



**ALABAMA A&M UNIVERSITY
PARKING & MOTOR VEHICLE REGULATIONS**

A. PURPOSE

The purpose of this policy is to identify the parking and motor vehicle rules and regulations for Alabama A&M University. These regulations are prepared and distributed to assist individuals operating and parking motor vehicles on **Alabama A&M University (AAMU)** property. AAMU is committed to providing the highest level of service and ensuring the safest and most efficient use of University parking resources.

B. RESPONSIBILITY OF MOTOR VEHICLE OPERATORS

The responsibility for obtaining knowledge of all state motor vehicle laws and regulations in force rests with each motor vehicle operator. Students, faculty, and staff are expected to be familiar with and abide by the State of Alabama rules of the road. Furthermore, it is the responsibility of those who chose to drive and park on the campus of AAMU to read and fully understand these regulations. Vehicles found in violation may be cited, fined and/or towed.

It is the responsibility of all individuals who operate or maintain vehicles on the campus to be aware of the regulations expressed herein and to abide by them.

All rules and regulations are in effect 24 hours a day, 7 days a week unless otherwise indicated. Lack of knowledge of parking regulations will not be accepted as grounds for dismissing citations. Furthermore, being unfamiliar with the regulations, having the inability to find a parking space, or lack of time to search for a space are not acceptable excuses for violating a parking regulation.

The fact that a citation was not issued when a vehicle is illegally or improperly parked does not mean or imply that the regulations or laws are no longer in effect.

C. GENERAL REGULATIONS

1. All students and employees (including part-time staff, adjunct faculty or instructors, temporary and contract employees including those hired through AAMU or hired through a temporary employment agency), and others who operate and park a motor vehicle on campus are required to pay for the privilege, and properly display on their vehicle either a current AAMU parking permit (decal or hang-tag), or a temporary parking permit issued by the Department of Public Safety (DPS). This requirement also applies to persons or organizations

that rent, lease, or use office space, labs, or other University facilities on University property and park a personally-owned or company-owned vehicle on campus.

2. Parking permits are valid for a one-year period from September 1 through August 31 of each academic year.
3. Employees and students are only allowed to obtain permits for direct family members.
4. Employees and students are responsible for paying any parking citation issued to their vehicle.
5. Employees and students are responsible for ensuring all individuals that drive their vehicles are aware of and follow the rules and regulations.
6. Parking is generally only authorized in clearly marked spaces inside campus parking lots unless permission is granted by DPS to park elsewhere. All areas not specifically designated for parking by signs, striping, bumper blocks, or other devices are No Parking Zones. Vehicles parked in a manner that is deemed unsafe will be considered in violation and subject to towing at the owner's expense.
7. Alabama law requires drivers of motor vehicles to yield to pedestrians in cross walks.
8. The speed limit on campus is 15 MPH and 10 MPH in residential zones. Speed is enforced by radar.
9. Vehicles parked on University property must be maintained in mechanically operational condition, display a valid and current license plate, and display a current parking permit. Vehicles that are disabled or not drivable must be removed from the campus within 72 hours. Making major mechanical repairs to and dead storage of vehicles on University property is prohibited. Disabled vehicles are subject to being towed and impounded at the owner's expense.
10. The overnight parking of semi-trucks, tractor trailers, buses, motor homes, travel trailers, and like vehicles are prohibited on campus grounds unless approved by DPS. An exemption for an authorized event may be requested through the hosting department.
11. The lack of convenient parking is **NEVER** an excuse for violating any parking regulation.

A. DEFINITIONS

1. **FACULTY/STAFF** – all non-student individuals employed by the university full time, part time, or temporary who serve in a teaching, non-teaching or support capacity.
2. **STUDENT** – any person enrolled in classes for the current academic semester. Includes full and part-time enrollment, graduate research assistants, graduate assistants, work study and student workers.

3. **BOARDING STUDENTS** – students living in university or campus operated housing.
4. **COMMUTER STUDENTS**-students that travel daily to campus to attend classes and do not reside in university or campus operated housing.
5. **CAMPUS**- any property owned or operated by the University
6. **MOTOR VEHICLE**- any self-propelled, wheeled conveyance that does not run on rails.
7. **BOARDING/RESIDENTIAL PARKING LOTS** – parking areas located at residential halls on campus, for the purpose of providing parking for the residents of the residential hall
8. **COMMUTER PARKING LOTS** – parking areas located throughout campus for the purpose of providing parking for students that commute to campus.
9. **RESERVED/NON-RESERVED PARKING LOTS**- parking areas provided for faculty and staff of the University.
10. **RESERVED (NUMBERED) PARKING** – those areas of parking marked specifically for reserved permits are designated with maroon curbs and reserve numbers or titles. These parking areas are reserved from 7:00 a.m. – 7:00 p.m. Monday - Friday, with the exception of Residential Halls which are enforced 24/7, all year.
11. **GENERAL PARKING LOTS** - those areas where individuals with a permit are allowed to park that do not restrict the individual to a specific space or specific parking lot.
12. **PARKED/ PARKING** - to leave a vehicle for a time in a certain location.
13. **ABANDONED/DISABLED VEHICLE** – any motor vehicle in a condition that precludes its use on any public street or highway and left parked in the same location for more than 72 hours.
14. **PARKING PERMIT** – that object which designates a motor vehicle as one authorized and properly registered with DPS. Permits shall be of four types:
 - a. **DECAL** – A parking permit that is permanently affixed to the inside left front windshield (Driver’s side) of a motor vehicle. (Non-Transferable)
 - b. **HANG-TAG** - A parking permit that is displayed from the inside rear-view mirror and issued to those faculty or staff who have paid for the privilege of parking in a numbered reserved space. (Transferable)
 - c. **VISITOR’S PASS** - A temporary parking permit that is issued to non-affiliated visitors attending workshops, conferences, etc. The pass is used on a daily basis and is displayed on the dashboard of a motor vehicle
 - d. **TEMPORARY PASS** – A provisional parking permit issued to individuals who have current vehicle registration for a specific period of time.

B. MOTOR VEHICLE REGISTRATION AND PERMIT ISSUANCE

1. All vehicles parked on University property must display a valid University permit or DPS issued parking pass. Vehicles that do not display a valid University Permit or DPS issued parking pass are improperly parked and will be ticketed and/or towed at the owner's expense. All motor vehicle responsibility, issued tickets and assessed fines lie with the registered parking permit holder and/or the owner of the vehicle. Permits are available at the beginning of academic year starting in August. Vehicles must be registered annually. Permits expire on August 31 of each academic year.
2. If after registration of your vehicle: (1) an additional vehicle is put into campus use, (2) a change of vehicle is made, or (3) a change in license number occurs, or (4) a new registration year begins, this information must be given to DPS promptly. Failure to register motor vehicles and to properly display the registration sticker as provided by this section shall be a violation of the University traffic regulations. Registration permits are issued to those who present evidence that they are licensed drivers and that their vehicles are properly covered by liability insurance.
3. Employees and students with multiple vehicles must purchase a permit for each additional vehicle or obtain a temporary permit for shorter durations when needed for no more than 10 days
4. **Permit Prices**

	Yearly	Fall	Spring	Summer	Part-Time Staff/ Adjunct Professor	Replacement Fee
Student	\$90	\$45	\$45	\$20		\$10
General Parking	\$75	\$75	\$50	\$20	\$37.50	\$10
Non Reserved	\$115	\$115	\$77	\$30	\$57.50	\$10
Reserved	\$145	\$145	\$97	\$40	\$145.00	\$10

- a. Spring prices are prorated for staff beginning employment after January 1st of the current year.
 - b. Summer prices are prorated for staff beginning employment after May 1st of the current year.
5. Employees of the University have the option of having their parking fees payroll deducted, by making arrangements with the Payroll Department. Employees can also purchase permits in person at the Cashiers Office in Patton Hall. Permits may be picked up at the DPS Office located in the University Services Building.

6. Permits are issued every day from 7:00 a.m. to 11:00 p.m. at DPS. You must provide a valid driver's license and proof of liability insurance.
7. For students, the parking permit fee is included in the tuition fees. If a student opts not to bring a vehicle to campus, he/she is eligible for a partial refund of the vehicle registration fee. This refund must be requested each semester. All student requests must be filed no later than September 15 and February 15 of each academic semester. Requests submitted after these dates will not be accepted.
8. Current parking permits issued by the University of Alabama in Huntsville are accepted on AAMU campus. However, vehicles must also be register with AAMU DPS.

9. Permit Placement

- a. Permits must be clearly visible from the outside of the vehicle and appropriately hang on the rearview mirror (hang-tag) or properly affixed (decal) using the provided adhesive. Approved placement for a decal is on the inside lower left hand corner of the front window.
- b. The use of tape or any other substance to affix a parking permit to the front window is prohibited.
- c. Student permits may not be transferred between vehicles.
- d. Permits are required on motor vehicles at all times.

10. Temporary Permits

- a. Students and Faculty/Staff with vehicles on campus temporarily may request a temporary permit. Temporary permits are issued to individuals who have current vehicle registration. There is no charge for this permit. The permit may be issued for a specific number of days, but shall not exceed more than ten (10) days.
- b. Department heads or their designated agent shall notify DPS, in writing, two weeks prior to any event, workshop, conference, etc., requiring parking for non-affiliated visitors and/or attendees. Parking may be arranged as applicable.

11. Replacement or Additional Permits

- a. Replacement permits are issued if the original permit is lost, stolen, or damaged.
- b. Individuals who sell/trade vehicles with a permit should remove the original permit from

the vehicle and return the permit to DPS for replacement.

- c. If the original permit is returned, no replacement fee will be charged. Failure to return the original permit will result in a fee, as mandated by the Business Office.
- d. Parking permit replacement will incur a \$10.00 replacement fee.
- e. Additional permits can be purchased for vehicles registered with DPS for a fee of \$10.00

C. PARKING AREAS/LOTS DEFINED

1. Each parking area or lot will be designated by signs and/or lines. **ONLY** vehicles with corresponding permits are allowed to park in these lots. **NOTE:** The University does not assume the obligation of providing a parking space for all motorized vehicles.
2. **VISITORS' PARKING** -Visitors' spaces are established for the exclusive use of non-affiliated university visitors Monday-Friday, 8:00 a.m. to 7:00 p.m. A Visitor Temporary Parking Permit is required for their use. **NO** vehicle bearing any current University parking permit other than visitor, conference, or workshop temporary visitor's permit are allowed to park in visitor spaces. However, anyone with a handicapped permit properly issued to them may park in any visitor space provided all available handicap parking spaces within the lot are occupied.
3. All students, faculty and staff are assigned to parking areas at the time they register for parking permits. Their vehicles are restricted to parking in assigned areas as follows:
 - a. **Boarding Student** -Green Curb or Sign
 - 1.Normal Hills resident– Blue Decal
 - 2.Knight Complex resident– White Decal
 - 3.All other campus residents – Green Decal
 - b. **Commuter Student**- Orange Curb or Sign
 - 1.Undergraduate Commuter- Orange Decal
 - 2.Graduate Commuter – Gray Decal
 - c. **General Faculty/Staff** –Sign
 - 1.Pink Decal
 - d. **Faculty/ Staff Reserved / Non Reserved**- Maroon Curb or Sign
 1. Maroon Decal or Hang Tag

D. RESTRICTED PARKING

1. **STUDENT** – Parking lots/areas for vehicles bearing student parking permits. Restrictions enforced between the hours of 8am – 5pm. Monday - Friday
2. **GENERAL/ NON-RESERVED FACULTY/STAFF** – Parking lots/areas reserved for vehicles bearing general faculty/staff parking permits. Restrictions enforced between the hours of 8am – 5pm. Monday - Friday
3. **RESERVED FACULTY/STAFF** – Parking lots/areas reserved for vehicles bearing reserved faculty/staff parking permits. Reserved parking lot restrictions enforced between the hours of 7am – 7pm. Monday – Friday
4. DPS may suspend parking enforcement, preempt the use of and/or close parking areas preceding special events.
5. All other parking restrictions (e.g. streets, loading zones, fire plugs, and the President’s office parking) are in effect 24-hours each day.

E. DISABLED/HANDICAPPED PARKING

1. Spaces are provided near each building and require a government-issued handicapped placard, or license plate.
2. Vehicles belonging to students, faculty, or staff must also be registered with the University and display a current parking permit and university issued handicap permit.
3. **To obtain a University handicapped parking permit you must:**

Register with the Special Student Services (SSS) in Room 106 of Carver Complex South. To register with the SSS Office, for either a temporary or permanent permit, you must present documentation of your disability. After registering with the SSS Office, the SSS Office will prepare a memo for you to present to the AAMU DPS who will issue the University Handicap Parking Permit. For a permanent permit you must bring in your state issued handicap placard and registration documenting your ownership of the placard. For a temporary permit, a physician’s statement of duration will be required.

4. Unauthorized use of a state-issued handicapped placard, license plate, hang tag, or permit is prohibited by law.

F. VIOLATIONS

1. Violations of any motor vehicle regulations generally result in the issuance of a University citation.
2. Vehicles parked illegally or improperly may be towed and impounded at the owner's expense. **The University is not liable for any fees, costs, or damages incurred when vehicles are towed.**
3. Serious moving violations that endanger life or property, such as attempting to flee from police, reckless driving, or driving under the influence may result in the arrest of the vehicle operator.
4. Parking Permit-related violations-include but are not limited to the following:
 - a. No permit on vehicle
 - b. Transferring of decal to another vehicle
 - c. Permit improperly displayed
 - d. Improper or unauthorized use of permit
5. Parking Violations-include but are not limited to the following:
 - a. Curbside parking-not in marked parking space
 - b. Parking in "No Parking" zone
 - c. Parking on lawn, sidewalk, or driveway
 - d. Double parking
 - e. Employees and students parking in spaces designated only for visitors during hours of enforcement
 - f. Parking against the flow of traffic
 - g. Parking in handicapped space without a valid permit
 - h. Parking in a "reserved" parking space or area
 - i. Unauthorized parking in a service vehicle space or loading zone
 - j. Parking by fire hydrant or in fire zone
 - k. Vehicle inoperable or abandoned
6. Moving Violations-include but are not limited to the following:
 - a. Exceeding posted speed limit
 - b. Failure to come to a complete stop at a stop sign or red light signal
 - c. Improper turning
 - d. Failure to yield the right-of-way
 - e. Improper passing

- f. Improper lane usage
- g. Following too closely
- h. Driving on sidewalk or lawn
- i. Failure to yield to pedestrian
- j. Loud music

G. INOPERABLE/ABANDONED VEHICLES

Any motorized vehicle which is parked on AAMU property shall not be left in an inoperable state or abandoned without prior notification and approval from DPS. Indication of inoperability includes, but is not limited to, a vehicle sitting on blocks, no valid license plates, flat tire, mechanical issues or damage that precludes its use on any public street or highway; and left parked in the same location for more than 72 hours. Any vehicle found to be in such condition(s) will be removed from University property at the owner’s expense.

Vehicles left on campus during extending breaks, with the approval of DPS, may be parked at Foster Complex, the designated campus parking area during breaks. Vehicles parked outside of this designated areas for a period exceeding 72 hours may be cited for abandoned vehicle and towed at the owner’s expense. The University does not assume any responsibility for damaged, lost, or stolen property left on campus.

H. PENALTIES

The following is the current established fine schedule for University issued Campus Citations and are subject to change. AAMU Police Officers can also issue State Uniform Traffic Citations for these violations that result in state defined penalties.

Improper Parking	\$30.00
Parking in a Handicap Zone	\$50.00
Imprudent & Unreasonable Speeding	\$30.00
Reckless Driving	\$50.00
Loud Music	\$40.00
Failure to Display Registration Sticker	\$25.00
Failure to Register Vehicle	\$50.00
Failure to Obey a Traffic Control Device	\$30.00
Littering	\$30.00

I. APPEALS

1. Employees and students may appeal citations for violations of AAMU Parking Regulations as long as they have paid the appropriate parking registration fee before the citation was issued. Employees and students, who have not paid for parking on campus during the current academic year, before the citation was issued, are not eligible to appeal a citation.
2. Verbal appeals are not accepted.
3. The Citation Appeal Form may be completed online or in person at DPS Office, and must be received by that office within **fourteen (14) calendar days** after the citation was issued. A decision will be rendered on the appeal and written notification provided within thirty (30) calendar days.
4. A citation is **not eligible for appeal after 14 calendar days have expired and is considered non-contested.**
5. DENIAL OF HAVING RECEIVED A TICKET IS NOT A VALID EXCUSE FOR NONPAYMENT/APPEAL OF THE TICKET.

J. APPEALS PROCESS

1. The submitted Citation Appeal Form and relevant documents will be carefully reviewed by the Executive Director of Public Safety or designee.
2. You do not have to appear before anyone.
3. The final appeal results will be sent to the email or mailing address provided.
4. The decision may be to sustain the fine, reduce the amount of the fine, or to dismiss the violation.
5. If you have not received your final appeal results notification within 30 days, please contact DPS to check the status of your appeal.
6. Any person may pay a fine before filing an appeal and receive a refund of part or all of the fine if subsequently the citation is reduced or dismissed.
7. If your appeal is sustained and you have additional documentation to provide, you may request an **in-person appeal** with the Appeals Committee. In-Person Appeals must be submitted in writing no later than 3 days after the citation appeal decision has been received.
8. All fines associated with the citation must be paid before an in-person appeal can be scheduled. If the Appeals Committee finds in your favor, a refund will be processed.
9. Please be advised that the in-person appeal is an opportunity to provide new evidence that may not have been available during the written appeal. If you are simply restating the contents of your first appeal, your request for in-person appeal will not be granted.

10. If you have witnesses or other parties who were present at the time of your citation, they are allowed to attend your in-person appeal hearing, but they are not permitted to testify on your behalf. Any additional information or evidence must be submitted in written form.