Transportation & Parking Services

RULES & REGULATIONS

2021-2022
# Table of Contents

I. **Introduction** ........................................................................................................... 4  
   A. Purpose .................................................................................................................... 4  
   B. Mission .................................................................................................................... 4  
   C. Services .................................................................................................................. 4  

II. **General Information** .......................................................................................... 5-6  
   A. Contact Information/Hours ................................................................................... 5  
   B. Parking Stipulations .............................................................................................. 5-6  
      i. General Stipulations  
      ii. Individual Responsibility to Request Information  
      iii. Permit Issuance Authority  
      iv. Loss or Damage Responsibility  
   C. Lot Closure and Towing Notices ......................................................................... 6  
   D. Oversized Vehicles ............................................................................................... 6  

III. **Visitor and Event Parking** ................................................................................. 6-10  
   A. General Visitor Information ................................................................................. 6-7  
   B. Visitor Pay to Park Lots ....................................................................................... 7-8  
      i. Operation  
      ii. Pay-By-Cell  
   C. Temporary Permits .............................................................................................. 8  
   D. Guest Passes ......................................................................................................... 8-9  
      i. Annual Permit Holders  
      ii. Departments  
   E. Event Parking ....................................................................................................... 9  
      i. Athletic Event and Game Day Parking  
      ii. Mitchell Hall Event Parking  
      iii. Reserved Parking Lots  
   F. Visitor Physical Disability Parking ..................................................................... 9-10  
   G. Construction/Staging Area .................................................................................. 10  

IV. **Parking Permits** ............................................................................................... 10-17  
   A. Purchasing ............................................................................................................. 10  
      i. Ordering  
      ii. Delivery/Pick Up  
      iii. Transfer of Ownership Prohibited  
   B. Types of Permits .................................................................................................. 10-12  
      i. Commuter  
      ii. Remote/Evening
C. Vehicle License Plate Registration ............................................. 12-13
   i. Temporary or Rental Vehicles

D. License Plate Display .................................................................. 13

E. Physical Disability/Medical Parking ............................................. 14
   i. Temporary Medical Permits
   ii. Expectant Mother Permits
   iii. State Issued Placards

F. Short-term Parking ..................................................................... 15
   i. Housing
   ii. Wellness Center
   iii. Adjunct Professors

G. Pricing Schedule ......................................................................... 15

H. Refunds ....................................................................................... 16-17
   i. Three (3) Weeks from Purchase
   ii. Remote/Evening Permits
   iii. Fall Graduation
   iv. Study Abroad
   v. Practicum Requirement
   vi. Military Deployment

V. Enforcement .................................................................................. 17-21

A. General Enforcement Information ............................................. 17

B. Violations and Fees ...................................................................... 17-18
   i. Violations
   ii. Citation Escalation
   iii. Administrative Processing Fee

C. Citation Responsibility .................................................................. 18-19
   i. General Responsibility
   ii. Rules of Evidence

D. Impoundment and Immobilization of Vehicles ............................. 19-20
   i. Reasons for Immobilization and Impoundment
II. Immobilization
iii. Impoundment
E. Citation Appeals
   i. First Level
   ii. Second Level
F. Payments

VI. Alternative Transportation

A. Carpool Program
   i. General Information
   ii. Application
   iii. Finding Carpoolers
B. Central Cycle
   i. Bum-A-Bike
   ii. Bicycle Registration
   iii. Bicycle Repair Stations
C. Electronic (EV) Charging Stations
D. Citylink Public Transit
E. E-Scooters by Lime
I. Introduction

A. Purpose

The Board of Regents of the University of Central Oklahoma (hereinafter referred to as UCO) has determined that it is in the best interest of the University that rules and regulations be established and enforced to govern the keeping and use of motor vehicles by UCO employees, students, visitors, and other categories of users on campus. Accordingly, University Administration has developed and instituted these Transportation and Parking Services (hereinafter referred to as TPS) Rules and Regulations to facilitate the safe and orderly conduct of business and to allocate the limited parking space available on campus.

Operating a motor vehicle on UCO property is a privilege, which is conditioned, in part, on compliance with these rules and regulations. The objectives of these regulations are:

- To facilitate the safe and orderly conduct of UCO business;
- To allocate parking space as conveniently as possible for all user groups within the limits of the spaces available and the priorities assigned;
- To ensure access for emergency equipment/vehicles; and,
- To minimize traffic disturbance during class hours.

These regulations apply to all persons parking a vehicle on campus.

UCO defines the campus as any property owned or leased by the university.

All students, faculty, and staff are required to follow the TPS Regulations as a condition of admittance, continued attendance, and/or employment according to UCO policies. Parking at UCO indicates your acknowledgment and acceptance of these TPS Regulations.

B. Mission

Provide the UCO community a safe environment and access to campus facilities by efficiently and cost-effectively managing all available transportation and parking resources in support of the University's mission.

C. Services

TPS establishes parking rules and regulations, distributes parking permits, and manages the parking facilities on campus. TPS also manages the alternative transportation programs consisting of Central Cycle, Carpool, Electric Vehicle Charging Stations and more.
II. General Information

A. Contact Information/Hours

Bausher Place, room 201
(405) 974-2780
parking@uco.edu
www.uco.edu/parking

Office hours: Monday – Friday, 8:00 a.m. - 5:00 p.m.

Enforcement hours: Monday – Thursday, 7:00 a.m. - 9:00 p.m.; Friday, 7:00 a.m. - 5:00 p.m.

* Safety and state violations may be enforced 24/7 by campus police.

University Operating Hours: Monday – Thursday 7:00 a.m. – 10:30 p.m.; Friday 7:00 a.m. – 5:00 p.m.

B. Parking Stipulations

i. General Stipulations

- Parking is on a first come, first served basis.
- The issuance of a parking permit is merely authorization to park if space is available.
- The responsibility for finding a valid parking space rests with the vehicle operator.
  - A valid parking space is defined as parallel white lines on each side of the vehicle or a curb and a while line with a white line, curb, parking block, or another type of barrier in front of the vehicle.
- The operator must park only in those spaces or areas allocated and designated for the type of permit registered to them and their license plate.
  - Lack of space in a particular lot or lot type is not a valid excuse for violating TPS Regulations.
- The operator must park in a manner in which the registered license plate is visible from the drive aisle.

ii. Individual Responsibility to Request Information

It is the responsibility of any vehicle operator to request information needed from TPS to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued.

TPS will provide a copy of the TPS Regulations upon request and are readily available online at the TPS website. Unawareness of the regulations will not excuse citations.

iii. Permit Issuance Authority
Only parking permits issued or authorized by UCO TPS are valid and will be honored. Substitutes such as signs or permits issued by others, hand-written notes left inside or on the exterior of a vehicle, etc., are unacceptable, and will not be honored by enforcement personnel.

iv. Loss or Damage Responsibility

The University does not assume any responsibility for any loss or damage to your personal vehicle while it is parked or driven on University property. This includes loss or damage caused by falling ice or snow (whether the danger is posted or not), falling trees, limbs or other wind-blown objects; malicious mischief, vandalism or theft; damage caused to your vehicle because you hit University property, including curbs, barriers, speed-bumps or other objects; damage caused by towing or booting a parked vehicle; damage caused by persons or vehicles unknown whether the possibility of such an event is warned against or not.

The University will be responsible for ‘at-fault’ accidents between its vehicles and personal vehicles. Should you be involved in an ‘at-fault’ accident, contact Campus Police Services (405-974-2345) to complete an accident report.

C. Lot Closure and Towing Notices

TPS reserves the right to close specific lots to permit holders and designate parking lot usage for special events (i.e., sports events, camps, community events, etc.). All lots are subject to additional hours of restriction based on special campus events, or UCO needs as determined by TPS.

TPS will give advance notice of parking area changes or closings whenever possible, with as many notices as reasonably possible to communicate lot closings (Email, Centralities, Social Media, UCentral Media, etc.)

TPS will tow vehicles in the event of emergency or catastrophe, in conjunction with the UCO Police Department, to protect the safety and security needs of the UCO community.

D. Oversized Vehicles

Oversized vehicles, such as dually pickups that cannot safely and fully fit within a parking space may park in Lot 2 only, regardless of the registered owner’s parking permit type. Oversized vehicles parked in any other lot and taking up more than one space will be issued a citation for such. As long as the oversized vehicle is properly parked in a space in Lot 2, taking up only the spaces necessary for the size of the vehicle, the vehicle will not be issued a citation for more than one space.

III. Visitor and Event Parking

A. General Visitor Information
UCO defines a visitor as any person unaffiliated with UCO as an employee, student, vendor, office occupant, or tenant.

Certain spaces and areas on campus are set aside for use by visitors; these areas have been located for maximum visitor convenience and are identified by signs at entry points. UCO requires that visitors and conference members use the pay-to-park lots east of the NUC (Lot 10), west of Old North (Lot 57), and north of the Max Chambers Library (Lot 31), or predetermined parking areas with a valid temporary permit.

UCO expects and requires visitors to abide by the properly signed or marked parking restrictions. Visitors receiving a parking citation should follow the instructions on the back of the citation, or call TPS for further information.

Visitors may purchase temporary permits for access to permitted lots (faculty/staff, commuter, housing, and multipermit lots). Please see section III. C. Temporary Permits for more details.

B. Visitor Pay-to-Park Lots

Parking in Visitor pay-to-park areas is subject to the time limitation imposed by the pay station. All vehicles parked in these areas during the operating hours of the University must pay to park; please see section II. A. Contact Information/Hours.

Individuals parking in a visitor pay-to-park lot must know their vehicle’s license plate number and enter this information, along with payment, at either a pay station or via the Passport Parking mobile application. If the vehicle has a temporary license plate, enter “VN” and the last eight digits of the vehicle identification number (VIN) as the license plate number. Credit/debit cards, cash bills, or coupon codes are accepted. Pay stations do not accept coins or give change; exact cash must be inserted along with the time desired. No refunds can be given for payments made in the visitor pay-to-park lots.

Vehicles parked in visitor pay-to-park spaces where the paid time has expired, or no payment has been made shall be subject to a “no proof of valid payment” citation.

If the pay station is not working correctly or an error message appears on the screen, please call 405-974-2780 to report the issue. If the pay station has a “Payment Not Required” cover on it, you do not need to pay. If it has an “Out of Order” cover on it, then you need to pay at another machine within the lot or via the Passport Parking mobile application.

i. Operation

1. Press any button to wake up the pay station
2. Enter vehicle license plate
3. Select purchase ticket or add more time
4. Select $1 per hour or $10 all day rate
   a. If choosing an hourly rate, enter the number of hours (up to 10)
5. Insert bills or credit card
6. If paying with a credit card, enter your phone number. The system will text you when your session is about to expire, offering you the ability to extend your session if needed.

   ii. Pay-By-Cell

Visitor pay-to-park spaces may also be paid using a pay-by-cell feature through the Passport Parking App or by making a phone call. The free Passport Parking app is downloadable on iOS and Android devices. Pay-by-cell starts at a minimum time of 30 minutes, increasing in 15-minute increments. With ten minutes left in the session, an alert will pop up, stating the time is nearly up asking if the user would like to purchase more time. This option requires users to give their credit card information, which is secure and PCI compliant.

Visitor pay-to-park lots have unique zone numbers to be used within the Passport Parking app to indicate which lot the vehicle is parked in:

   - NUC Visitor Pay Lot (Lot 10) = Zone 508
   - Library Visitor Pay Lot (Lot 31) = Zone 208
   - West University Visitor Pay Lot (Lot 57) = Zone 207

The Passport Parking App can also be used to check-in to short-term parking spaces. Please see Section IV. F. Short-term Parking for more information.

C. Temporary Permits

Visitors may purchase virtual temporary permits for access to permitted lots (faculty/staff, commuter, housing, and multipermit lots). Virtual temporary parking permits may be purchased at a rate of $3 per day online at the TPS website. Temporary passes are valid based on the uniquely specified date range, classification, and parking restrictions indicated on the pass. For long term permit rates, contact the TPS office.

D. Guest Passes

   i. Annual Permit Holders

Annual permit holders are allotted five (5) complimentary day passes per academic year at no additional charge. These temporary permits may be utilized for the annual permit holders’ guests and must be requested by the permit holder. By providing a temporary parking permit under their name, permit holders claim responsibility for any citations received by their guest while on UCO’s campus. Once all five (5) complimentary day passes are used, the permit holder or guest must pay the regular visitor rates. Unused temporary permits do not roll over at the end of the academic year.
To request a temporary day pass, the annual permit holder should email the request at least two business days in advance to parking@uco.edu.

### ii. Departments

Departments hosting guests on campus may secure parking for their guests before the guests’ arrival to campus. Departmental guest parking must be requested via email at least two business days in advance. See our Departmental Parking Requests page on our website for more information.

### E. Event Parking

Events on campus that will bring individuals to campus who do not have a UCO parking permit, or that are requested to be held in a parking lot, are required to secure parking arrangements at least two weeks in advance. Guests of an event that has not secured parking in advance will need to park in a visitor pay-to-park lot and will be subject to regular visitor rates and regulations.

### iii. Athletic Event and Game Day Parking

Guests attending a scheduled athletic event or game at the Sports Performance Center, Wantland Stadium, Hamilton Field House, baseball field, softball field, Thompson Soccer Field, or the tennis courts will need to park in parking lots 1, 2, 3, 44, 51 or 53. Please refer to the Athletic Event Parking Map for locations of these lots.

### iv. Mitchell Hall Event Parking

Guests attending a scheduled event or performance at the Mitchell Hall Theatre will need to park in lots 17, 18 or 19. Please refer to the Mitchell Hall Event Parking Map for locations of these lots.

### v. Reserved Parking Lots

Due to the extensive labor required to shut down most parking lots, requests to reserve a lot are recommended to be requested at least two weeks in advance. Parking lot reservations are subject to availability and TPS discretion. See our Visitor and Event Parking page for more information.

### F. Visitor Physical Disability Parking

Campus visitors with a state-issued Disability Parking Placard are still subject to visitor parking rules, regulations, and pricing. There are designated handicap spaces in visitor pay-to-park lots 10 and 31. Visitors may park in regular permitted lot handicap spaces by purchasing a
temporary permit from the TPS office, which must be displayed along with the state-issued Disability Parking Placard. Please see section III. C. Temporary Permits.

G. Construction Parking/Staging Area

Contractor vehicles parking on UCO property are subject to all TPS rules and regulations, and must properly display a parking permit or rent spaces from TPS. To accommodate an adequate area for material lay down, waste containers and construction equipment access to perform required work, contractors may request to rent parking spaces as a staging area. The per space cost of construction parking/staging is $15 per space, per month.

IV. Parking Permits

A. Purchasing

i. Ordering

UCO affiliated individuals with a UCO login and password must purchase their virtual parking permits online. An exception to this is Carpool permits, which must be purchased at the TPS office.

Individuals without a UCO login and password must purchase their parking permits through the TPS office during office hours. A valid photo ID and vehicle information (make, model, year, color, license plate number and VIN) must be provided to purchase a permit.

ii. Transfer of Ownership Prohibited

Permits are issued to an individual and are unable to be transferred to another individual once purchased. Any person who gives, barters, or otherwise transfers ownership of parking privileges of a parking permit shall be guilty of wrongful use and shall be fined a penalty of $100.00, immediate surrender of their parking permit, and may be subject to cancellation of his/her parking permit and revocation of all parking privileges, subject to the appeals process.

Carpool permits are an exception to this due to the nature of the carpool program and the contract.

B. Types of Permits

i. Commuter

Students who live off-campus (i.e., not in UCO’s on-campus residence halls) qualify to purchase a virtual Commuter permit that allows parking in any area designated for Commuter or Multipermit parking. Virtual Commuter permits are also valid in Faculty/Staff parking lots from 4 p.m. – 7 a.m. Commuter permits are never valid in Housing or Visitor pay-to-park lots.
ii. Remote/Evening

Commuter and Housing students qualify to purchase a virtual Remote/Evening permit at half the price of a regular annual permit. Virtual Remote/Evening permits are only valid in lots 1, 2, & 3 from 7:00 a.m. – 4:00 p.m. After 4:00 p.m. the permit is valid in any Commuter, Faculty/Staff, and Multipermit lots. A limited number of these permits are available and will be issued on a first-come-first-served basis.

iii. Housing

Students contracted to live in on-campus housing (Murdaugh Hall, the Transformative Learning Quadrangle, University Commons, University Suites, and West Hall) qualify to purchase a virtual Housing permit that allows parking in lots designated for Housing and Multipermit parking. Housing parking is reserved 24 hours a day for Housing permits only. Virtual Housing permits are valid in Commuter and Faculty/Staff lots from 4 p.m. – 7 a.m.

iv. Faculty/Staff

Faculty and Staff employed by the university qualify to order a virtual Faculty/Staff permit that allows parking in areas designated for Faculty/Staff or Multipermit parking. Virtual Faculty/Staff permits are also valid in Commuter parking lots from 4 p.m. – 7 a.m. Only those classified as a Faculty/Staff member will be issued a Faculty/Staff parking permit. Other individuals may not use Faculty/Staff parking permits. Unauthorized users will receive a $100.00 fine.

When a Faculty/Staff member is processed out of UCO for resignation, retirement, or termination, the virtual Faculty/Staff permit will be deactivated.

v. Disability

Students and Faculty/Staff who have a state-issued Disability Parking Placard are eligible to purchase a virtual Disability permit that allows parking in any handicap space on campus as well as any space that is not otherwise reserved. The virtual permit is also valid in visitor pay-to-park lots free of charge. Individuals must have the virtual disability permit registered to the vehicle parked on campus and display their Disability Parking Placard. Any unauthorized vehicle parked in a disability parking space will be issued a $100.00 fine and be subject to tow.

vi. Motorcycle

Motorcycles must have a virtual Motorcycle permit registered to the license plate to park on campus. Motorcycle permits are free for the 2021-2022 academic year. Motorcycles must park in designated motorcycle parking and are not permitted to park in regular vehicle spaces. Motorcycles may only park in regular vehicle spaces in visitor pay-to-park lots, but the time must still be paid.
vii. Retired/Emeritus

A non-expiring Retired/Emeritus permit will be issued to persons who have a valid UCO Retired/Emeritus ID card. Retired/Emeritus permits are valid in any Commuter, Faculty/Staff, Housing, or Multipermit parking lot. This permit is also valid in the NUC Visitor pay-to-park lot free of charge. Other visitor pay-to-park lots must be paid at the regular rates.

viii. Special Use

Individuals who are not affiliated with the University, and thus do not fall under one of the aforementioned permit types, may purchase a virtual Special Use parking permit. Special Use permits are valid in any Commuter, Faculty/Staff, Housing, or Multipermit parking lot.

ix. Wellness Center

Virtual Wellness Center parking passes are valid for persons who have current memberships at the Wellness Center and are not employees, vendors, contractors, or UCO students. Wellness Center parking passes are available for purchase at the Wellness Center and are valid only in lots 46 and 47 surrounding the Wellness Center building.

x. Carpool

Groups of two (2) to four (4) currently affiliated Commuter or Faculty/Staff classified UCO members who sign a Carpool Agreement will be issued one virtual Carpool permit. Individuals are restricted from purchasing any other annual permit while an active member of a carpool group. Virtual Carpool permits are valid in any Commuter, Faculty/Staff and Multipermit lots, as well as the NUC Visitor pay-to-park lot free of charge. Other visitor pay-to-park lots must be paid at the regular rates.

xi. Presidential Partner

Recognized members of the Presidential Partners program qualify for a nontransferable annual parking permit upon request. Presidential Partner parking permits are valid in Commuter, Housing, Faculty/Staff, and Multipermit lots. These permits are not valid in designated spaces reserved for specific individuals (i.e., Service Vehicle Only, 24 Hour Reserved, Clinic spaces, etc.). Presidential Partners may park in the NUC Visitor pay-to-park lot free of charge; other pay-to-park lots must be paid at the regular rate.

C. Vehicle License Plate Registration

It is important that permit holders ensure their license plate and vehicle information is accurate and up to date at all times. A citation will be issued if inaccurate license plate information is self-reported in the parking portal.
Students, faculty and staff can access the online Parking Portal to add, edit or delete vehicles from their permit by following the steps listed on the [Vehicle License Plate Registration Page](#). Up to 4 vehicles can be registered to a permit, but only one vehicle may park on campus at a time to avoid receiving a citation.

### i. Temporary or Rental Vehicles

A temporary or rental vehicle will need to be registered and linked to your virtual permit. When the vehicle has been returned and is no longer in use the rental vehicle will need to be removed from both the virtual permit and parking profile as it may be rented and parked on campus by a different driver in the future.

### D. License Plate Display

Vehicles may not back in or pull through a space unless they have a front license plate. A citation will be issued to vehicles that do not have their license plate visible from the drive aisle. Decorative UCO Front Plates can be purchased for $5 from the TPS office, Bausher Place room 201, if permit holders would like the option to park in any direction.
E. Physical Disability/Medical Parking

i. Temporary Medical Permits

Individuals with short-term medical impairment can request a temporary Medical permit. A physician’s statement stating the nature and length of the impairment is required. Virtual Medical permits will be issued for no more than eight weeks per academic year. A state-issued temporary Disability Parking Placard will be required for impairments longer than eight weeks.

Those with a valid UCO permit and a medical permit may park in Faculty/Staff, Commuter, Housing and Multipermit lots as well as the Visitor pay-to-park lots free of charge. These permits do not give the authorization to park in physical disability spaces; a state-issued Disability Parking Placard is required. See section IV. E. iii. State Issued Placards for more information.

ii. Expectant Mother Permits

Expectant mothers needing special parking accommodations may obtain a temporary medical permit during the third trimester of their pregnancy with documentation from the attending physician stating the due date. High-risk pregnancies or special needs will be accommodated with documentation from the attending physician stating it is medically necessary. Virtual Medical permits for expectant mothers will be granted from the date stated on the physician’s note until one week after the due date.

iii. State Issued Placards

A state-issued Disability Parking Placard and a virtual UCO Disability permit are both required to park in handicap spaces in regularly permitted lots. For information on visitor physical disability parking, please see Section III. F. Visitor Physical Disability Parking. With both the placard and virtual Disability permit, vehicles may park in any space on campus not marked as reserved, including visitor pay-to-park lots at no charge.

Customers requiring a UCO Disability permit must email a copy of their state-issued physical disability placard to parking@uco.edu and order their permit online. TPS will verify ownership of the placard with the state before the UCO Disability permit will be activated; only the owner of the state-issued Disability Parking Placard may register that placard with UCO.

If the handicap placard expires the UCO Disability permit must be exchanged for the appropriate annual permit based on the individual’s UCO classification (i.e., Commuter, Housing, Faculty/Staff, etc.). Please email parking@uco.edu to request an exchange.

Vehicles that do not display a valid state-issued Disability Parking Placard in a designated physical disability space will be fined $100.00 and may be impounded at the owner’s expense. Vehicles displaying a placard without a UCO Disability permit will be issued a $30 citation for either “Wrong Permit” or “No Valid Permit in Use.”
F. Short-term Parking

i. Housing

UCO Housing students with a valid Housing parking permit are eligible to utilize the short-term spaces for their residence hall. These spaces were created to assist housing students with loading/unloading. This is a free service, and there is no charge to utilize short-term spaces. Housing short-term spaces have a maximum parking time of thirty (30) minutes. Users will need to download the Passport Parking App and check-in with the zone number they are parking in and their vehicle license plate number when parking in these spaces.

ii. Wellness Center

Anyone with a valid UCO parking permit is eligible to utilize the Wellness Center short-term spaces located in lot 46 (Zone 1355). Wellness Center short-term spaces have a maximum parking time of two (2) hours. This is a free service, and there is no charge to utilize short-term spaces. Users will need to download the Passport Parking App and check-in with the zone number they are parking in and their vehicle license plate number when parking in these spaces.

iii. Adjunct Professors

Adjunct professors with a valid UCO Faculty/Staff parking permit are eligible to utilize the short-term spaces located in lots 5 (Zone 1353), 17 (Zone 1354), and 26 (Zone 1352.) Adjunct short-term spaces have a maximum parking time of three (3) hours. Users will need to download the Passport Parking App and check-in with the zone number they are parking in and their vehicle license plate number when parking in these spaces. This is a free service, and there is no charge to utilize short-term spaces.

G. Pricing Schedule for 2021-2022

Annual parking permits are valid August 1-July 31 each year.

<table>
<thead>
<tr>
<th>Period</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2021 – November 30, 2021</td>
<td>$195.00</td>
</tr>
<tr>
<td>December 1, 2021 – April 30, 2022</td>
<td>$120.00</td>
</tr>
<tr>
<td>May 1, 2022 – July 31, 2022</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

Remote/Evening ....................Half the current price of a regular annual permit

Motorcycle (Fall/Spring/Summer) .................................................................$0.00

*Motorcycle permits are free for the 2021-2022 academic year.

Retired/Emeritus (no expiration) .......................No Charge with Emeritus ID

*Rates are subject to change.
H. Refunds

i. Three Weeks from Purchase

Permits requested to be returned within the first three weeks from date of purchase will be given a full refund. The permit will be deactivated and the refund processed at the time of the request.

ii. Remote/Evening Permits

Commuter or Housing students with a Remote/Evening permit may exchange for an annual Housing or Commuter permit at any point during the year. The cost to exchange is the current price of an annual permit minus the current value of the Remote/Evening permit at the time of exchange.

iii. Fall Graduation

Fall graduates may be eligible for a refund of one-half (1/2) of the annual permit cost at the discretion of TPS. Fall graduates will be contacted with information regarding how to request the graduate refund and the refund process. Once requested and approved the refund amount will be credited to the permit owner’s university account providing all criteria for the refund is met within the specified time limits. The permit will be deactivated once the request has been submitted and the refund granted.

iv. Practicum Requirement

Students who have purchased an annual permit and will be completing a required practicum off campus for degree completion are eligible for a partial refund dependent on when the request is submitted. The request with documentation of enrollment in the practicum will need to be emailed to parking@uco.edu. Once requested and approved the permit will be deactivated and the refund amount will be credited to the permit owner’s university account providing all criteria for the refund is met.

v. Study Abroad

Students who have purchased an annual permit and are going on a study abroad program through UCO are eligible for a partial refund dependent on when the request is submitted. The request with documentation from the Study Abroad Office will need to be emailed to parking@uco.edu before departure. Once requested and approved the permit will be deactivated and the refund amount will be credited to the permit owner’s university account providing all criteria for the refund is met.

vi. Military Deployment
Annual permit holders who are deployed for United States military service are eligible for a refund on their permit upon request and proof of deployment. If deployed during the fall semester, a full refund will be granted. If deployed during the spring or summer semesters, and the permit was purchased before that academic term, a partial refund for the incomplete and following terms will be granted. Once requested and approved the permit will be deactivated and the refund amount will be credited to the permit owner’s university account providing all criteria for the refund is met.

V. Enforcement

A. General Enforcement Information

To park on campus, vehicles are required to have a valid UCO TPS approved parking permit registered to the vehicle parked on campus, or park in a visitor pay-to-park location.

Hand-written notes left on the vehicle are unacceptable and will not be honored by enforcement personnel. Activating a vehicle’s emergency flasher lights does not constitute a valid reason to park in designated fire lanes or no-parking zones.

Valid citations that have been issued will not be voided; the recipient of the citation must follow the appeal process outlined on the back of the citation. More information about the appeal process can be found in Section V. E. i-ii.

B. Violations and Fees

i. Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning – See Comments</td>
<td>$0.00</td>
</tr>
<tr>
<td>No Proof of Valid Payment</td>
<td>$20.00</td>
</tr>
<tr>
<td>Time Reserved Space Violation</td>
<td>$20.00</td>
</tr>
<tr>
<td>Parked in Reserved Lot 41</td>
<td>$20.00</td>
</tr>
<tr>
<td>License Plate Not Redable</td>
<td>$20.00</td>
</tr>
<tr>
<td>Shared ePermit Misuse</td>
<td>$20.00</td>
</tr>
<tr>
<td>Blocking Access</td>
<td>$30.00</td>
</tr>
<tr>
<td>Improper Display</td>
<td>$30.00</td>
</tr>
<tr>
<td>Exceeded Posted Time Limit</td>
<td>$30.00</td>
</tr>
<tr>
<td>Motorcycle in Car Space</td>
<td>$30.00</td>
</tr>
<tr>
<td>Car in Motorcycle Space</td>
<td>$30.00</td>
</tr>
<tr>
<td>More than One Space</td>
<td>$30.00</td>
</tr>
<tr>
<td>Facing Wrong Way/Against Traffic</td>
<td>$30.00</td>
</tr>
<tr>
<td>No Valid Permit in Use</td>
<td>$30.00</td>
</tr>
<tr>
<td>Wrong Permit</td>
<td>$30.00</td>
</tr>
<tr>
<td>Unregistered Handicap Placard</td>
<td>$30.00</td>
</tr>
<tr>
<td>Not a Valid Parking Space</td>
<td>$30.00 + tow fee</td>
</tr>
</tbody>
</table>
ii. Citation Escalation

Vehicles that receive citations for the same violation in an academic year (August 1 – July 31) will be subject to escalated fine amounts at a rate of $5 per repeat offense, up to $15 over the initial fine amount. For example, an individual who receives a “No Valid Permit in Use” citation for the first time will be charged $30; if that same vehicle receives a second “No Valid Permit in Use” citation that same academic year, the violation amount will be $35.

iii. Administrative Processing Fee

An Administrative Processing Fee of $10 per unregistered vehicle is assessed to each person’s account if they have not registered their vehicles with UCO TPS and have unpaid citations. This fee covers costs associated with identifying vehicle owners/responsible individuals and accurately assessing fines owed.

C. Citation Responsibility

i. General Responsibility

The owner-of-record, the individual registering a vehicle with UCO, or the individual assigned to the vehicle by TPS’s internal process is responsible for all UCO parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.

TPS has a partnership with the Department of Motor Vehicles (DMV) and will link any non-registered vehicles with outstanding citations to individuals based on DMV information.

ii. Rules of Evidence

Evidence that a motor vehicle was found parked or unattended in violation of these regulations is accepted as correct until proved otherwise that the vehicle was parked by:

- The person assigned a university parking permit for the vehicle;
- If no university parking permit has been issued for the vehicle and the vehicle is not registered with the university, the person whose name it is registered with in the Oklahoma Department of Motor Vehicles or the corresponding agency of another state or nation; and/or,
• A son, daughter, spouse, or ward of the registered owner, is such a person who is employed with or enrolled in the university.

D. Impoundment and Immobilization of Vehicles

i. Reasons for Immobilization and Impoundment

UCO Police Services and TPS can impound/immobilize parked vehicles for the following offenses:

• Three (3) or more unpaid parking violations on the vehicle or the individual associated with the vehicle;
• Repeated violation of Parking Regulations on the vehicle or the individual associated with the vehicle;
• Parking in reserved spaces or physical disability spaces;
• Parking in driveways, on grass, access road/service drives, traffic lanes;
• Creating a traffic hazard, obstructing sidewalks, crosswalks, or other vehicles;
• Vehicles displaying a temporary paper tag or no tag and no VIN are visible;
• Parking in red zones, red curbs, or yellow curbs; and/or,
• Parking in fire lanes or near fire hydrants.

ii. Immobilization

Owners of an immobilized vehicle must contact the TPS office. Upon proof of identification and ownership, the individual will be provided an explanation of why the vehicle was immobilized and what actions are needed to mobilize the vehicle and prevent impoundment. If no action is taken by 4:00 p.m. the day the vehicle is immobilized, the vehicle will be impounded at the owner’s expense.

Once the booting process has started, it is considered immobilized. If the vehicle is unable to be immobilized for any reason, it will be immediately impounded. Unresolved immobilized vehicles will be impounded at TPS discretion.

If the boot is tampered with in any way, the vehicle will be immediately impounded, and the individual will be charged a $200 boot tampering fee as well as the replacement/repair costs if applicable.

iii. Impoundment

Once UCO Police Services has called the tow company, the vehicle is considered impounded. The owner(s) of a vehicle that has been impounded must contact the TPS office. The owner will be provided an explanation of why the vehicle was impounded and what actions are needed to retrieve the vehicle.
The individual will be required to show UCO Police Services proof of ownership, payment of all outstanding parking fees, and approval to release the vehicle from TPS before the vehicle is released from the towing company.

E. Citation Appeals

i. First Level

Individuals must make appeals for violations within ten (10) calendar days from the date of the citation. The parking appeal must be submitted online. The appellant must submit a concise, factual statement justifying the appeal in the space provided. By submitting the appeal, the individual indicates that the appeal statement is true.

The appeal will then be independently read and reviewed by two full-time TPS staff members who can waive the citation, reduce the fine amount by half, or uphold the citation. If the two do not agree, a third full-time staff member will make the tie-breaking decision. First level appeal decisions will receive a ruling via email within 15 business days, including a reason for the decision. The first level is an online written appeal; there is no in-person appeal option at this level.

ii. Second Level

Appealed citations that are reduced or upheld at the first level may be appealed to the second level within five (5) calendar days from the date of the first level appeal ruling. To submit a second level appeal, the citation must be paid for in full, and a $5 processing fee will be added to the individual’s account. Second level appeals are heard by a board of faculty, staff, and students not affiliated with the TPS office.

The board meets on scheduled dates throughout the academic year. Three members constitute a quorum for all meetings. The board may waive, reduce, or uphold citations. Citations already reduced at the first level may only be upheld or waived by the board. Appellants at the second level have the option to attend the second level appeals board meeting in person and present their case. Otherwise, the second level appeals board will rule based on the information and documentation the appellant provided for the first and second level reasoning along with the citation and pictures that were taken at the time of the citation. If the 2nd level appeal is waived, the $5 processing fee will be refunded. The decision on the second level appeal is final.

F. Payments

UCO affiliated individuals with a UCO ID number may pay their parking citations online with a debit or credit card, or at the TPS office via cash or check until the end of each semester. At the end of each semester, all unpaid citations will be transferred from an individual’s parking account to their Bursar account and will have to be paid at the Bursar’s office or via Uconnect.
Individuals without a UCO ID number, or who have not registered their vehicle to their parking account, must pay their parking citations online with a debit or credit card, or at the TPS office via cash or check.

Unpaid fees, including permit charges, citations, as well as any other fees issued by TPS, will be subject to collections in accordance with UCO policy.

VI. Alternative Transportation

A. Carpool Program

i. General Information

Groups of two (2) to four (4) Commuter or Faculty/Staff classified UCO members who will be able to commute to and from UCO together the majority of the time can choose to enter into a Carpool group together and split the cost of an annual permit. This program helps individuals save time, money on gas, and the price of a permit.

A virtual carpool permit will be issued to the Carpool group. Only one vehicle in the carpool group may park on campus at a time. Carpool permits are valid in any Commuter, Faculty/Staff, and Multipermit lot, and the Nigh Visitor pay-to-park lot (lot 10) at no additional charge.

ii. Application

All members of a Carpool group must together fill out and submit a carpool application, which is available online and at the TPS office. All members will need to bring the completed application to the TPS office. A primary permit holder must be agreed upon and designated on the application; this individual will hold the default account for any issues or concerns – including citations issued under the virtual carpool permit – that may arise.

iii. Finding Carpoolers

It is the responsibility of the individual(s) desiring a Carpool group to find persons to carpool with.

B. Central Cycle

i. Bum-A-Bike

The Bum-A-Bike program allows students, faculty, and staff to check out bikes free of charge for up to four weeks at a time. It is a great way to navigate the campus and the surrounding community, get some exercise, and improve your health. Currently, TPS has a fleet of approximately 50 bicycles. To check out a Bum-A-Bike, fill out the Bum-A-Bike Check Out Form, riders will then be contacted with key pick up instructions.
ii. Bicycle Registration

Any bicycle operated on the University campus shall be registered with the Transportation and Parking Services (TPS) department. This requirement applies regardless of whether the owner is a student, faculty or staff member. Registration is free of charge. Unregistered bicycles are subject to immediate impounding by the University.

Permits are available to order online at www.uco.edu/parking, and may be picked up at the TPS office located in Bausher Place, Room 201 from 8:00 am to 5:00 pm, Monday through Friday. In the event the bicycle is lost or stolen, the permit information provides valuable assistance in locating the rightful owner.

Bicycles shall be parked only in designated racks placed on campus. Bicycles that are attached to fixtures, trees, posts, signs, stairwells, railings, handicapped ramps or anything other than designated racks are subject to removal without prior notice. The responsibility for the security of parked bicycles rests with the owner. The University is not responsible or liable in any way for lost, stolen, or damaged bicycles. Bicycles shall also be kept in good working order and shall not be allowed to deteriorate or become otherwise derelict.

The University reserves the right to impound any broken, inoperable, or derelict bicycle that is parked in the same location in excess of 30 consecutive days. If an impounded bicycle is registered, the University will try to contact the registered owner to permit the owner to reclaim the bicycle.

Impounded bicycles are stored in the Murdaugh Hall basement. To reclaim a bicycle that has been impounded, the owner must contact Transportation and Parking Services at (405) 974-2780 and set an appointment to meet TPS personnel at the storage location. Impounded bicycles may only be reclaimed by the bicycle’s owner who will be required to produce evidence of ownership in order to reclaim an impounded bicycle. The University may charge fines for reclaiming impounded bicycles. Payment of fines shall be the responsibility of the bicycle’s owner.

The University is not responsible for the cost of locks, chains, other security devices, or any other item that may be damaged or destroyed as a result of removing any bicycle. The University may dispose of any bicycle that has been impounded for longer than six months.

iii. Bicycle Repair Stations

There are five (5) free to use bicycle repair stations on campus to aid cyclists in their ability to keep their personal bikes in working condition. These stations may be used for various maintenance and repairs, featuring multiple retractable tools as well as an air pump. Please refer to our Central Cycle page for more information.
C. Electronic Vehicle (EV) Charging Stations

TPS has partnered with the City of Edmond to provide free Electronic Vehicle (EV) Charging Stations throughout the city. There are two EV stations on UCO’s campus located in parking lot 16 on Chartrand Avenue and Ayers Street and in parking lot 57 on Campbell and University. EV stations are free to use and open to the public. A UCO permit is not required. Please find more information on how to use the EV Charging Stations at [www.chargepoint.com/drivers/](http://www.chargepoint.com/drivers/).

D. Citylink Public Transit System

The City of Edmond’s Citylink bus provides free services throughout the city. All buses are bicycle and wheelchair accessible. For more information, visit [www.citylinkedmond.com](http://www.citylinkedmond.com) or download the Citylink Edmond mobile app for specific routes and schedules.

E. E-Scooters

The City of Edmond has entered a limited partnership with Lime and Bird Scooters to allow the usage of e-scooters within city limits. These scooters are allowed on campus, within the guidelines put forth by the university. Find more information and regulations on our [E-scooters page](#).