

FIU-1105 University Traffic and Parking Regulation.

(1) General. This regulation is applicable to all persons who operate or park a motor vehicle on the campuses of Florida International University. Every motor vehicle parked on University property must display a valid University parking decal/hang tag or parking permit. All Miami-Dade County traffic and parking ordinances which are not in conflict or inconsistent with University regulations shall extend and be applicable to the University's campuses. The Department of Parking and Transportation is authorized and empowered to enforce all university traffic and parking regulations as per Florida Statute Section 1006.66. The University Police Department is authorized and empowered to enforce University regulations, all county ordinances and state laws. Copies of the University traffic and parking regulations are available from the Department of Parking and Transportation, the University Police Department, the Visitor Information Center and through the Florida International University web site URL <http://parking.fiu.edu>. The University assumes no liability for vehicles parked or operated on University property. The issuance of a decal or permit does not guarantee a place to park.

(2) Registration of Motor Vehicles. Vehicles used by full or part time members of the faculty, staff, or students, concessionaire employees and others who regularly operate a vehicle on campus must be registered with the Department of Parking and Transportation during the first day the vehicle is on campus. Registration can be completed online at URL <http://parking.fiu.edu> or at the Parking and Transportation Offices located at the Modesto A. Maidique (MMC) and Biscayne Bay Campuses (BBC). In order to obtain a decal or a permit, a current vehicle registration must be provided. All visitors must use parking meters unless a parking permit has been provided by a University representative. Use of a motor vehicle on University property is a privilege, not a right and is made available only under this regulation (FIU-1105).

(a) Decals

1. Employees: A parking decal must be obtained for each vehicle which is, or may be, parked on the University's campuses. Decals are issued according to the classifications contained in these regulations. A decal will be issued by the Department of Parking and Transportation, upon the following conditions:

a. The owner or driver registers the vehicle with the Department of Parking and Transportation.

b. The owner or driver, unless otherwise exempt, pays the appropriate fee.

c. The owner or driver settles all outstanding parking and traffic fines and fees before a current decal will be issued.

d. When two or more persons who are employed by the University reside in the same household and register more than one vehicle, each is required to purchase a separate original decal according to their classification in such instances, a duplicate decal is not available for purchase. If two or more persons travel together in one vehicle, only one decal is required.

2. Students: A Transportation Access Fee is assessed to all students per semester as part of their enrollment fees except for students registered for fully online programs, students using tuition waiver, or otherwise classified as exempt.

A student decal will be issued by the Department of Parking and Transportation to each student who meets the following conditions:

- a. The student must be currently enrolled at the University.
- b. The student pays the transportation access fee or meets the criteria established by Florida Statutes 1009.25; 1009.26 and 1009.265 governing Educational Scholarships, Fees and Financial Assistance fee exemptions, fee waivers and State employee fee waivers.
- c. The student must provide a valid vehicle registration for the vehicle on which the decal will be placed.
- d. The student must settle all outstanding traffic and parking fines and fees.

3. Decal Classifications: The issuance of decals is restricted to the classifications specified in these regulations. The following decal classifications are in effect:

a. Faculty -- A "Faculty" decal is available to persons currently employed as regular or adjunct faculty which include the following categories: Faculty 9 Months, Faculty 12 Months, Faculty Summer A, Faculty Summer B and Adjunct. A one semester or two semester decal is available during an academic school year to employees who do not wish to purchase an annual decal.

b. Staff -- A "Staff" decal is available to persons currently employed as regular or temporary staff which include the following categories: Staff, Administrative, Executive, OPS and OPS Student. A one semester or two semester decal is available during an academic school year to employees who do not wish to purchase an annual decal. Individuals who are currently employed by vendors or contractors with the University, or who are otherwise required by contract to obtain a decal, are also entitled to obtain a decal in this classification.

c. Student -- A "Student" decal will be issued to those persons who are currently enrolled as students. For purposes of this regulation, a person shall be considered a student regardless of the number of hours or courses for which he or she is enrolled at the University. Students residing in the University's housing complexes are required to display a current semester housing sticker in addition to the current student decal. Students employed as faculty or staff at the University may elect to purchase a decal at the additional cost according to their classification.

d. Alumni -- An "ALUM" decal is available to FIU graduates who are not currently enrolled at the University and entitles the holder to park in spaces designated for student parking.

e. Administrative -- An "ADMIN" decal is available to those employees who desire a higher level of parking service or have special parking needs based upon work requirements. A one semester or two semester decal is available during an academic school year to employees who do not wish to purchase an annual decal.

f. Executive -- An "E" decal is available to those employees who desire the highest level of parking service or convenience. A one semester or two semester decal is available during an academic school year to employees who do not wish to purchase an annual decal.

g. ROTC -- An "ROTC" semester decal is available for non-FIU students registered in the program. Proof of registration in the program must be presented at the time of purchase.

h. Housing Garage Decal -- A “Housing Garage” decal is available to students residing in University housing at MMC for parking on a first come first serve basis. The decal will be valid in conjunction with a current FIU Decal and an FIU One Card to provide gate entry and exit to the garage. Replacement of original decals may be obtained, but no duplicate decals for alternately driven vehicles will be sold. Cancellation of housing contracts results in deactivation of the housing garage decal and access.

j. Duplicate Decal -- A Duplicate decal is available to persons who have purchased an original decal for that semester or academic year. This category is for additionally owned vehicles used alternately or the replacement of a vehicle linked to an original decal. A duplicate decal will be issued provided the following criteria are met:

i. The additional vehicle(s) must be registered to the same address as the one listed for the original decal, and

ii. No other person residing at that address is affiliated with the University either as a student or an employee.

A vehicle with a duplicate decal is not permitted on campus at the same time as the vehicle with the original decal. A violation of this provision will result in the ticketing, immobilization and/or towing of both vehicles.

In instances where the original decal is considered damaged due to an accident, the repainting of the vehicle, vehicle theft or exterior damage to the vehicle, a replacement of the original decal must be obtained at no additional cost.

4. Decal Registration Fees:

a. The following are the annual registration fees, exclusive of sales tax, for each decal classification:

	<u>Original</u>	<u>Duplicate</u>
E	\$972.00	\$15.00
Admin	\$447.00	\$15.00
Faculty and Staff (Annual base pay over \$45,000)	\$254.00	\$15.00
Faculty and Staff (Annual base pay over \$35,000)	\$227.00	\$15.00
Faculty and Staff (Annual base pay over \$25,000)	\$155.00	\$15.00
Faculty and Staff (Annual base pay \$25,000 and under)	\$133.00	\$15.00
Alumni	\$260.00	\$15.00
Student		
Fall -	N/A	
Spring -	N/A	
Summer A, B, or C -	N/A	

b. The following are the one semester registration fees, exclusive of sales tax, for each decal classification:

	<u>Original</u>	<u>Duplicate</u>
E	\$616.00	\$15.00
Admin	\$286.00	\$15.00
Faculty and Staff (Annual base pay over \$45,000)	\$140.00	\$15.00
Faculty and Staff (Annual base pay over \$35,000)	\$24.00	\$15.00
Faculty and Staff (Annual base pay over \$25,000)	\$100.00	\$15.00
Faculty and Staff (Annual base pay \$25,000 and under)	\$ 84.00	\$15.00
ROTC Decal	\$57.00	\$15.00
Housing Garage Decal	\$160.00	N/A
Alumni	N/A	N/A
Student		
Fall -	\$ 89.00	\$15.00
Spring -	\$ 89.00	\$15.00
Summer A, B, or C -	\$ 83.00	\$15.00

c. The following are the two semester registration fees, exclusive of sales tax, for each decal classification:

	<u>Original</u>	<u>Duplicate</u>
E	\$794.00	\$15.00
Admin	\$366.00	\$15.00
Faculty and Staff (Annual base pay over \$45,000)	\$197.00	\$15.00
Faculty and Staff (Annual base pay over \$35,000)	\$176.00	\$15.00
Faculty and Staff (Annual base pay over \$25,000)	\$128.00	\$15.00
Faculty and Staff (Annual base pay \$25,000 and under)	\$108.00	\$15.00
Housing Garage Decal	\$320.00	N/A
Alumni	N/A	N/A
Student		
Fall -	N/A	N/A
Spring -	N/A	N/A
Summer A, B, or C -	N/A	N/A

d. Lost or Stolen Decals. If a decal has been lost, the incident shall be reported to the Department of Parking and Transportation, and a duplicate decal shall be issued. If a decal has been stolen, the incident shall be reported to the University Police Department. A case number must be obtained and presented to the Department of Parking and Transportation. In both instances, an “FIU Parking and Transportation Decal Affidavit”, form PT #11, which is

incorporated by reference into this regulation, must be filled out. There will be no additional cost for the issuance of a duplicate decal for these reasons.

e. Change in Decal Status. Any employee requesting an upgrade in decal classification shall pay the difference between the appropriate fee according to the classification currently in effect and the one being requested. The old decal or identifiable parts, including numbers, must be returned to the Department of Parking and Transportation for auditing purposes.

f. Non-Refundable Fees. All fees paid for decal registration shall be non-refundable except for instances where a person has mistakenly made a double payment and the request for refund is made within the same academic year in which the payment was made. The Transportation Access Fee and the Housing Garage Decal cost paid by the students is only refunded in the same manner as other University student fees are refunded.

g. Deactivated Decals. A decal may be deactivated if the Transportation Access Fee is not paid for the current semester. Vehicles found on campus with a deactivated decal will be ticketed and the vehicle is subject to immobilization and/or towing at vehicle owner's expense.

(b) Permits and Permit Fees.

1. Temporary permits are issued only by the Department of Parking and Transportation to those persons who require temporary parking authorization and who are not otherwise required by these regulations or contract to obtain a decal. Permits must be applied for and are issued for durations that are commensurate with their purposes. Permits may or may not include the payment of parking fees as provided below.

2. The circumstances under which a permit rather than a decal shall be issued include but are not limited to use of a temporary vehicle; parking on the University's campuses for occasional business-related purposes; parking on the University's campuses for attendance at conferences and meetings; and visitors who are not otherwise required to obtain a decal. Any person who has a current decal and needs to use temporary transportation must obtain a temporary parking permit. These temporary parking permits are issued, free of charge, for a maximum of thirty (30) consecutive days.

3. Carpool permits. A carpool permit is available for those employees and students who register for the car sharing program. Please visit the Parking & Transportation website URL <http://parking.fiu.edu>. All registrants must have a current FIU decal and must be affiliated with the university. At least two carpool permits must be displayed at the same time when parked at a carpool space.

4. Temporary 30, 60, and 90-day permits are available to persons not otherwise required by these regulations or contract to obtain a parking decal. The following are the permit fees, exclusive of sales tax:

30-day permit \$27.00

60-day permit \$45.00

90-day permit \$65.00

5. Specific visitor, vendor/contractor, and volunteer permits will be issued by the Department of Parking and Transportation upon payment of a fee as follows:

a. Visitor fees. Metered parking is available throughout the University at a cost of 25 cents per 15 minutes except in the PC Loading lot which is 25 cents per 8 minutes. Visitors can also park at the multi-space meters for \$1.00 per hour with a maximum of \$ 8.00 per day. University departments hosting an event can purchase garage or lot guest permits in advance.

b. Vendors and Contractor fees. All vendors and contractors conducting business on campus are required to purchase either a staff decal (at the lowest staff rate listed in) (a)4 a. above) or a contractor permit. The following are the contractor permit fees, exclusive of sales taxes:

- 30-day permit \$27.00
- 60-day permit \$45.00
- 90-day permit \$65.00

c. Volunteers' fees. Upon verification, individuals outside the University who volunteer their time at either campus can purchase a volunteer permit for the following fees exclusive of sales tax:

- 30-day permit \$5.00
- 60-day permit \$10.00
- 90-day permit \$15.00

(c) Vehicle Registration Exemptions. The following persons shall not be required to register their vehicles with the Department of Parking & Transportation:

1. Representatives of news media on official business.
2. Members of the Florida International University Board of Trustees who are on campus to attend meetings and functions of the Board of Trustees. Trustees shall be issued a decal or hang tag which shall be prominently displayed in their vehicles.
3. Members of the FIU Foundation Board of Directors who are on campus to attend meetings and functions of the Foundation. Directors shall be issued a decal or hang tag which shall be prominently displayed in their vehicles.

(3) Decal, Permits, Traffic and Parking Regulations, Golf Cart, and Garage Parking

(a) Decal Regulations

1. Display of Decal. Each driver who regularly parks a vehicle on campus shall display a valid decal or permit. It is the responsibility of the driver to properly display a decal or permit so it is easily visible and readable. Failure to display it correctly may result in a violation for improper display.

2. Decals shall be permanently affixed to the outside of the vehicle on the left side either on the rear bumper, or the outside of the rear window. For unusually constructed vehicles, decals shall also be permanently affixed in the manner directed by the Department of Parking and Transportation upon issuance of the decal.

3. Housing decals shall be permanently affixed adjacent to the current student decal.

4. The entire decal or permit must be displayed unaltered.

5. Permits shall be displayed on the front dashboard.

6. It is a violation of these regulations to transfer a decal or permit from one vehicle to another; alter a decal or permit, falsify documents to obtain a decal or permit or otherwise obtain or display a decal or permit in violation of the University rules and regulations. Any such act shall constitute decal fraud, subject to a fine and will result in the revocation of the decal or permit. In addition, the vehicle may be subject to immobilization and/or towing at vehicle owner's expense.

(b) Traffic Regulations

1. Speed Limit. The speed limit on University property is 25 miles per hour on main roads unless otherwise posted. The speed limit inside the garage is 5 mph. Speed limit inside surface lots is as posted.

2. Right-of-Way. Pedestrians and wildlife have the right-of-way over motor vehicles, including golf-carts. Pedestrians must use crosswalks when crossing a roadway.

3. Barriers. Barriers may be placed by the University at any point deemed necessary for specific temporary use. Except as required for the passage of emergency vehicles, removal of any such barrier without permission is prohibited.

4. Enforcement Directives. A directive given by a police officer or parking patroller or designee supersedes the regulations posted by sign or signal.

(c) Golf-Cart Regulations

1. Golf-carts are restricted by Florida International University for use on University premises only by University employees, volunteers, contractors, vendors or agents and are generally recognizable as a low speed or utility vehicle, such as, but not limited to, utility terrain vehicles, including all-terrain vehicles designed for work uses, and golf carts, club car or conveyance.

2. Any person who accepts the privilege of operating a golf-cart on University premises is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

3. Golf-cart Enforcement. Golf-carts shall be operated in accordance with the following specific regulations:

a. Golf-carts shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks or designated golf-cart parking .

b. Operators shall stop golf-carts at all blind intersections and sound their horns before proceeding.

c. Golf-carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas. This includes , persons in wheelchairs or mobility assistance devices. In addition, golf carts shall not park in the following areas: fire lanes, handicap parking, meter parking, on sidewalks or ramps that would impede handicap accessibility.

d. Operators shall not bring a golf cart to rest for any period of time in the middle of roads and walkways.

e. Golf-carts may be driven on sidewalks only where streets and/or parking lots are not available. Golf carts are not permitted in any red zones as identified on the maps which can be found at <http://policies.fiu.edu>.

f. Golf-carts shall not be driven through buildings or breezeways, covered walkways, landscaped areas or golf cart free red zones as identified on the maps which can be found at <http://policies.fiu.edu/files/781.pdf>. Golf carts shall not be driven through the Green Library breezeway or any other building except: 1) under circumstances of police or medical emergency, 2) in order to provide maintenance service to a location in a specific building or to grounds in which large amounts or heavy equipment and supplies, but not people, are being transported to the work site, 3) in order to make a delivery of large amounts or heavy materials which cannot be otherwise transported to a specific location in a building, 4) in order to assist a handicapped individual or, 5) when conducting a pre-approved University tours.

g. Use of ear phones, eating, texting, or the use of any device that may hinder the proper and safe operation of golf carts is prohibited.

(d) Parking Regulations for Surface and Garage Parking

1. Posted signs, bumper blocks, and other markings designate the various parking areas on campus. Parking areas may be restricted by decal classification, time or purpose. Parking areas restricted by decal classification, time or purpose shall be considered no parking zones to those individuals who do not fall within the restriction of the decal classification. Individuals parking in areas so restricted require a decal, hang tag, or permit. The following parking restrictions are found in areas on the University's campuses:

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|-------------------------------|-------------------------------|
| a. E | h. Motorcycle/Motorbike/Moped |
| b. Admin | i. State Vehicles |
| c. Faculty/Staff | j. Time Limit Parking |
| d. Student | k. Housing Parking |
| e. Meters | l. Service/Delivery |
| f. Disabled | m. Golf-Cart |
| g. Disabled Modified Vehicles | n. Carpool |

2. Metered parking is for visitors and is enforced daily, from 7:00 a.m. to 10:00 p.m. including weekends and holidays. A current FIU parking decal or permit does not entitle the driver to park in a metered parking space without paying the appropriate fee, unless otherwise specified on the permit.

3. Use of parking areas designated as Faculty/Staff shall be enforced between the hours of 6:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise indicated by signage. Parking in all other areas, including Executive/Administrative, Disabled and Meters shall be observed and enforced at all times.

4. Changes in designated parking areas shall become effective at such time as signage or other identifying markings are posted.

5. No motor vehicles, other than police, emergency, or golf-carts may be operated or parked at any time on the walkways, grass, service areas, driveways or other prohibited zones, except where specifically permitted by signage. No motor vehicle, motorcycle or other type of vehicle, including a bicycle, shall be parked in such a way as to create a hazard or obstruction to traffic or access. Temporary parking areas may be designated in grass areas by the placement of delineating signs, bumper blocks or other identifying marks. Parking adjacent to any University building shall be prohibited except as identified by authorized signs.

6. No person, other than a current housing resident whose vehicle is left in a housing lot, shall leave a vehicle overnight on University property without notifying the University Police Department and the Department of Parking and Transportation. Vehicles that are inoperable shall be reported immediately to the University Police Department and the Department of Parking and Transportation. Vehicles left for more than three (3) consecutive days and nights, without prior approval, or which are apparently abandoned shall be subject to immobilization, towing, and/or impoundment, and disposal at the owner's expense. The University does not assume any responsibility for motor vehicles or their contents while they are parked on campus. Vehicles registered to current housing residents may be left in housing lots during session breaks but in no event for more than three weeks. Exceptions must be approved by The Department of Parking and Transportation.

7. Major repairs to vehicles shall not be performed on either campus.

8. Double-parking is not allowed at any time.

9. Head-in parking only.
10. The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulation is no longer in effect. Observing others illegally parked is not a valid excuse.
11. Parking on lawns, landscaped areas, sidewalks, or other areas not specifically designated by signs or curb markings as parking areas is a violation. The absence of a “No Parking” sign does not mean parking is permissible in an area.
12. Residents of housing shall abide by the parking regulations.
13. Parking a vehicle on campus following failure to pay or appeal a citation for a university traffic and parking infraction within the time provided, or parking on campus with a revoked decal shall be considered illegal parking. The vehicle may be subject to immobilization and/or towing.
14. Parking areas designated as disabled are enforced at all times and a current state issued disabled placard/hang-tag and/or license plate must be visible and properly displayed. Disabled employees and students of the University must register their vehicle along with their disabled placard with the Department of Parking & Transportation. In addition, all disabled employees and students of the University must obtain/purchase and display a current decal or permit and an FIU Registered Disabled sticker.
15. Disabled visitors with a valid disabled placard may also park in metered spaces for up to 4 hours free of charge. A valid placard must be displayed at all times.
16. Violation of these rules or the misuse of a disabled placard may result in the immobilization and/or towing of the vehicle at vehicle owner’s expense and the confiscation of the placard.

(e) Garage Parking:

1. A current FIU parking decal is required to park in the garages as restricted by decal classification.
2. A current FIU parking decal or permit does not entitle the driver to park in a metered parking space without paying the appropriate fee, unless otherwise specified on the permit.
3. Garage hours: Gold, PG5 Market Station and PG6 Garages
Open 24 hours a day, 7 days per week
Blue, Red, and Panther Garages
6:00 a.m. - 2:00 a.m. Mondays – Fridays
Closed weekends and holidays except for special events
4. No overnight parking. Vehicles must be removed from the garage prior to posted closing hours of the garage, except for garages open 24 hours a day. Any vehicle left in the garage after hours will be ticketed and the vehicle may be subject to immobilization and/or towing at vehicle owner’s expense.
5. Garage speed limit is 5 mph.
6. Skateboarding and rollerblading are prohibited in the garages.
7. Head-in Parking Only.

(4) Enforcement

(a) Violations. Failure to abide by any of the provisions of these regulations shall be considered a university parking infraction. The University may enforce university parking infractions through use of warnings, citations and fines, vehicle immobilization, towing and any other means authorized by statute.

(b) Citations. The University Police Department and the Department of Parking and Transportation are authorized to issue written citations to persons who violate this regulation. The University Police Department is also empowered to issue citations for violation of Chapter 316, Florida Statutes, and county ordinances. Only one citation per calendar day will be issued for each violation in the same location on the same vehicle.

1. Schedule of Fines. The schedule below establishes fines for the various categories of violations which are considered to be university parking infractions:

No Valid Decal or Permit	\$ 20.00
Parking on Grass	\$ 20.00
Hazardous Parking	\$ 25.00
Overtime Parking in Meters	\$ 20.00
Restricted/Improper Parking	\$ 25.00
Overnight Parking (garage)	\$ 25.00
Unlawfully Parked in Disabled Space	\$250.00
Decal Fraud	\$100.00
Golf-Cart Violation	\$ 25.00
Expired Decal/Permit	\$ 20.00
Deactivated Decal	\$ 20.00
Improper Decal Registration	\$ 20.00
Unregistered Placard with FIU	\$ 25.00
Decal/ Improperly Affixed	\$ 20.00
Crosswalk Light Violation	\$ 20.00
Head-in Parking Only	\$ 15.00
Boot Fee	\$ 50.00
Other	\$ 15.00

Parking in Areas not Authorized

Restricted Executive/Admin	\$ 30.00
Restricted Faculty/Staff	\$ 25.00
Restricted Housing	\$ 25.00
No Carpool Decal/Permit	\$ 20.00

a. Impoundment and vehicle immobilization charges vary according to type of vehicle and/or type of tow or immobilization needed for the vehicle, but cost at a minimum \$50.00. If a third party towing company is used, the charge will be as determined by the third party towing company.

b. Any vehicle which remains in violation of the same regulation for more than one calendar day is subject to additional citations.

c. Uniform traffic citations for violations of Chapter 316, Florida Statutes, and county ordinances are governed by the Miami-Dade County Court and may carry higher fines or other penalties.

2. Late Charges. If a university citation is not paid or appealed in the time provided by this regulation, a \$5.00 late charge shall be assessed in addition to the fine established for the violation. The assessment of the late charge shall not preclude the University from enforcing these regulations through alternative means such as preventing registration, withholding transcripts, withholding of diploma, towing and/or immobilizing the vehicle. Finally, the outstanding balance will be sent to a collection agency and additional fees will be assessed.

3. Remedies for Failure to Pay Fines. In addition to the assessment of a late charge fee, and other penalties as provided in this regulation, the following remedies are available to the University:

a. Revoke parking and driving privileges on University property. A person whose parking privileges are revoked may not be issued a new parking decal until all prior outstanding citations are satisfied.

b. Prevent the person from registering as a student.

c. Withhold issuance of transcripts or degrees.

d. Use of vehicle immobilizer.

e. Tow and impound the person's car.

f. Take other action as necessary to collect the outstanding fines as delinquent accounts owed to the University such as the use of a collection agency.

4. Responsibility for Citations. The person who registers a motor vehicle with the Department of Parking and Transportation assumes responsibility for all citations issued to that vehicle. If the motor vehicle has not been registered with the Department of Parking and Transportation then the person(s) in whose name the motor vehicle is registered with the State Department of Highway Safety and Motor Vehicles shall be held responsible for citations issued to the vehicle. Employees of FIU operating state university vehicles and golf-carts shall be responsible for citations issued to such vehicle(s).

(c) Procedures For Payment Of Fines And Appeals: A person to whom a citation has been issued shall have ten (10) business days from the date of issuance to respond to the citation either by paying the fine or by filing an appeal. If payment or request for an appeal is not received within the allotted time, a \$5.00 late fee shall be assessed, and the University may take any authorized action to enforce the penalty.

1. Payment of Fines. Fines may be paid by credit card through the Florida International University web site URL <http://parking.fiu.edu> or in person at the Department of Parking and Transportation by check, money order, cash, the FIU One Card, or credit card. Alternatively, payments may be mailed to the Department of Parking and Transportation located on Modesto A. Maidique Campus. However, a \$5.00 late fee shall be applied in the event payment is not received by the Department of Parking and Transportation within the time provided by these regulations. All payments sent by mail should include the payee's Panther ID number and citation number(s).

2. Appeals Process and Procedures. Appeals of citations for university parking infractions and towing/vehicle immobilization procedures and charges may be instituted

by filing a written appeal through the Florida International University web site URL <http://parking.fiu.edu> or at the Department of Parking and Transportation using the “Florida International University Department of Parking and Transportation CITATION APPEAL FORM”, Form PT #04 Appeal Form. The form is incorporated by reference into this regulation. Uniform traffic citations are not open to appeal through the University appeal process. Uniform traffic citations must be processed through the Miami-Dade County Court system. Inability to locate parking spaces or the failure of others to observe these regulations shall not be considered to be valid defenses. The completed Citation Appeal Form must include a current and accurate mailing address or email address where notices can be sent to and received by the Appellant. Complete Citation Appeal Forms will be forwarded by the Department of Parking and Transportation to an Appeal Hearing Officer for review and decision. Appeals should only be filed if a legitimate basis exists. The following reasons are not considered legitimate basis for filing an appeal and will result in the appeal being automatically denied:

- Disagreement with the Parking & Transportation Rules and Regulations.
- Ignorance of the regulations.
- Stated inability to find a permitted parking space.
- Operation of the vehicle by another individual.
- Failure to issue citations previously for similar violations.
- Failure to display an event parking permit.
- Tardiness to class and/or appointment.
- Inability to pay fine.
- Displayed wrong or expired permit.
- Received incorrect verbal information from a non FIU Parking and Transportation employee.
- Observing others illegally parked.
- Not paying for sufficient metered time.

a. Appeal Hearing Officers. There shall be appointed on each campus a University Appeal Hearing Officer or Officers who shall be responsible to resolve appeals of citations for university parking infractions and/or towed or immobilized vehicles. The Appeal Hearing Officer(s) of each campus shall be appointed, by the appropriate vice president, to serve a two-year term, and may be appointed for additional terms. It is intended that Appeal Hearing Officers will be members of the University Community.

b. Appeal Hearing Officer Procedures. Appeal Hearing Officers will receive and evaluate written appeals. They will be guided by the Parking Regulations and shall consider any relevant circumstances, as articulated in the written appeal, in making their decision(s). Appeal Hearing Officers may request further information or interview the appellant, witnesses or the citing officer. Appeals will be reviewed and appellants notified by mail.

c. Appeal Hearing Officer Decisions. Following consideration of the grounds for an appeal, the Appeal Hearing Officer shall decide on the appeal. The Appeal Hearing Officer's decision shall contain findings of fact and be reduced to writing and a copy shall be furnished to the appellant by the Department of Parking and Transportation. If your appeal is denied, you may file a request for review by the appeal board. The appeal board will meet once a month and its decision is final. . Upon denial of an appeal, the fine assessed shall be paid within ten (10) business days of the date of notification to the appellant or a late fee will be assessed.

(d) Immobilization, Towing and Impoundment-Appeals. The University may immobilize, tow and/or impound any vehicle which is found to be parked illegally or in violation of these regulations. Parking after failing to pay a parking citation(s) within the allotted time constitutes illegal parking. A person whose vehicle has been immobilized, towed and/or impounded may appeal the tow or immobilization by filing a written appeal within ten (10) business days from the date of the impoundment. An Appeal Hearing Officer shall review the appeal within seventy-two (72) hours of receipt of the written appeal. The appellant shall receive notification of the appeal decision through the mail. If the immobilization or tow appeal is granted, the University shall refund the amount charged for the immobilization or tow. In lieu of the appeal, or pending such appeal, or if the appeal is denied, the owner of the vehicle or his/her authorized agent may obtain release of the vehicle by paying the citation(s), the immobilization and/or towing charges and any applicable delinquent fines.

(5) University Events

(a). Any event held on campus, whether hosting internal or external guests, which requires the reservation of parking spaces, must be coordinated with the Department of Parking & Transportation. Pre-purchased parking permits and parking space reservations are available by contacting the Department of Parking and Transportation or reserving online. Requests must be received seven (7) business days prior to the date of the event. A cancellation fee will be assessed if the Department has incurred expenses related to the event and the Department is not notified at least seven (7) business days in advance of the intent to cancel the event.

(b). Although temporary signs are not required for all campus events, all temporary directional signage used on our campuses must adhere to the signage protocol established through the Office of Finance and Administration. Lawn signs are not permitted at the MAM, BBC, or Engineering Campuses. Please contact the Department of Parking & Transportation to order temporary directional signage.

(c). The Department also handles any event requests that require transportation, including golf cart, shuttles and campus tours. For more information, please refer to <http://parking.fiu.edu>.

Specific Authority- BOG Regulations 1.001(3)(k) and 7.003(9), and 1006.66 FS. Law Implemented 1006.66 FS. History--Formerly 6P-5.06, 10-1-75, Repromulgated 12-23-76, Amended 1-15-80, 8-20-81, 4-24-83, 8-12-85, Formerly 6C8-5.06, Amended 7-6-86, 8-31-89, 7-17-90, 7-21-91, 8-25-93, 10-26-93, 8-17-94, 8-20-95, 8-11-96, 6-12-97, 7-08-99, 5-16-00, 5-24-01, 7-25-02, 12-2-02, 8-11-03, 6-1-04, 6-1-05, Formerly 6C8-5.006, Amended 6-2-06, 7-12-07, 8-11-08, 6-29-09, 8-10-10, 7-5-11, 7-9-12, 7-17-13, 7-14-14.