University of North Georgia

PARKING CODES

Article I: GENERAL

1. This code establishes vehicle regulations on property owned or controlled by University of North Georgia. The University’s Parking Services, a division of Auxiliary Services, enforces the provisions of the UNG Parking Codes. It is the responsibility of each individual who operates a motor vehicle on the UNG campus to know, understand and comply with the UNG Parking Codes.

2. UNG is primarily a pedestrian campus and vehicle operator’s share responsibility for their safety. The speed limit on all campuses is 15 MPH. Parking on the campus is very limited and is controlled by the use of parking permits. Each registered vehicle must be parked in the assigned parking zone. A limited number of 30-minute parking spaces are available for transient use while loading or unloading. In the interest of fairness to others, please move your vehicle within the time period.

3. UNG assumes no responsibility for vehicles operated and/or parked on campus. Vehicles operated and/or parked on the UNG campus will be at the risk of the owner or operator of the vehicle.

Article II: MOTOR VEHICLE REGISTRATION

1. All vehicles parked or operated on campus must display a valid UNG permit (Faculty, Staff, Student, Temporary or Visitor). Faculty and staff permits are valid 4 years ONLY, and must be renewed. Student registration must be renewed annually.

2. The applicant for motor vehicle registration must possess a valid driver’s license. The vehicle for which registration is sought must have a valid license plate, belong to the applicant or to a member of the applicant’s immediate family, and be insured as required by the Georgia Code. Proof of ownership and insurance may be required at the time of registration.

3. Every vehicle must be registered the first day of operation on campus. Registration is accomplished online and permits are picked up at the UNG Parking Services Dahlonega Campus. Permits may be obtained during normal business hours. Temporary permits may be obtained at the following locations: UNG Parking Services Dahlonega Campus, UNG Card Services on all campuses from 8:00 a.m. to 5:30 p.m. Monday-Thursday and 8:00 a.m. to 3:00 p.m. on Friday, Information Center (Dahlonega campus only) from 8:00 a.m. to 5:00 p.m., Monday-Thursday; 8:00 a.m. to 3:00 p.m. on Friday, and Public Safety 24/7 on the Dahlonega campus. Faculty and Staff must register their vehicles at the UNG Parking Services Dahlonega Campus, and UNG Card Services all other campuses. Evidence of registration shall consist of a current UNG parking permit hang tag displayed on the rear view mirror.

4. If a vehicle is sold, traded, or damaged beyond repair, the original registrant shall be responsible for removing and turning in the old permit and notifying UNG Parking Services.

5. Instructions for registering vehicle and obtaining a parking decal:
Parking permits are issued by UNG Parking Services. In order to obtain your permit, you must first register your vehicle using the Parking Services Online Portal, see guidelines below:

- After a successful login, you'll arrive at the home screen.
- In the Permits window, click “Order a Permit”.
- Click “Add a Vehicle not Listed”.
- Enter correct vehicle information (Plate, State, Year, Make, Model and Color) and click “Add Vehicle”.
- If multiple vehicles are shown, be sure to select only the correct vehicle that you are requesting a permit for, and click “Next”.
- For the shipping address, click on “Use this contact” button to auto populate the correct information and click “Next”.
- Read the Terms of Service and click “I Agree” before selecting “Add Permit to Cart”.
- Verify correct email address is shown and click “Complete Checkout”.
- Pick up your permit in the UNG Parking Services (Dahlonega), UNG Card Services all other campuses.
- For additional help or questions, call Parking Services at 706-864-1697

Note: If you have already obtained your permit and are changing vehicles, you must return the original decal prior to obtaining a permit for the new vehicle. In the event you cannot return the original decal, there will be a $5.00 charge to obtain a decal for the new vehicle.

6. UNG Parking Services is located in the Hoag Center on the Dahlonega campus; in the Student Center on the Gainesville campus; and next to the Bookstore on the Oconee campus. Hours of operation are Monday – Thursday from 8:00 a.m. - 5:30 p.m. and Friday 8:00 a.m. – 3:00 p.m. Please see the UNG Parking Services webpage for additional information at http://ung.edu/auxiliary/parking-services/index.php

Section A: FACULTY AND STAFF

1. Faculty and staff transferable permits must be hung from the inside rear view mirror with the permit number visible from the outside. One permit will be issued to each faculty or staff member additional permits may be purchased for $25 each. The permit may be transferred to any other vehicle that has been registered. There is no fee for Faculty and Staff registration.

Section B: STUDENTS

1. Student parking permits are stickers. They shall be permanently affixed to a clearly visible position on the outside left (driver) side of the bottom of the rear windshield. Another location may be approved by Parking Services. Vehicles with convertible tops (i.e. tops that can be retracted into the vehicle or removed from the vehicle) shall permanently affix the permit on the outside right (driver) side of the bottom of the front windshield. Taping of decal on the vehicle is not permitted.

2. Permit will not be honored unless placed as directed above. Student registration is valid only for the person originally registering the motor vehicle, and in all cases expires annually. The University does not guarantee a parking space for every permit issued, however, any time a space is not available in the assigned zone, students should request instructions from Parking Services or Public Safety as to where to park temporarily.

3. Student motorcycles are required to be registered with Parking Services but not required to display a permit and on the Dahlonega campus are only authorized to park in designated motorcycle parking areas.
Motorcycles are not authorized on any level of any Parking Decks. Currently, Gainesville and Oconee does not have designated motorcycle parking areas.

Section C: TEMPORARY PERMITS

1. Temporary permits are available for visitors, students, faculty and staff who operate an unregistered vehicle on campus, e.g. borrowed or rental vehicle. It is imperative that a temporary permit be obtained from the UNG Parking Services (Dahlonega), UNG Card Services Cumming, Gainesville, and Oconee campuses, Information Center Dahlonega Campus ONLY and (Public Safety after business hours Dahlonega Campus ONLY), at the time the vehicle is brought onto the campus. The permit will be issued for an appropriate restricted space or the student's assigned parking zone for a maximum period of one week. Exceptions will be allowed on a case-by-case basis. There is no fee for a temporary permit.

Section D: DISABLED PERMITS

1. Vehicles operated and parked by disabled persons, either temporary or permanent, must display a disabled permit issued by the Department of Motor Vehicle Safety in addition to the UNG permit. Disabled permits may only be obtained from your local tag office.

Article III: PARKING

1. It is the desire and intent of the university to provide an adequate amount of parking corresponding with the needs of the faculty, staff and student body limited by constraints of land and finances. The location of parking zones, areas and spaces will, however, vary in terms of centrality and convenience. Authorized parking zones, areas and spaces are designated by official campus signs, markings, and may be found on the parking map.

2. During special campus events, specific areas of the campus may be designated for special parking for guest of the president and other special visitors. Notification of the reservation of such areas will be made in advance by posted signs, traffic cones and/or written notice. Motor vehicles must be removed from these zones/spaces by the time stipulated or the vehicles will be subject to impoundment. An alternate campus parking area will be available for those having to move their vehicle.

Section A: RESTRICTED PARKING ZONES AND SPACES

1. All restricted zones are in effect 24 hours a day on a year round basis except as noted.

2. All vehicles must be parked within the lines of an authorized vehicle parking space, and must be parked in such a manner as not to impede vehicle and/or pedestrian traffic or in a manner, which creates a hazard. In slanted parking spaces, all vehicles, except emergency and service vehicles, must park so the rear bumper will face the adjacent traffic lane, i.e., parking against the flow of traffic is prohibited.

3. Parking along yellow curbs, on lawns, landscaped areas, sidewalks or other areas not specifically designated for parking is a violation. The absence of "NO PARKING" sign does not denote parking is
Section B: FACULTY AND STAFF

1. Parking for Faculty and Staff is located in various parking lots on campus. These spaces are identified by yellow lines and red pavement markings (rectangular in shape in white “F/S”). Faculty and Staff may park in these spaces Monday through Friday from 7:30 AM to 5:30 PM on a year round basis. Faculty and Staff are not allowed to park in spaces designated for students during the above hours.

Section C: RESIDENTS STUDENTS AND NON-RESIDENT STUDENTS

1. Resident’s students on the Dahlonega campus are authorized to park in Non-Resident Zones Monday through Friday 5:30 PM to 7:30 AM and Saturday 7:30 AM to Monday 7:30 AM. Non-Residents are restricted from parking in Resident Zones 24/7 unless otherwise noted. Students are not permitted to park in designated Faculty and Staff parking spaces Monday through Friday from 7:30 AM to 5:30 PM.

2. RD and RA spaces are reserved 24/7 on a year around base.

Section D: PRESIDENT AND VICE PRESIDENT RESERVED SPACES

1. Parking spaces are reserved 24/7 on a year around basis. Note: These spaces are identified by a rectangular sign.

Section E: VISITOR SPACES

1. Visitor spaces are located at several locations on campus. They are intended for visitors only and are controlled by temporary permits available at the UNG Information Center (Dahlonega Campus ONLY), UNG Parking Services (Dahlonega), UNG Card Services Cumming, Gainesville, and Oconee), and Public Safety (Dahlonega Campus ONLY after business hours). Faculty, staff, and students may not use visitor parking spaces between the hours of 8:00 a.m. and 5:30 p.m.

Section F: SERVICE AND DELIVERY UNLOADING ZONE

1. Located in the vicinity of most buildings, these spaces are restricted at all times for university, vendor, contractor, and private vehicles of employees conducting official business or duties; i.e. dropping off or picking up items, performing repairs, cleaning or maintaining buildings. These spaces are not substitutes for the normal Faculty and Staff spaces located near most buildings.

Section G: 30 MINUTE PARKING

1. All 30 minute spaces on campus will be strictly enforced 24 hours a day, 7days a week, on a year round basis. Currently, Gainesville and Oconee does not have parking spaces designated for 30 minute parking.

Section H: DISABLED PARKING
1. Parking in a disabled space is limited to those vehicles displaying a disabled license plate, placard, or Disabled Veteran license plate. Disabled parking spaces are reserved at all times and strictly enforced 24/7.

Section I: ABANDONED VEHICLES

1. A vehicle shall be considered abandoned if it has not been moved for more than thirty calendar days. Exceptions will be made on individual basis as requested by the vehicle owner to Parking Services. On the thirty-first day it shall be subject to immediate towing. Towing and storage expenses are the responsibility of the vehicle owner.

Section J: INOPERABLE VEHICLES

1. If a vehicle becomes inoperable in other than an authorized space, the operator should notify Parking Services of the situation as soon as possible and the approximate length of time before the vehicle will be moved. The registrant of the vehicle is liable for any parking citations issued before said notification.

Section K: MOTORCYCLES

1. Motorcycle parking spaces are located at several locations throughout the campus and are in the vicinity of most buildings. These spaces are reserved for motorcycles only and are the only parking spaces permitted for motorcycles. Motorcycles are not allowed to park in any space other than marked motorcycle spaces. Motorcycles are required to be registered with UNG Parking Services but do not require a permit and are only authorized to park in designated motorcycle parking areas. Motorcycles are not authorized on any level of any Parking Decks.

Article IV: VIOLATIONS AND PENALTIES

1. Penalties and fines are hereby established for violations involving motor vehicles operated or parked within the campus boundaries. The person in whose name the vehicle is registered is "RESPONSIBLE" for all parking violations by that vehicle. If the vehicle is loaned to another person, proper observance of parking regulations shall remain the responsibility of the registrant except in the case of a moving violation for which the operator is responsible.

2. All fines and fees shall be paid online or at the UNG Parking Services Dahlonega, UNG Card Services Cumming, Gainesville, and Oconee. Persons having unpaid fines at the end of each semester/year will have their fines added to the next semester fees. Payment in full is required before the student is allowed to begin the next term. Students with outstanding debts to the institution will not be allowed to graduate or receive transcripts. A student receiving any parking citations during the academic year can have the fine reduced by $10.00 if paid within 24 hours (or the next class day if the ticket was issued on a weekend). Vehicles with more than four citations are subject to being booted.

Section A: REGISTRATION AND PARKING VIOLATIONS
3. Parking Services will issue UNG Traffic Citations (tickets) for violations of the motor vehicle registration and parking regulations, and other violations as noted below:

   A. Failure to register or properly display decal in accordance with Article II.
   B. Parking on sidewalks, reserved spaces, restricted areas, and lawns, along yellow curbs or unauthorized areas, which may block traffic. If a vehicle is parked in a manner that it blocks traffic it is subject to immediate tow at owner's expense.
   C. Parking in driveways, loading zones and within 15 feet of a fire hydrant. Violation of this section subjects a vehicle to immediate tow at owner's expense.
   D. Parking in driveways, loading zones and within 15 feet of a fire hydrant. Violation of this section subjects a vehicle to immediate tow at owner's expense.
   E. Falsification of records (code of conduct violation).
   F. Use of abusive language, discourteous action or disrespect toward campus law enforcement personnel or parking services personnel (code of conduct violation).
   G. Parking in a fire lane.

4. Fines may be paid online or at the UNG Parking Services.

Section B: VIOLATIONS AND CITATIONS

<table>
<thead>
<tr>
<th>Traffic Violation</th>
<th>Violations Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning</td>
<td>$0.00</td>
</tr>
<tr>
<td>Exceeding Time Limit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Expired Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failure to Register</td>
<td>$25.00</td>
</tr>
<tr>
<td>Failure to Display Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Improper Display of Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Improper Parking</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in Student Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in RA / RD Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in F/S Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in Visitor Space</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in Unauthorized Area(s)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking on Curb</td>
<td>$25.00</td>
</tr>
<tr>
<td>Parking in Service &amp; Delivery</td>
<td>$25.00</td>
</tr>
<tr>
<td>Vehicle Blocking Traffic</td>
<td>$25.00</td>
</tr>
<tr>
<td>Abusive Language</td>
<td>$50.00</td>
</tr>
<tr>
<td>Disrespect – Parking Personnel/Campus Police</td>
<td>$50.00</td>
</tr>
<tr>
<td>Disregard of State Law</td>
<td>$50.00</td>
</tr>
<tr>
<td>Falsification of Records</td>
<td>$50.00</td>
</tr>
<tr>
<td>Irresponsible Actions</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking in a Fire Lane</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking in President / VP Space</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking in Handicap Area(s)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

---

Article V: APPEALS

1. The Traffic Appeals Committee is the authority to receive appeals of traffic citations issued by Parking Services. Students who receive a traffic citation are to make payment of fines or appeal to the Committee within seven (7) calendar days from the date of the citation. If an appeal to a citation is not made within
seven (7) calendar days, the right to appeal is forfeited. Fines for offenses under appeal need not be paid until the Committee has rendered a decision.

2. The Committee shall consist of not less than 2 faculty members, 2 staff members, and 4 students as appointed by the Vice President for Business and Finance. At least one member from each of these three groups constitutes a quorum for all meetings. Parking Services provides the non-voting Recorder of the Committee. The Committee meets on a regularly scheduled basis of not less than monthly.

3. Students desiring to appeal a citation may do so online within (7) calendar days of the date of the citation. The Appellant may appear in person to plead their case orally before the Committee, after first appealing the citation on-line. If an Appellant wishes to attend a meeting of the Appeals Committee to plea their case, they must send a request to attend the meeting via e-mail to parkingservices@UNG.edu. Parking Services will reply to the Appellant's e-mail with the date, time, and location of the Appeal Committee's meeting in which your appeal will be presented. All appeal results will be sent to your UNG e-mail account.

4. Reasons such as lack of knowledge of the Traffic Code; lateness due to class or appointment conflicts and inability to find a legal parking space will not be accepted as an excuse. The Committee will first consider appeals by Appellants attending the session. The Appellant will be afforded the opportunity to add any relevant oral statement as necessary for clarification of the circumstances surrounding the offense. After dismissal of the Appellant, the Committee will decide each appeal by majority action. If more than one offense is cited the Committee will consider and vote separately on each offense appealed. The Committee has the authority to dispose of a case by either upholding the charge(s), or by dismissing the charges by half or completely. Members of the Committee meet as needed with Auxiliary Services to review and discuss traffic and parking issues for areas of possible improvement.

5. INSTRUCTIONS FOR APPEALING A CITATION

- Use your UNG email/network credentials and login to the Parking Services Web Portal.
- After a successful login, you'll arrive at the home screen.
- In the tickets window, click the ticket # that you wish to appeal.
- A summary of the ticket will be displayed, notice that the current status shows as “Issued”.
- Verify that your contact info is correct and provide a current phone number.
- Type your appeal information in the space provided.
- Click “Request Appeal”.
- Summary page is displayed; notice that the current status now shows as “Pending”.
- You will receive an email informing you of the final appeal decision.
- For additional help or questions, call Parking Services at 706-864-1697 (Dahlonega Campus) or 678-717-3133 (Cumming Campus), or 678-717-3914 (Gainesville campus), or 706-310-6210 (Oconee campus).

6. IMPORTANT THINGS TO REMEMBER

- You must appeal your ticket within 7 days from the date of the ticket
- It is not required that you attend the Appeal Hearing
- The Appeals Committee will notify you of their decision via email
- It may take several months for the Appeals Committee to review your appeal
- The hold on your account is removed temporary until the Appeals Committee makes their decision

Article VI: SUSPENSION/REVOCATION OF PRIVILEGES
1. UNG regards the operation and parking of a vehicle on campus as a privilege, which may be revoked at any time. Some specific reasons (but not exclusive) for which a person is subject to having their campus privileges suspended/revoked without refund of the registration fee are as follows:

   a. Operating a vehicle under the influence of alcohol or drugs;
   b. Irresponsible actions while operating a vehicle or failure to demonstrate a responsible attitude toward campus, city, county and state regulations and laws;
   c. Failure to report or leaving the scene of an accident;
   d. Failure to respond to a written notice regarding a parking citation or fine;
   e. Failure to pay parking and traffic fines; or
   f. Having four (4) outstanding citations (non-appealed or appeal denied by the Traffic Appeals Committee) in one semester.

2. Suspension of operating privileges can be for a period of 30, 60 or 90 days, depending on the severity of the violation, from the date of the citation or date an appeal was acted upon by the Traffic Appeals Committee.

3. Operation of a vehicle on campus during the suspension period will result in an additional 30-day suspension and a $50.00 fine. A second violation of the suspension may result in permanent revocation and withdrawal of the privilege of registering a vehicle at any time during the student's enrollment. Periods of suspension will run consecutively and breaks between semesters or semesters not attended will not be counted as part of the suspension period. Motor vehicles may remain registered, but not operated, on the campus during the term of suspension. Notification of suspended/revoked privileges will be made by letter from the Parking Services to the current address on file with the Registrar's Office. Confirmation of receipt of letter is not necessary to initiate suspension. Individuals who have had their privileges suspended may petition in writing to the Vice President for Student Affairs for early reinstatement of privileges.

---

**Article VII: VEHICLE TOWING AND IMPOUNDMENT**

1. Vehicles are subject to being boot-locked or towed from campus for any of the following reasons:

   a. Vehicle is parked in a manner which creates a nuisance, causes inconvenience to another person, is parked in a manner which obstructs traffic or creates a hazard;
   b. Vehicle is parked in a tow zone, restricted or reserved space, or blocks a loading/unloading zone;
   c. Vehicle is abandoned on campus; or
   d. Vehicles with more than four (4) citations.

2. When a vehicle is towed, the person to whom the vehicle is registered is responsible for towing charges. All towing charges and fines must be paid before the vehicle is released.

*Illegally parked vehicles which evidence a pattern of abuse will be boot-locked and/or banned from campus. Non-registered vehicles that accumulate more than four (4) citations will be subject to boot lock.*