinances is prima facie evidence that the vehicle was parked by:
 - a. the person holding a University parking permit for the vehicle; or

- b. if no University parking permit has been issued for the vehicle and the vehicle is not registered with the University, the person in whose name it is registered with the North Carolina Department of Motor Vehicles or the corresponding agency of another state or nation; or
- c. a son, daughter, spouse, or ward of the registered owner, if such person is employed with or enrolled in the University.

SECTION 1-9: Utilization of Funds

- 1. The funds, which accrue from the sale of parking permits, shall be used:
 - a. to defray the cost of administering and enforcing ordinances adopted pursuant to these Ordinances;
 - b. to develop, maintain, and supervise parking areas and facilities;
 - c. to provide bus service or other transportation systems and facilities including payments to any public or private transportation system serving University faculty, staff, or student members;
 - d. as a pledge to secure revenue bonds for parking facilities; and
 - e. for other purposes related to parking, traffic and transportation on campus.

**ARTICLE II
PARKING PERMITS**

SECTION 2-1: Registration and Issuance of Parking Permits

1. In order to relieve and control the congested traffic conditions on campus, any faculty or staff member or student who owns or operates one or more motor vehicles on campus (including motorcycles and motorbikes) must register his/her motor vehicle(s) with the Administrative Officer or his/her appointed delegate. Presentation of state vehicle registration or appropriate proof of ownership may be required.
2. No faculty, staff member, or student may register a vehicle not owned by that individual, his/her spouse, a parent or guardian, or assigned to the individual by his/her employer.
3. The Administrative Officer or his/her appointed delegate shall have the authority to establish the number of motor vehicles which any faculty or staff member or student may register and operate pursuant to these Ordinances.
4. Except as otherwise provided in these Ordinances, faculty and staff members and students must purchase a parking permit to park on campus. Upon receipt of a registration card and payment of the appropriate parking permit fee, the Office of Parking and Transportation Services shall issue an individual a parking permit. The parking permit entitles the individual to park in designated campus parking areas but does not entitle the parking permit holder to a reserved space within said parking areas, except as provided in these Ordinances.
5. Faculty and staff members or students may register a second vehicle for a reduced parking permit rate. Only one vehicle per parking permit shall be operated on campus at one time. If operation of more than one vehicle on campus at the same time is necessary, faculty and staff members and students must purchase a full-fee parking permit for each vehicle.
6. Parking permits issued at the beginning of the Fall Semester are valid until the beginning of the Fall Semester of the next year or until the stated expiration date on the parking permit.
7. No parking permit shall be issued to a student until the student requesting the parking permit provides the name of his/her insurer, the policy number under which the student has financial responsibility, and certification that the motor vehicle is insured at the levels set out in North Carolina General Statutes 20-279.
8. Official state vehicles that park in assigned spaces or assigned parking areas must display a current parking permit. The department to which the vehicle is assigned will purchase parking permits. Spaces assigned to motor fleet and maintenance vehicles owned by University Facilities Management are exempt from this requirement.
9. The Administrative Officer or his/her designee may prohibit issuance of a Parking Permit until all outstanding fines and fees are paid.

SECTION 2-2: Parking Permit and Other Fees

1. The Administrative Officer or his/her appointed delegate is hereby authorized and directed to collect a vehicle parking permit fee. The parking permit fee for vehicles shall be paid at the beginning of the Fall Semester of each year; or when any person first becomes a faculty or staff member or student of the University; or when a vehicle is first acquired by a faculty or staff member or student and at the beginning of the Fall Semester of each year thereafter. A payroll deduction option is available for full-time faculty and staff. The schedule of fees is as follows:

\$380	per academic year beginning with the Fall Semester
\$235	for the period beginning with the Spring Semester and ending with the beginning of the next Fall Semester

\$160	for the period beginning with a Summer Session and ending with the beginning of the next Fall Semester
\$90	for the period beginning with a Summer Session and ending with the same Summer Session.
\$225	for night students only for the academic year beginning with the Fall Semester in parking areas designated for commuter students after 3:00 PM
\$95	for night students only per semester (Fall or Spring) or per Summer Term (both sessions) in parking areas designated for commuter students after 3:00 PM
\$60	for night students only for the period beginning with a Summer Session and ending with the same Summer Session in parking areas designated for commuter students after 3:00 PM.
\$205	for part-time faculty and staff per academic year beginning with the Fall Semester
\$120	for part-time faculty and staff per semester (Fall or Spring) or per Summer Term (both sessions)
\$15	for a Parking Permit-Hangtag to allow any number of alternate vehicles with purchase of primary permit
\$ 5	for a replacement Parking Permit with returned Parking Permit
\$15	for a replacement Parking Permit without returned Parking Permit
\$130	for a gate access card per academic year beginning with the Fall Semester with purchase of primary permit
\$85	for a gate access card for the period beginning with the Spring Semester and ending with the beginning of the next Fall Semester with purchase of primary permit
\$15	replacement fee for lost or damaged gate access card
\$25	for a temporary parking permit for the week at \$5.00 per day
\$75	for Immobilization device removal
\$ 1	for one half (1/2) hour parking in pay-as-you-enter/exit lots

\$10	for maximum daily, per visit fee for parking pay-as-you-enter/exit lots
\$0.25	For fifteen (15) minutes parking in a metered space
\$195	per academic year beginning with the Fall Semester for all reserved parking spaces except those reserved for Handicapped patrons and State or University department owned vehicles; this fee is in addition to the applicable vehicle permit fee.
\$125	for the period beginning with the Spring Semester and ending with the beginning of the next Fall Semester for all reserved parking spaces except those reserved for Handicapped patrons and State or University department owned vehicles; this fee is in addition to the applicable vehicle permit fee.
\$85	for the period beginning with a Summer Session and ending with the beginning of the next Fall Semester for all reserved parking spaces except those reserved for Handicapped patrons and State or University department owned vehicles; this fee is in addition to the applicable vehicle permit fee.
\$55	for the period beginning with a Summer Session and ending with the same Summer Session for all reserved parking spaces except those reserved for Handicapped patrons and State or University department owned vehicles; this fee is in addition to the applicable vehicle permit fee.

2. The Board of Trustees may approve changes in the schedule of fees at any time prior to the semester or summer session during which the changes are to be effective.

SECTION 2-3: Refunds

1. Parking permits are sold at full price for the entire academic year or prorated for a portion thereof. Students who graduate in December or transfer or withdraw prior to expiration of a parking permit may apply for a prorated refund. Faculty and staff members who terminate employment prior to expiration of a parking permit may apply for a prorated refund.
2. All Parking Permit sales include a nonrefundable administrative fee of \$25.00.
3. The Administrative Officer or his/her appointed delegate may grant refunds in special circumstances on a case-by-case basis.
4. Refunds are not given for Temporary Permits.
5. Refunds are not given after April 15.
6. No parking refunds will be provided for Summer School or Night School parking permits except that students who officially withdraw during the first two weeks of the semester or summer session will receive a refund minus the administrative fee.
7. The University will honor an approved request for a refund upon proof of liquidation of all debts to the University.

8. The University will provide a refund for a destroyed parking permit only upon presentation of sufficient parking permit residue to provide proof of a destroyed parking permit.
9. The University will issue refunds by:
 - a. check mailed to the parking permit purchaser if permit was initially purchased by cash or check.
 - b. by credit if permit was initially purchased by credit card, only to the credit card with the same account number used at initial purchase.
10. See schedule below for prorated refund amounts.

REFUND SCHEDULE	
2011/2012 WEEK	Refund Amount \$11.00/Week
	\$ 355.00 *
22-Aug	\$ 344.00
29-Aug	\$ 333.00
5-Sep	\$ 322.00
12-Sep	\$ 311.00
19-Sep	\$ 300.00
26-Sep	\$ 289.00
3-Oct	\$ 278.00
10-Oct	\$ 267.00
17-Oct	\$ 256.00
24-Oct	\$ 245.00
31-Oct	\$ 234.00
7-Nov	\$ 223.00
14-Nov	\$ 212.00
21-Nov	\$ 201.00
28-Nov	\$ 190.00
5-Dec	\$ 179.00
12-Dec	\$ 168.00 **
2-Jan	\$ 157.00
9-Jan	\$ 146.00
16-Jan	\$ 135.00
23-Jan	\$ 124.00
30-Jan	\$ 113.00
6-Feb	\$ 102.00
13-Feb	\$ 91.00
20-Feb	\$ 80.00
27-Feb	\$ 69.00
5-Mar	\$ 58.00
12-Mar	\$ 47.00
19-Mar	\$ 36.00
26-Mar	\$ 25.00
2-Apr	\$ 14.00
9-Apr	\$ 3.00
* Minus \$25.00 Administrative Fee	
** Note: Extension for Winter Break Closing	

SECTION 2-4: Replacement Fees

1. Persons who sell or otherwise dispose of a vehicle and replace that vehicle with another vehicle may obtain a replacement parking permit for the fee as defined in Section 2-2, provided they turn in the old parking permit to the Office of Parking and Transportation Services. If a parking permit is not removed from an old vehicle, proof of disposition must be provided to the satisfaction of the Administrative Officer or his/her appointed delegate.
2. The fee for replacement of lost or damaged gate access cards is as defined in Section 2-2.
3. The fee for replacement of lost or stolen parking permits is as defined in Section 2-2. The person seeking the replacement parking permit must provide an affidavit which states that the parking permit is lost or stolen.

SECTION 2-5: Parking Permit Areas

1. A parking permit issued to a faculty or staff member or a student should be serially numbered and identified by a letter corresponding to a designated parking area(s). A parking permit shall be valid only for the registered vehicle(s) and for the following designated area(s) for which it is issued:
 - a. "C" parking permits are issued to eligible commuter students and are valid in areas designated by the Administrative Officer or his/her appointed delegate.
 - b. "FE" parking permits and gate cards are issued to eligible Faculty Emeritus and are valid in gated areas and any non-reserved space designated by the Administrative Officer or his/her delegate.
 - c. "FS" parking permits are issued to eligible faculty and staff members and are valid in gated areas or any non-reserved space designated by the Administrative Officer or his/her appointed delegate.
 - d. "DS" parking permits are issued to eligible dining services staff members and are valid in Dining Services Reserved areas or any non-reserved space designated by the Administrative Officer or his/her appointed delegate
 - e. "HS" parking permits are issued to eligible housing services staff members and are valid in Housing & Resident Life Reserved areas or any non-reserved space designated by the Administrative Officer or his/her appointed delegate.
 - f. "M" parking permits are digitally assigned to eligible motorcycle owners and are valid in areas designated for motorcycles or any non-reserved space.
 - g. "N" parking permits are issued to eligible night students and are valid after 3:00 p.m. in commuter lots and from 6:00 p.m. until midnight in available commuter and resident lots.
 - h. "P" parking permits are issued to eligible part-time employees for and are valid in remote lots 6, 8 and 25 or other areas designated by the Administrative Officer or his/her appointed delegate.
 - i. "R" parking permits are issued to eligible resident students and are valid in areas designated by the Administrative Officer or his/her appointed delegate.
 - j. "G" parking permits are issued to eligible Greek Village resident students and are valid in areas designated by the Administrative Officer or his/her appointed delegate.
 - k. "6A" parking permits are issued to eligible faculty/staff and commuter students and valid only in lot 6A or as designated by the Administrative Officer or his/her appointed delegate
 - l. **"27L" parking permits issued to eligible faculty/staff and commuter students, valid only in the remote section of Lot 27, or as designated by the Administrative Officer or his/her appointed delegate**
 - m. Temporary parking permits - See Section 2-6.
 - n. Car-Pool parking permits - See Section 2-7.

- o. Special, Visitor and Conference parking permits - See Section 2-9
 - p. Additional parking permits may be created by the Administrative Officer or his/her delegate as deemed necessary to accommodate UNC Charlotte campus parking needs, including but not limited to
 - i. off campus sites as leased by UNC Charlotte
 - ii. remote parking areas located on campus
2. A map depicting the parking areas is available at the Office of Parking and Transportation Services and online at <http://parking.uncc.edu>.
 3. Parking permit areas may be changed or modified, temporarily or permanently, as deemed necessary by the Administrative Officer or his/her appointed designee.

SECTION 2-6: Temporary Parking Permits

1. If a faculty or staff member or student who has purchased a current, valid parking permit can demonstrate to the satisfaction of the Administrative Officer or his/her appointed delegate the necessity for special temporary parking privileges, the Administrative Officer or his/her appointed delegate may issue ten (10) temporary daily parking permits per year at no charge. There will be a charge as defined in Section 2-2 for each additional day.
2. A faculty or staff member or student with a registered vehicle who is required to drive a non-registered vehicle for a short period while their registered vehicle is unavailable may request a temporary parking permit.
3. The Administrative Officer may delegate the authority to issue temporary parking permits for other purposes under guidelines provided by the Director of Parking and Transportation Services.
4. Temporary parking permits
 - a. must be dated
 - b. must indicate the parking area in which parking is authorized
 - c. must be signed by an individual authorized to grant the parking permit by these Ordinances
 - d. do not authorize free parking in a metered zone
5. Persons can obtain temporary parking permits at the Office of Parking and Transportation Services during business hours. Faculty and staff members may also obtain a temporary parking permit at any visitor parking booth during normal business hours.

SECTION 2-7: Car-pool Parking Permits

1. If a group of two or more faculty or staff members or students desires to car-pool to the University or register more than one vehicle, they must purchase one carpool parking permit which can be used on all car-pool vehicles registered with the Office of Parking and Transportation Services.
2. Car-pool parking permits are valid in designated parking areas as authorized by the Administrative Officer or his/her appointed delegate.
3. The schedule of fees for carpool parking permits is as follows:

\$380	per academic year beginning with the Fall Semester;
\$235	for the period beginning with the Spring Semester and ending with the beginning of the next Fall Semester;

\$160	for the period beginning with a Summer Session and ending with the beginning of the next Fall Semester.
\$ 15	for a parking permit hangtag to allow any number of alternate vehicles with purchase of primary permit

4. An individual terminating membership in a carpool shall negotiate a refund of his portion of the cost of a parking permit with the remaining carpool members. Refunds to individual carpool members will not be provided by the University unless the carpool parking permit is returned. Upon return of the parking permit, the carpool members may apply for a refund.
5. Carpool parking permits are hangtags and shall be visibly displayed on the interior rear view mirror. Carpool parking permits are transferable between registered carpool vehicles on a day-to-day basis.
6. Carpool vehicles on campus without a parking permit displayed must park in metered zones or visitor parking decks and pay any related fees.
7. A parking violation involving a registered vehicle not displaying the carpool parking permit at the time of the violation is the responsibility of the registered owner of the vehicle whether or not he/she is a member of a carpool.

SECTION 2-8: Disability Parking Permits

1. Any faculty or staff member or student who is temporarily disabled may apply for a two-week Temporary Disability Permit at the Office of Parking and Transportation Services. A completed Student Health Center Temporary Permit Application or a signed and dated letter from the individual’s attending physician stating the need for temporary disabled parking must be provided. Temporary Disability Permits are not transferable to any other person and may only be displayed and utilized on a vehicle registered with UNC Charlotte Office of Parking and Transportation Services. Any faculty or staff member or student with a disability for more than two weeks must obtain a State issued disability placard from the North Carolina Department of Motor Vehicles.

SECTION 2-9: Special, Visitor, and Conference Parking

1. Special parking permits shall be issued at the direction of the Chancellor and shall be valid in any authorized parking area on the campus for an indefinite period of time.
2. Visitors may park in metered spaces or designated visitor parking.
3. The Administrative Officer or his/her appointed delegate is authorized to issue conference parking permits for designated periods of time to persons attending seminars and conferences on campus.
4. The University Conference and Facilities Coordinator shall request conference parking permits from the Office of Parking and Transportation Services and shall invoice them as part of the conference costs at a rate as defined in Section 2-2. Conference parking permits will indicate the title of the seminar or conference, the date(s) for which the parking permit is valid and the areas authorized for parking.
5. A person attending a seminar or conference who does not display a conference parking permit is a visitor and is restricted to parking in metered zones or gated visitor areas.
6. Monies collected for conference parking shall be deposited into the UNC Charlotte Office of Parking and Transportation Services account.

SECTION 2-10: Display of Parking Permits

1. At all times, Parking Permit-Stickers shall be properly and fully affixed (not taped) to and displayed on the vehicles for which they are issued. The location of a properly displayed parking permit-sticker, unless otherwise provided by the Administrative Officer or his/her appointed delegate, shall be in accordance with the instructions printed on the parking permit. The parking permit shall be clearly visible and legible.
2. Parking permits must be properly and fully affixed and displayed by 8:00 a.m. the first day of class for each semester.
3. Hangtags shall be displayed (hung) from the interior rear view mirror of the (front) windshield with the valid date(s) and vehicle information facing the front windshield when such vehicles are parked on campus. Hangtags are not transferable to another person and may only be used on a vehicle registered with UNC Charlotte Office of Parking and Transportation Services.
 - a. Only clear plastic Parking Permit-Hangtags with the pre-attached Parking Permit-Sticker obtained through the Parking and Transportation Services Office are acceptable.
4. Motorcycle permits are digitally assigned to the eligible motorcycle owners.

SECTION 2-11: Obtaining Parking Permits through Fraudulent Means; Counterfeiting/Altering Parking Permits; Unauthorized Display of Parking Permits

1. No person shall obtain, attempt to obtain, or use in a manner contrary to these Ordinances an altered, stolen, counterfeit, or improperly issued parking permit or shall assist in such an offense. Fraudulent registration of a vehicle shall include the provision of a false name, address, social security number, or any other information known to be false.
2. No person shall display a parking permit on a vehicle that was not issued to that person for use with that specific motor vehicle. No person shall display a lost, stolen, counterfeit, or an altered parking permit or a permit issued to another person.
3. Valid University Parking Permits are non-transferable and may only be obtained through the Parking and Transportation Services Office

ARTICLE III PARKING CONTROL

SECTION 3-1: General

1. The control of parking on campus is required to protect the health and safety of faculty, staff, students, and visitors and to permit the conduct of University business. Responsibility for finding a legal parking space rests with the vehicle operator. Vehicle operators shall obey any parking sign or control device placed in accordance with the provisions of these Ordinances unless otherwise directed by police officer or other official.
2. The Administrative Officer or his/her appointed delegate, in his/her discretion, is authorized to install signs in conspicuous places prescribing a maximum permissible time that a vehicle may park in any parking area or parking lot. No person shall park a vehicle for a period of time longer than that indicated by such signs.
3. The Administrative Officer or appointed delegate, in his/her discretion, is authorized to create lines, signs, or other markings to indicate a particular angle or manner of parking in a parking area. No person shall park a vehicle except at the angle or in the manner so indicated, and no person shall park a vehicle in such a manner as to occupy more than the space indicated with lines, signs or markings for one vehicle.
4. Parking is prohibited in all areas except those specifically authorized in these Ordinances.

SECTION 3-2: Parking in Accordance with Parking Permits

1. No person shall park a motor vehicle within any area other than the one authorized by a parking permit, as displayed on the motor vehicle. Vehicles displaying valid parking permits obtained in accordance with these Ordinances may park only as indicated by use of those parking permits and their related restrictions.

SECTION 3-3: Metered Spaces

1. The Administrative Officer or his/her appointed delegate is authorized to designate, at his/her discretion, locations for the installation of parking meters on campus.
2. All persons with delegated authority to enforce the observance of traffic, parking, and registration of motor vehicles on the campus are hereby authorized and directed to enforce the parking time limits prescribed by these parking meters.
3. Metered parking shall be enforced between the hours of 8:00 a.m. and midnight, Monday through Thursday and 8:00 a.m. and 3:00 p.m. on Friday, except during University holidays.
4. Vehicles bearing "N" parking permits and parked on campus between the hours of 8:00 a.m. and 3:00 p.m. must park at meters or visitor decks and pay the required amount.
5. The operator of any vehicle, including those with permits, parked at a metered space must pay the meter fee.
6. When a meter is broken the operator must move the vehicle to another metered space.

SECTION 3-4: Controlled-Access Lots

1. To ensure availability of visitor parking and provide control of certain reserved areas, access to such areas may be controlled by
 - i. pay-as-you-exit
 - ii. pay-as-you-enter
 - iii. access card-operated gates
 - iv. pay-on-foot station
 - v. pay-by-space station

- vi. pay-and-display station
 - vii. multi-space meter
2. The Administrative Officer or his/her appointed delegate is responsible for allocating gated areas, and collecting the gate access card fee. A pro rata fee will be collected based on length of time parked in pay-as-you-enter/exit lots, not to exceed daily, per visit fee.
 3. No person shall enter or park in controlled-access lots during the posted hours without paying the appropriate fee or displaying a valid parking permit for that parking area.
 4. Gate access cards are non-transferable and may only be used in conjunction with the vehicle permit to which the gate access card has been assigned by the Parking and Transportation Services Office.
 5. Gate access cards issued to state vehicles are valid only for the vehicle to which it is assigned by Parking and Transportation Services and may not be used with non-state vehicles.

SECTION 3-5: Reserved Parking

1. A sufficient number of parking spaces shall be reserved to accommodate service vehicles, State-owned vehicles, motorcycles, visitors, and to meet special needs as they arise. The Administrative Officer or his/her appointed delegate shall determine the precise location and status of reserved spaces. The Chancellor must approve reserved spaces for individuals or departments.
2. Reserved parking spaces as approved by the Administrative Officer or his/her designee, except those reserved for Handicap Parking or University Owned vehicles registered to the State of North Carolina or other governmental agency, will be assessed a Reserved Parking fee as defined in Section 2-2. *The Reserved Parking Fee shall be in addition to any applicable Parking Permit fees.*

SECTION 3-6: Bicycle Parking

1. No person shall leave a bicycle parked or left in any manner that blocks a sidewalk, stairway, doorway, or accessible ramp. No person shall secure a bicycle to any light pole, tree, bench, handrail, etc. Bicycles shall be secured to bike or wave racks.
2. University Police may impound illegally parked bicycles. Upon identification of the owner, the bicycle shall be released. In addition to impoundment, University Police shall issue a campus appearance ticket, university citation or parking ticket.
3. For bicycle traffic ordinance refer to Article IV, Section 4-10.
4. Voluntary registration for bicycles is available through the Office of Parking and Transportation Services at no charge.

SECTION 3-7: Grilling/Cooking and Open Flame Devices in Parking Decks or Structures

1. Grills and other open flame cooking activities are prohibited in parking decks to include but not limited to:
 - a. charcoal, propane, butane or electric grills
 - b. smokers
 - c. deep fryers
 - d. generators

ARTICLE IV TRAFFIC CONTROL

SECTION 4-1: General Regulation

1. The operator of any vehicle shall obey the lawful instruction of any police officer, parking/traffic control officer and of any official traffic sign or control device placed in accordance with the provisions of these Ordinances, unless otherwise directed by a police officer.
2. These Ordinances are intended only to supplement the statewide motor vehicle laws, all provisions of which, under the terms of General Statutes 116-44.4 and 116-44.5, apply to the University campus. Moving violations may result in a citation to District Court, Mecklenburg County, as prescribed by North Carolina State Law.
3. Unless otherwise provided in these Ordinances, all vehicular traffic shall be restricted to paved thoroughfares and parking areas, except that bicycles may be driven or ridden upon sidewalks and walkways. This Section does not prohibit University vehicles from being driven in any area necessary to perform construction, maintenance, or service work.

SECTION 4-2: Speed Limits

1. The maximum speed on thoroughfares on the campus shall be 25 miles per hour for all vehicles except those emergency vehicles actually handling emergencies. The Administrative Officer or his/her appointed delegate shall install signs indicating the speed limits where they may be easily seen.
2. The maximum speed of 10 miles per hour is fixed for all parking areas on campus.
3. A maximum speed of 35 miles per hour is hereby fixed for Toby Creek Road from Harris Boulevard to Cameron Boulevard.
4. No person shall operate a vehicle in excess of the speed limits designated in these Ordinances and/or on posted signs.

SECTION 4-3: Stop Intersections

1. Pursuant to North Carolina General Statutes, the Administrative Officer or his/her appointed delegate shall erect signs at intersections which require vehicle operators to come to a full stop on the streets designated as stop streets. Whenever any such sign is erected, no person shall fail to stop in obedience to the stop sign and to yield the right-of-way to vehicles being operated on the through streets.

SECTION 4-4: Vehicular Traffic at Marked Crosswalks; Sidewalks

1. Pedestrians have the right of way in crosswalks and sidewalks at all times. No vehicle operator shall fail to stop and yield the right-of-way when there is a pedestrian in a crosswalk.

SECTION 4-5: Pedestrian Obstructing Traffic

1. No pedestrian shall walk or remain on any street, roadway, alley, driveway, parking lot, or parking area in such a careless, negligent, or willful manner so as to endanger his safety or to constitute an unreasonable impediment to lawful vehicular traffic.
2. Pedestrians are required to obey all traffic control devices including "Don't Walk" lights.

SECTION 4-6: Signs and Devices

1. The Administrative Officer or his/her appointed delegate shall erect regulatory signage at appropriate locations on campus.
2. No person shall operate a vehicle in a direction opposite to that indicated by signs or markings installed pursuant to these Ordinances.
3. When stop signs are installed or when clearly marked stop lines are painted upon any roadways intersecting any other roadways pursuant to these Ordinances, vehicle operators shall stop at every such sign or stop line except when directed otherwise by a police officer, parking/traffic control officer or by a traffic control signal.
4. When yield signs are erected, placed, or installed, upon any streets or roadways intersecting any other streets or roadways, vehicle operators shall yield at every such sign, except when directed otherwise by a police officer, parking/traffic control officer, or by a traffic control signal.
5. No person shall, without lawful authority, alter or attempt to alter, deface, injure, knock down, or remove any official traffic or parking control sign or service or any part thereof.

SECTION 4-7: Prohibited Use of Streets

1. In addition to specific controls over parking and motor vehicle operation contained in these Ordinances, the controls set forth in this Section are established to reduce the likelihood of interference with the mission of the University and to protect the health, safety and property rights of all persons on the campus.
2. No person shall use the public vehicular areas of the campus of the University for the purpose of advertising, selling or offering for sale by sign, poster, drawing or photograph, by crying out, or by using any loud speaker or musical instrument.
3. This section shall not be deemed to prohibit the sale or delivery of goods to dining halls or other duly authorized selling agencies of the University, or to prohibit the sale of groceries and other necessary household commodities to residents of housing operated, owned, or sponsored by the University. The Administrative Officer or his/her appointed delegate may authorize the selling of articles, commodities, or services by student organizations chartered by the Chancellor or the Student Government Association of the University on the campus, but not for the use of any vehicle other than as provided in these Ordinances.
4. The Administrative Officer or his/her appointed delegate shall have the authority to close any street, roadway, alley, driveway, parking area, or any portion thereof on the campus of the University when it shall appear necessary for the purpose of an event, construction or maintenance work, or for the protection of pedestrians. When proper signs, barriers, or obstructions have been erected to give notice of such closing, no person shall drive into or upon such street, roadway, alley, driveway, parking lot, or portion thereof.
5. No person, firm, or corporation shall throw, dump, or place in any manner any trash, garbage, or any other articles or substances on any street, roadway, alley, or on any place where such matter may be blown, washed, or fall upon any such public vehicular area. This Section shall not be deemed to prohibit any construction or maintenance work.

SECTION 4-8: Interference with Traffic

1. No person shall park or stop a vehicle in such manner as to interfere with normal vehicular or pedestrian traffic.

SECTION 4-9: Skateboards, Roller Skates, and In-line Skates

1. Skateboards, roller skates, and in-line skates may be used for point-to-point transportation on sidewalks and other pedestrian areas of the campus. Skateboards, roller skates, and in-line skates may not be used on streets or any parking area.
2. No person on a skateboard, roller skates, or in-line skates shall engage in trick riding on campus.

- a. Trick riding is defined as any type of movement where the wheels of the skateboard, roller skates, or in-line skates are deliberately removed from contact with the surface in a repetitive procedure. Reckless operation and excessive speed shall also constitute a violation of these Ordinances.
3. Skateboarders, roller skaters, and in-line skaters must yield the right-of-way to pedestrians and persons in wheelchairs.
4. Persons sixteen years of age or older who violate this Section may receive a traffic violation citation.
5. Persons younger than sixteen years of age who violate this Section may have their skateboard, roller skates, or in-line skates confiscated by University Police. In such cases, the offending juvenile must contact his/her parent for a conference to explain these Ordinances to the parent and juvenile. The University will return the confiscated property at the end of the conference.
6. Repeated violations by persons younger than sixteen years of age may result in restriction of campus visitation and use of facilities or referral to juvenile authorities.

SECTION 4-10: Bicycles

1. Bicycles may be operated on the streets, parking lots, sidewalks, and campus grounds.
2. Bicycles may not be operated in any Campus Parking Decks.
3. Whenever a bicycle is operated on a street, the operator must follow all rules of the road for motor vehicles.
4. Whenever a bicycle is operated on a sidewalk, the operator must yield to all pedestrians and wheelchairs. Excessive speed or reckless operation of a bicycle on a sidewalk shall constitute a violation of these Ordinances.
5. University Police officers on bicycles are exempt from excessive speed restrictions when responding to emergencies so long as the police officer utilizes a bell, whistle, or other audible warning device when approaching pedestrians.
6. For bicycle parking ordinance refer to Article III, Section 3-6.

SECTION 4-11: Utility Carts

1. Utility Carts shall not use the following sidewalks during normal work hours, 8:00 a.m. to 5:00 p.m., Monday through Friday:
 - a. the sidewalk areas between the McEniry Building and the Prospector;
 - b. the sidewalk areas between the Auxiliary Services Building and the McEniry Building;
 - c. the sidewalk areas between the Auxiliary Services Building and the C. C. Cameron Applied Research Center;
 - d. the sidewalks leading from the Reese Building to the high-rise Residence Halls and to Memorial Hall; and
 - e. all brick paved areas, unless the destination facility is not accessible via an alternative route.
2. Utility Carts shall avoid travel in the central area of campus and pedestrian routes to and from the Residence Halls when students are changing classes if schedules can be altered. Only those utility carts with a destination of a central campus facility shall be in that area. If a utility cart must travel in the central area of campus when pedestrians are present, cart speeds shall be reduced to a walking pace. Operators shall either stop, or go around groups of people
3. No person shall operate a utility cart in the Colvard Arcade at any time.
4. Operators shall park utility carts so that they do not obstruct normal egress to and from buildings or block exits or paths of pedestrian travel on sidewalks.

5. Persons shall load equipment onto utility carts so that it does not create a hazard to pedestrians and does not exceed the width of the cart.
6. Passengers in utility carts shall be seated at all times and passenger capacity or other published safety considerations proposed by the manufacturer of a utility cart shall not be exceeded/violated. Passengers shall keep all hands and feet inside utility carts.
7. No person shall use a utility cart to tow any equipment, unless it is properly equipped to do so (i.e., trailer hitches, etc.).
8. The University shall assign a number to all utility carts and affix the number to the front and the rear of the cart. The numbers shall be a minimum of four (4) inches high and contrast with the color of the utility cart so they can be easily seen.
9. A non-University utility cart shall not be used on campus without written authorization from the Chief/Director of Police and Public Safety or his/her appointed delegate.
10. Each Department shall be responsible for disseminating these Ordinances to all University staff members who operate utility carts and ensuring that appropriate corrective actions are taken when violations of these Ordinances are reported.
11. Violations under this Section shall be referred to the Department Head responsible for the utility cart. If a utility cart cannot be identified, violations shall be referred to the Department of Police and Public Safety.
12. In addition to administrative referrals above, operators of utility carts may receive civil penalty citations for violations of these Ordinances.
13. The Vice Chancellor for Business Affairs must approve the purchase of utility carts.
14. Section 4-11 shall not apply to University approved motorized wheel chairs or University SafeRide vehicles transporting persons with disabilities.

SECTION 4-12: Reporting Accidents

1. Any person required by law to make a report of an accident on campus involving motor vehicles shall also make a report of such accidents to the Department of Police and Public Safety.

**ARTICLE V
CITATIONS, PENALTIES AND COLLECTIONS**

SECTION 5-1: Violation Notices

1. The Administrative Officer or his/her appointed delegate shall issue citations to persons who violate these Ordinances. The Administrative Officer or his/her appointed delegate shall prescribe citations. Any person who receives a citation shall cooperate fully with the appropriate authorities and furnish any requested information and documents.
2. Parking citations shall be conspicuously affixed to vehicles. Traffic citations shall be given to the vehicle operator at the time the operator violates these Ordinances or other law. Each citation shall direct the person to whom it is issued to appear at the Office of Parking and Transportation Services within ten business days after the date of its issuance to pay the penalty or to appeal the violation by mailing the violation notice and the penalty to the Office of Parking and Transportation Services.

SECTION 5-2: Penalties

1. Any person violating any provisions of these Ordinances or a regulation issued pursuant hereto is subject to a civil penalty as indicated in the following schedule:

<u>Violation</u>	<u>Penalty</u>
Improper Display Of Parking Permit	\$20
Line Straddling or Other Improper Parking Method	\$30
Parking In A No-Parking Area	\$50
Parking In An Improper Area For The Parking Permit	\$40
Registration Violation	\$60
Meter Time Violation	\$20
Parking On The Grass	\$50
Parking Without A Valid Parking Permit	\$80
Blocking Traffic, Crosswalk or Pedestrian Access	\$80
Parking At A Yellow Curb	\$60
Traffic Offense	\$50
Parking In A Tow-Away Zone	\$150
Parking In A Space Marked Reserved	\$150

Parking In A Space Or Accessibility Ramp For The Disabled	\$250
False Registration	Equal to the cost of an annual parking permit

SECTION 5-3: Payment of Penalties

1. Penalties for violations paid within ten (10) business days will be discounted fifty percent with the exception of the penalties for false or fraudulent parking permits or parking in a disabled parking space. If paid within ten (10) business days after the date of the letter of notification, penalties for violations that have been appealed and denied will be discounted fifty percent, except for penalties for false or fraudulent parking permits or parking in a disabled parking space.
2. Penalties not paid within the discount time limits will be assessed as follows:
 - a. **Students:** Charged to the individual’s student account with the University and treated as any other debt due the University.
 - b. **Staff/Faculty:** Deducted from member's payroll check.
 - c. **Visitors:** Billed to the individual’s address.
3. A penalty assessed against a visitor to the campus, unless paid or properly appealed within ten business days following the date of violation, may result in the issuance of an enforcement warrant as a violation of North Carolina General Statutes.

SECTION 5-4: Vehicle Towing or Immobilization

1. The Administrative Officer or his/her appointed delegate and University Police officers shall have the authority to remove to a place of storage or to immobilize by attaching a device to prevent its removal, any vehicle:
 - a. receiving a four (4) or more citations or seven (7) or more parking vouchers which remain unpaid on one or more vehicles registered to the same individual.
 - b. parked in any manner other than as provided in these Ordinances.
 - c. blocking the proper movement of any other vehicle to or from lawful parking spaces for a period longer than five minutes.
 - d. parking in a space designated as reserved, including but not limited to
 - i. spaces designated for University personnel as approved by the Administrative Officer or his/her delegate
 - ii. spaces designated for University and/or State Vehicles as approved by the Administrative Officer or his/her delegate
 - e. parked on a sidewalk or crosswalk, on grass or lawn, or on the roadway side of a vehicle stopped or parked at the edge or curb of a street or roadway.
 - f. vehicles with mechanical problems, left in an unauthorized area in excess of time authorized by University Police.
 - g. owned or operated by a student who is prohibited from parking a vehicle on campus or in a specifically designated campus location as a sanction resulting from a disciplinary proceeding conducted under the UNC Charlotte Code of Student Responsibility.
2. The Administrative Officer or his/her appointed delegate and University Police officers shall have the authority to immobilize by attaching a device to prevent its removal, any vehicle:

- a. failing to display a license plate and/or the vehicle identification number or the vehicle is otherwise rendered unidentifiable by the UNC Charlotte Office of Parking and Transportation Services or the Department of Motor Vehicles
3. The owner, operator or any person attempting to retrieve the offending vehicle shall be liable for payment of all outstanding University fines and fees and reasonable towing and storage fees if the vehicle is so removed and stored or shall be liable for charges associated with removal of the immobilizer. The University is not responsible for damage to a vehicle resulting from towing or immobilization.
4. It shall be a violation of this ordinance to remove, attempt to remove or tamper with an immobilization device.
 - a. Any damage caused to the immobilization device shall be charged to the vehicle owner or parking permit holder of the vehicle to which it was attached, at current repair cost or replacement cost if the device cannot be repaired.

SECTION 5-5: Collection Methods

1. Debts owed by employees of the University may be deducted from payroll checks.
2. Debts owed by students may necessitate that a "hold" status be placed with the University Registrar.
3. The University may use a collection agency to collect debts from individuals whose debts may not be collected by payroll deduction or by other means.
4. Debts owed by individuals not eligible for payroll deduction may be subject to garnishment of their North Carolina State income tax refund.

SECTION 5-6: Civil Suits for Recovery of Penalties

1. When the Chancellor determines that civil penalties validly imposed for violation of these Ordinances cannot or will not be collected through normal administrative procedures, he may request the Attorney General of North Carolina to bring a civil action against the offender in the name of the State for the recovery of the penalties.

SECTION 5-7: Habitual Offender/Repeated Offenses

1. The Chancellor may provide for appropriate administrative sanctions for violations occurring on the campus if an offender does not pay a valid penalty or commits repeated traffic or parking offenses. Appropriate administrative sanctions include, but are not limited to, revocation of the parking permit and termination or suspension of enrollment or employment.
2. The Administrative Officer or his/her appointed delegate shall have the authority to revoke the parking privilege of a Habitual Offender for the remainder of the academic year in which the violations occurred.
 - a. As a result of loss of parking privileges, the Habitual Offenders parking permit shall be immediately surrendered to the Parking and Transportation Services Office with no refund.

ARTICLE VI APPEALS

SECTION 6-1: Appeals

1. Any person cited for a **parking** violation under these Ordinances for which a civil penalty is imposed or a vehicle is impounded or immobilized may appeal in writing within ten business days of the date of the citation to the Office of Parking and Transportation Services.
 - a. If the appeal is denied the ten-day one-half price payment option will be reinstated on the appeal decision.
 - b. Appeals must be submitted on-line through the Parking and Transportation Services web-site or on a standard appeal form, available from the Office of Parking and Transportation Services.
 - c. If the first level appeal is denied, it may be further appealed as a second level appeal, to the Director of Parking and Transportation Services or his/her designee, within ten business days from the date of the denial at the first level appeal.
 - d. Further appeal may be made to the Associate Vice Chancellor of Business Affairs, within ten business days from the date of the denial at the second level appeal.
 - e. The Associate Vice Chancellor of Business Affairs decision shall be the final recourse.
2. Any person cited for a **traffic** violation under these Ordinances for which a civil penalty is imposed may appeal in writing within ten business days of the date of the citation to the Office of Parking and Transportation Services.
 - a. The Chief/Director of Police and Public Safety shall serve as the Hearing Officer for traffic violations, and may consider the written appeal or conduct a hearing. The Chief/Director of Police and Public Safety's decision shall be the final recourse.
3. Failure to meet the ten-day appeal period requirement shall result in a forfeiture of all appeal privileges.
4. There are no provisions under this statute for appeal of a Parking Payment Voucher as it is not a violation but merely a fee for parking in a visitor parking area.
5. The Chancellor has the authority to change the appeals procedure and delegate the authority to hear parking and traffic violation appeals.