

The Iowa State University Parking Division Manual

Welcome to Iowa State University. The main campus of the University is located on 1900 acres in Ames, Iowa, and is home to over 36,000 students and 9,000 employees. During the school year, thousands of vehicles and bicycles visit the campus everyday, and tens of thousands of pedestrians traverse its sidewalks and crosswalks. The Department of Public Safety's Parking Division, along with other University offices, is charged with managing traffic flow and parking on campus.

Iowa State University is primarily a pedestrian campus. Student and staff safety is our primary concern. To that end, pedestrian, bicycle and bus traffic is actively encouraged. That also means that motor vehicle traffic and parking in the central campus area is limited. To assist in the management of the resources for parking and traffic, the Board of Regents and University officials have enacted rules and regulations.

The Parking Division Manual is a compilation of the rules and regulations that govern traffic and parking on the campus of Iowa State University. By reviewing the rules, you will come to understand your obligations and privileges as a driver while on campus. It will also explain the operation of DPS Parking Division.

The rules assist DPS Parking Division in reaching its goals. Those goals include:

- establishing a fair and equitable distribution of parking spaces to all patrons of Iowa State University;
- providing access to campus facilities and activities;
- establishing standardized procedures for enforcement and appeal; and
- providing an equitable system within which to generate revenue for parking purposes.

If you have any questions regarding correct parking procedures, please stop at the DPS Parking Division Office, Room 27, Armory, or call us at 294-3388. We can also be found on the Internet at <http://www.parking.iastate.edu>. The Iowa State University DPS Parking Division staff is available to assist you with your parking needs.

The DPS Parking Division Office
Iowa State University

These regulations have been adopted under the authority granted to the Board of Regents by 262.69, Code of Iowa (2006), and Iowa State University by Iowa Administrative Code 681-4.25 to 4.32 (262).

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I. Iowa State Law and Administrative Regulations

A. Code of Iowa (2010)

262.69 Traffic control and parking

The state board of regents may make such rules as it deems necessary and proper to provide for the policing, control, and regulation of traffic and parking of vehicles and bicycles on the property of any institution under its control. The rules may provide for the use of institutional roads, driveways, and grounds, registration of vehicles and bicycles, the designation of parking areas, the erection and maintenance of signs designating prohibitions or restrictions, the installation and maintenance of parking control devices, and assessment, enforcement, and collection of reasonable sanctions for the violation of the rules.

Any rules made pursuant to this section may be enforced under procedures adopted by the board for each institution under its control. Sanctions may be imposed upon students, faculty and staff for violation of the rules, including, but not limited to, a reasonable monetary sanction which may be deducted from student deposits and faculty or staff salaries or other funds in the possession of the institution, or added to student tuition bills. The rules made pursuant to this section may also be enforced by the impoundment of vehicles and bicycles parked in violation of the rules, and a reasonable fee may be charged for the cost of impoundment and storage, prior to the release of the vehicles and bicycles to their owners. Each institution under the control of the board shall establish procedures for the determination of controversies in connection with imposition of sanctions. The procedures shall require giving notice of the violation and the sanction involved and provide an opportunity for an administrative hearing. Judicial review of the administrative ruling may be sought in accordance with the terms of the Iowa administrative procedure Act.

Notwithstanding the provisions of chapter 17A, a proceeding conducted by the state board of regents or an institution governed by the state board of regents to determine the validity of an assessment of a violation of traffic control and parking rules is not a contested case as defined in section 17A.2, subsection 5.

B. Iowa Administrative Code

Chapter 681 - Board of Regents, State of Iowa

1. 681—4.25(262) Purpose. The purpose of these rules is to provide for the policing, control and regulation of traffic and of parking vehicles on the campus of Iowa State University.

2. 681—4.26(262) Definitions. For the purposes of these rules, the following definitions shall apply unless the context requires otherwise, and all other words shall have meaning according to their common usage.

“Bicycle” means any vehicle having two or three wheels and fully operable pedals which is either a traditional bicycle designed solely to be pedaled by the rider or an electric bicycle designed not only to be pedaled by the rider but also propelled by an electric motor of less than 750 watts (one horsepower).

“Campus” means all property under the control of the university

“Employee” means any person regularly employed by the university who is not a student.

“Guest” means any person other than the person living at the designated Residence Hall.

“Manager” means the person(s) designated by the president of the university to perform any function or duty of the manager hereunder. At Iowa State University, that person is the director of public safety, who further delegates the duties and responsibilities to the manager of the parking division within the university’s department of public safety.

“Motorcycle” or *“moped”* or *“motorized bicycle”* means any vehicle which is self-propelled and has fewer than four wheels in contact with the ground and is not a bicycle or an electric bicycle. For purposes of these rules, a moped or motorized bicycle is considered a motorcycle.

“Motor vehicle” means any vehicle which is self-propelled and has four or more wheels in contact with the ground.

“Roller blades” means any frame or shoe with a single row of wheels that is used for gliding or skating. Roller blades are also known as in-line skates.

“Roller skates” means any frame or shoe with a pair of small wheels near the heel and near the toe that is used for gliding or skating.

“Skateboard” means a board with small wheels that is usually ridden by a person. For purposes of these rules, a nonmotorized scooter (a board with a handle) is considered a skateboard.

“Student” means a person registered with the university for academic credit who is not employed by the university on a full-time salaried or equivalent basis.

“University” means Iowa State University of science and technology.

“Vehicle” means any wheeled or treaded device used or designed for use as a means of transportation or conveyance of persons or property.

“Visitor” means any person who owns, operates or parks a vehicle on the university campus who is neither a student nor an employee.

3. 681—4.27(262) General traffic.

4.27(1) These rules shall not apply to moving traffic violations on institutional roads and property of the university. Such violations will be charged and prosecuted as violations of Iowa Code chapters 262 and 321. All state of Iowa motor vehicle laws are in effect on campus.

4.27(2) The manager shall erect speed limit signs in conformity with maps of the institutional roads and property of the university designating such speed limits as adopted by the board of regents, state of Iowa. The maps will be available for inspection during business hours at the office of the manager and the board of regents, state of Iowa.

4.27(3) The manager is delegated authority to make temporary changes in traffic patterns, including establishment of one-way roads and road closures, where necessary because of construction or special events being held on campus.

4.27(4) The manager is delegated authority to erect traffic control signs and devices, and to designate pedestrian crosswalks and bicycle lanes. All vehicle operators must obey all signs directing traffic flow on campus.

4.27(5) Pedestrians shall be given the right-of-way at all crosswalks or when in compliance with existing traffic controls.

4.27(6) Driving of vehicles, motor vehicles, and motorcycles on university property other than roads is prohibited, unless specific areas have been designated for this use by the manager or special permission has been granted by the manager for emergency conditions.

4.27(7) Driving of vehicles, motor vehicles, and motorcycles in parts of institutional roads marked as bicycle lanes or on designated bicycle paths is prohibited.

4.27(8) Every person riding a bicycle on a street or highway on campus is granted all the privileges and is subject to all the regulations applicable to a driver of any motor vehicle on that street or highway and to the special regulations of this subrule. A bicycle rider on campus must:

- a.* Obey the instructions of official traffic control devices, signs and signals applicable to motor vehicles, unless otherwise directed by a peace officer or other authorized traffic director;
- b.* Obey the direction of any sign whenever authorized signs are erected indicating that no right, left or U-turn is permitted;
- c.* Obey the regulations applicable to pedestrians when the bicycle rider dismounts from the bicycle;
- d.* Yield the right-of-way to all vehicles approaching on a street whenever a rider is on a separate bicycle path that intersects the street;
- e.* Not use campus sidewalks except those specifically designated a bicycle paths;
- f.* Yield the right-of-way to any pedestrian in a designated crosswalk;
- g.* Not ride on lawns.

This subrule does not apply to peace officers of the university's department of public safety while they are acting within the scope of their regularly assigned duties.

4.27(9) Roller skates, roller blades, and skateboards are permitted on campus sidewalks. Roller skates, roller blades and skateboards are not permitted on or in university structures or buildings, on stairways, sub-walks, elevated sidewalks, access ramps, steps, retaining walls, handrails or other architectural elements, on or in planting, grass or seeded areas, or where otherwise prohibited by sign, peace officer or other

authorized traffic director. Any person on roller skates, roller blades or a skateboard must yield the right-of-way to any wheelchair or other mobility assistance device for the disabled, pedestrian or bicycle.

4. 681—4.28(262) Registration. Motor vehicles, motorcycles, mopeds and bicycles shall be registered as follows:

4.28(1) Students. Any student who operates, maintains or owns a vehicle on university property is responsible for the proper registration of the vehicle and the display of the registration identification thereon in the manner prescribed by the manager. A student must register the vehicle within 48 hours of initial operation of the vehicle on campus.

4.28(2) Employees. Vehicles owned or operated by employees may be registered with the university if the employee so desires, but registration of these vehicles is not required unless the employee desires parking privileges on the campus. A registration identification shall be displayed on vehicles registered by employees in the manner prescribed by the manager.

4.28(3) Visitors. Vehicles owned or operated by visitors may be registered with the university if the visitor so desires, but registration of these vehicles is not required unless the visitor desires parking privileges on campus. A registration identification shall be displayed on registered vehicles by visitors in the manner prescribed by the manager.

4.28(4) Bicycles. Any person who rides, parks or propels a bicycle on any university property must display a bicycle identification sticker issued by Iowa State University.

4.28(5) Procedure. Applications for registration shall be submitted in the manner prescribed by the manager. No student shall register any vehicle owned or actually maintained by another student.

5. 681—4.29(262) Parking facilities. The manager may set aside and designate certain areas of the campus as parking facilities for vehicles and the use of any part of the parking facilities so established may be restricted to students, employees or visitors. The manager shall cause signs to be erected and maintained clearly identifying those areas of the campus designated for vehicle parking, and any restrictions applicable thereto shall be conspicuously posted.

4.29(1) Parking control devices. Gates and other devices may be installed and maintained to control access to any parking facility.

4.29(2) Parking meters. Parking meters, toll houses, and other devices may be installed and maintained to regulate the use of any parking facility.

4.29(3) Hours of operation. Reasonable hours shall be established for the normal operation of the parking facilities, and a schedule of hours of operation shall be published and available for public inspection in the office of the manager. Overnight parking is prohibited except in residence hall and vehicle storage parking facilities. Parking regulations remain in effect during semester breaks and seasonal holidays.

4.29(4) Closing. The manager may temporarily close any parking facility for cleaning, maintenance, or other university purpose, or may temporarily restrict or reassign the use of any facility as may be necessary or convenient. The manager shall give advance notice of such temporary closing, restriction, or reassignment by posting or otherwise when practical. No parking fees will be refunded during the temporary closing of a parking facility.

4.29(5) *Restricted areas.* The manager is delegated authority to restrict access to campus streets, parking lots and other facilities by means of gates or other barriers. Streets or portions of streets may be closed to vehicle traffic or limited to specific vehicles. Access to restricted areas is limited to established gate openings or designated entrances, and no other means of access is permitted. Moving or driving around authorized barriers is prohibited.

4.29(6) *Restricted zones.* The manager may designate areas of the campus as restricted zones, such as loading zones or service vehicle zones, and the restricted zones shall be conspicuously posted. No parking shall be permitted in restricted zones except as authorized.

4.29(7) *No parking.* Vehicle parking on the campus shall be restricted to designated parking facilities, and no parking shall be permitted at any other place on the campus.

- a. Vehicles shall not be parked in such a manner as to block or obstruct sidewalks, crosswalks, driveways, roadways, or designated parking stalls.
- b. No parking is permitted in prohibited zones, such as in the vicinity of fire lanes, and these zones shall be conspicuously posted or marked by painted curbs or other standard means.
- c. Motor vehicles are not allowed in university buildings except:
 - (1) Where a shop or garage is designated as a vehicle repair or storage area;
 - (2) Where there is a designated vehicle loading area; or
 - (3) Where there is a parking ramp or deck.
- d. Illegal parking is parking in any place on campus other than those areas designated for parking.
- e. Improper parking is parking incorrectly in designated parking areas. Improper parking includes, but is not limited to:
 - (1) Parking in an area restricted by signs;
 - (2) Parking without an appropriate permit;
 - (3) Parking in an area designated for persons with disabilities;
 - (4) Parking in a loading zone over the time limit; and
 - (5) Parking over a stall marker line.

4.29(8) *Motorcycle and moped parking.* The manager may designate areas of the parking facilities for motorcycle parking, and these areas shall be conspicuously posted. Motorcycles shall be parked only in areas designated for motorcycle parking, and no other vehicles shall be parked in these areas. The university may require that a parking permit be displayed on all motorcycles and mopeds.

4.29(9) *Bicycle parking.* The manager may install and maintain bicycle parking racks or designate other facilities for bicycle parking. Bicycles shall be parked only in bicycle racks or other facilities designated for bicycle parking. Improperly or illegally parked and abandoned bicycles may be impounded. Locking devices may be cut and removed when necessary. Bicycles may not be taken inside university buildings except as approved by the manager.

6. 681—4.30(262) *Parking privileges.* Students and employees may be granted parking privileges on the campus in accordance with these rules and upon reasonable terms and conditions as may be established by the manager. An application for parking privileges

may be denied if the applicant has fines for parking violations that are unpaid and past the appeal date set by these rules.

4.30(1) *Students.* Students will be granted parking privileges in parking facilities designated for student use. Optional plans and facilities may be offered as established by the manager. Reasonable classifications may be established on the basis of a student's age, class, college or department, course load, proximity of residence to the campus, physical disability, employment, the availability of facilities, or any other relevant criterion to determine the eligibility of students for parking privileges or any optional plan or facility.

4.30(2) *Employees.* Employees will be granted parking privileges in parking facilities designated for employee use. Optional plans and facilities may be offered as established by the manager. Reasonable classifications may be established on the basis of an employee's job classification, length of service, place of work or the nature thereof, physical disability, the availability of facilities, or any other relevant criterion to determine the priority of employees for assignment of parking privileges or any optional plan or facility.

4.30(3) *Visitors.* Visitors may be granted parking privileges in parking facilities designated for visitor parking. Optional plans and facilities may be offered as established by the manager. Reasonable classifications may be established on the basis of the time, duration or purpose of visit, physical disability, the availability of facilities, or any other relevant criterion to determine the eligibility of visitors for parking privileges or any optional plan or facility.

4.30(4) *Persons with disabilities.* Persons with disabilities will be granted parking privileges in parking facilities designated for use by persons with disabilities. Persons must present a current valid department of transportation parking permit for persons with disabilities to obtain the campus permit. Parking facilities designated for persons with disabilities shall be regulated all hours of all days.

4.30(5) *Procedure.* Applications for parking privileges shall be submitted in the manner prescribed by the manager. No student shall apply for parking privileges for any vehicle owned or actually maintained by another student. The manager shall determine the eligibility and priority of each applicant for parking privileges within the classifications established in 4.30(1), 4.30(2) and 4.30(3) and shall make parking assignments. A parking permit will be issued to each applicant who is granted parking privileges, and the permit shall be displayed on the vehicle in the manner prescribed by the manager. Parking permits are not transferable. The unauthorized possession, use, alteration, forging or counterfeiting of a parking permit, or any portion thereof, is prohibited. Parking privileges will not be granted to a student and to an employee or visitor for the same vehicle, and a student parking permit and an employee or visitor parking permit shall not be displayed on the same vehicle. Temporary parking permits may be issued to accommodate special situations. The manager shall adopt a procedure to replace lost, stolen and destroyed parking permits and controlled access entry cars.

4.30(6) *Parking fees.* The university may assess and collect from students, employees, and visitors reasonable fees or charges for parking privileges and the use of parking facilities. The amount of these fees and charges shall be approved by the state board of regents. A schedule of all parking fees and charges shall be published and available for inspection during normal business hours in the office of the manager and in the office of

the state board of regents. Parking fees and charges may be assessed and collected on an annual, semester, monthly, daily, or hourly basis. Parking fees and charges may be added to student tuition bills and may by agreement be withheld from the salaries or wages of employees by payroll deduction. Parking fees and charges may be collected by means of parking meters or toll houses. Use of any parking facility constitutes an implied agreement to pay the prescribed fee or charge therefore.

4.30(7) *University business.* Special parking privileges may be granted for vehicles being used on official university business on the conditions and in the manner prescribed by the manager.

4.30(8) *Responsibility.* Any person who maintains, operates, or owns a vehicle which is on the campus or is whose name the vehicle is registered or parking privileges have been granted is responsible for the proper parking of the vehicle at all times and for all parking violations involving the vehicle.

4.30(9) *Liability.* Parking privileges granted hereunder constitute a license to use university parking facilities and do not constitute a lease of the facilities or a bailment of the vehicle by the university. Use of university parking facilities is at the owner's or applicant's risk, and the university shall not be liable or responsible for loss or of damage to any vehicle parked on the campus.

4.30(10) *Revocation.* Parking privileges on the campus may be revoked by the manager for good cause at any time upon five days' written notice and refund of any advance payment of parking fees or charges on a pro rata basis for the revoked period.

7. 681—4.31(262) Violations. Sanctions may be imposed for violation of these parking rules as follows:

4.3(1) *Notice of violations.* The university shall give written notice of all parking violations. Such notice may be given by means of a notice of parking violation placed conspicuously on the offending vehicle, and the notice shall constitute constructive notice of the violation to the owner and operator of the vehicle and to any person in whose name the vehicle is registered or parking privileges have been granted.

4.31(2) *Sanction.* Reasonable monetary sanctions may be imposed for violation of these rules. The amount of the sanction approved by the board of regents, state of Iowa, is as follows:

<u>Offenses</u>	<u>Sanctions for Each Offense</u>
Altering, forging or counterfeiting any parking permit (4.30(5))	\$150
Unauthorized possession and use of a parking permit (4.30(5))	\$150
Failure to comply with signs regulating campus traffic flow (4.27(262))	\$30
Driving on campus walks or lawns (4.27(6), 4.27(8))	\$30
Driving on closed streets (4.27(3))	\$30
Driving on bike paths (4.27(7))	\$30
Access to restricted areas by means other than established gate openings (4.29(5))	\$30
Moving or driving around a barricade (4.29(5))	\$30
Improper use of gate card (4.29(262))	\$20

Illegal parking (4.29(7))	\$50
Improper parking (4.29(7))	\$25
Overtime parking at meters (4.29(2))	\$15
Parking without an appropriate permit in a reserved lot or space (4.29(262))	\$50
Improper affixing or failure to display a permit (4.28(262))	\$5
Failure to purchase a parking receipt (4.29(2))	\$15
Improper parking in a space or stall designated for persons with disabilities (4.29(262), 4.30(4))	\$200
Failure to display a current bicycle registration (4.28(4))	\$5
Bicycle improperly parked (4.29(9))	\$7.50
Improper use of roller skates, roller blades or skateboard (4.27(9))	\$25
All other violations	\$15

Violations that continue for more than one hour may receive additional sanctions.

Sanctions may be assessed against the owner or operator of the vehicle involved in each violation or against any person in whose name the vehicle is registered or parking privileges have been granted and charged to the violator's university account. Sanctions may be added to student tuition bills or may be deducted from student deposits or from the salaries or wages of employees or from other funds in the possession of the university.

4.31(3) Impoundment. Any vehicle parked on the campus in violation of these rules may be either impounded or removed, or both. A reasonable fee may be charged for the cost of impoundment and storage, fee must be paid prior to the release of the vehicle by the university or by contract with private operators. Impounded vehicles which are not claimed within 60 days will be deemed abandoned property and may be sold under procedures set forth in Iowa Code chapter 579, and the proceeds of the sale will be applied to the payment of the costs of impoundment, storage, sale, and amounts due the university. The balance, if any, shall be sent to the owner.

4.31(4) Appeal of sanction or impoundment decisions. A person may request a hearing and administrative ruling concerning a controversy, based on the imposition of a sanction for a registration or parking violation, or an impoundment procedure, by the appropriate university official or hearing body. A written request for a hearing and administrative ruling shall be made at the office of the university's department of public safety within ten business days of the imposition of the sanction. The manager is delegated the authority to establish a procedure, appoint an appropriate official or board, and to adopt forms and schedules to facilitate the provisions of this subrule.

4.31(5) Judicial review. Judicial review of an administrative ruling may be sought in an Iowa district court in accordance with the terms of the Iowa administrative procedure Act.

8. 681—4.32(262) Administration of rules. The president of the university shall be responsible for the proper administration of these rules. The president is authorized to establish traffic and parking procedures not inconsistent with these rules as may be reasonably necessary and convenient for the effective administration of the duties hereunder, and any procedure so established shall be published and available for public inspection during the normal business hours in the office of the manager and the office of

the board of regents, State of Iowa. The document in which such rules are published shall be known as the Department of Public Safety Parking Division Manual. The president may delegate the authority under these rules to the manager to perform any function or duty hereunder.

Rules 4.25(262) to 4.32(262) are intended to implement Iowa Code section 262.69.

II. Iowa State University Rules

The following rules have been adopted by Iowa State University to implement the provisions of Iowa Administrative Code 681-4.32 (262).

A. General Traffic

1. General Traffic Regulations (681-4.27)

The purpose of these general guidelines is to control traffic flow on university property.

1. The State of Iowa motor vehicle laws are in effect on campus.
2. Students, faculty, staff, and visitors are held responsible for State of Iowa motor vehicle laws, Ames traffic ordinances, and the university traffic and parking regulations.
3. Facilities Planning and Management personnel must grant special permission for motor vehicles to be allowed on campus walks or lawns.

2. Restricted Access Streets (681-4.29)

Given the very few lots available around academic and administrative buildings on campus, and to facilitate pedestrian traffic, campus streets must be controlled to allow only vehicles that are essential to the efficient, everyday operation of the university (such as sanitation trucks, CyRide, etc.). Access is restricted as a regulation of traffic, not parking. Parking rules and regulations remain in effect whether or not access is restricted (i.e., whether the gates are open or closed).

1. Certain streets or portions of streets are closed to general motor vehicle travel as posted.
2. Emergency and service vehicles will be permitted on restricted access streets by use of gate cards or other control devices issued by Facilities Planning & Management Building Access Services.
3. Reserved permit holders, who have reserved permits valid within the restricted streets, will be issued gate cards (one per permit) allowing entrance to the restricted streets. Gate cards are not transferable.
4. Motor vehicle access to the restricted portion of campus is limited to an established gate opening. No other means of access is permitted.
5. Restricted access gate cards can be used by permit holders for reserved lots within the gated area or for service access to buildings within the restricted area.
6. Hours that restricted street gates are closed and streets designated as restricted streets may be changed by the president or the president's designee.

B. Registration

1. Student Registration of Motor Vehicles (681-4.28)

1. Any student operating a motor vehicle on campus must register with the DPS Parking Division Office. Once a vehicle is identified with a student, it will remain so unless the student notifies Parking Division of a change.

2. Department of Residence Student Parking (681-4.28)

1. Residence Hall/University Apartment permits are issued only to residence hall/university apartment residents and are available at the DPS Parking Division Office.
2. Department of Residence parking lots are restricted all hours of all days, unless otherwise posted, to vehicles bearing the applicable Residence Hall/University Apartment permit.
3. Residence Hall/University Apartment permits are valid only as long as the permit holder is a resident of the Residence Halls/University Apartments for which the permit was originally issued.
4. Residence Hall/University Apartment parking permits cannot be transferred between individuals. The permit holder, upon moving from the Residence Hall/University Apartment, should contact the DPS Parking Division Office to determine eligibility for refund of the unused portion of the parking permit.
5. Students not eligible or granted another permit may purchase a permit to park in the stadium lots east of the football stadium. These lots require that vehicles be removed by midnight on the evening before any home football game. Failure to remove your vehicle for a football game will result in it being towed.

3. Student Parking on Campus (excluding Department of Residence Parking) (681-4.28)

1. Students and graduate assistants who live outside the corporate city limits of Ames, Iowa, may obtain parking permits, when available, for lots designated for commuter students.
2. Students and graduate assistants who live within the corporate city limits may obtain parking permits, when available, for lots designated commuter students. Students with special needs should contact the DPS Parking Division office.
3. Any student may park a vehicle at the Iowa State Center Lots and ride a shuttle bus to campus. These lots are available Monday through Friday. No overnight parking is allowed.

4. General Staff Parking (681-4.30)

1. Each academic year, eligible faculty and staff members who want to park a motor vehicle on campus weekdays from 7:00 a.m. to 5:30 p.m., must purchase a parking permit hang tag and display it from the rearview mirror.

2. Faculty and staff members employed by the university on a permanent budgeted appointment with an A, B, D, E, H, K, M, or P base are eligible for one staff permit.
3. All former faculty and staff members who are fully retired and not on the university payroll are eligible, upon request, to purchase a staff permit.
4. If two or more members of the same family work for the university, each family member may apply for any parking permit he/she is eligible for.
5. Vehicles with General Staff parking permits are allowed to be parked in lots labeled "General Staff" only. Vehicles with Residence Hall Staff parking permits are allowed to be parked in lots labeled "RH Staff" only. Vehicles with Ames Lab Staff parking permits are allowed to be parked in lots labeled "AL" only. Vehicles with these permits are not allowed in Reserved lots.

5. Reserved Staff Parking (681-4.30)

1. Eligible faculty or staff members may apply for permits in reserved lots.
2. Individual stalls in reserve lots will be assigned only to the university president, vice-presidents, university owned vehicles, and to those who have been given approval upon the request from the Senior Vice President of University Services.
3. All other reserved permits will be issued random parking in reserved parking lots. Any vehicle with a reserved parking permit may park only in the lot to which it is assigned. Reserved permits are valid in general Staff lots.
4. Requests for a reserved permit must be received at the DPS Parking Division Office by the application deadline. Applicants will be assigned to the reserved parking lots as close to their preferred location as possible under the following order of precedence:
 - a) Persons with disabilities, as certified by the Director of the University Student Health Service or by a personal physician.
 - b) Members of the administrative board.
 - c) Any persons or vehicles designated by the Senior Vice President of University Services.
5. Faculty and staff at large are eligible to renew their current permit if their application is complete, accurate, and received at the DPS Parking Division Office by the deadline. Any available vacancies in a reserve lot will be sold on a seniority basis. Seniority status is defined by the ISU Human Resource Services.
6. 24 hour reserve permits will be issued upon approval by the Senior Vice President of University Services.

6. Applicability of Bicycle Regulations (681-4.28)

1. No person is allowed to ride, park, or propel a bicycle on any university property without a bicycle identification sticker issued by Iowa State University
2. Bicycles must be parked in the bicycle racks provided. They must not be parked on lawns or sidewalks; chained to trees, light poles, fences, benches, etc. Bicycles improperly parked may be impounded by cutting and removing a locking device, when necessary. Of particular concern are bicycles parked on disability access ramps. Bicycles found on these ramps will be immediately removed and impounded.
3. Bicycles that are considered to be abandoned will be impounded. They may be removed by cutting the locking device, when necessary.

4. Bicycles must not be taken inside any university building except those authorized by the Department of Public Safety.

C. Parking Facilities

1. General Parking Regulations (681-4.29 and 4.30)

1. Parking privileges are available to eligible members of the faculty, staff, student body and visitors.

a) Responsibility for compliance: If you operate a vehicle on campus, you are responsible for complying with the regulations published herein and are subject to the established penalties for violations. If a university permit is in effect, the permit holder is responsible for all parking violations. If the claimant does not accept this responsibility, the title owner must claim the vehicle and any penalty assessed, if impounded.

b) Parking responsibilities: If you purchase a permit, you are not guaranteed a specific parking space. The motor vehicle operator must find his/her own authorized parking space.

2. Restrictions

a) Traffic and parking regulations are in effect all hours, all days.

b) All areas available for parking are designated as parking and signed. Lots are generally governed by signs placed at the entrance to the lot. Some lots may have multiple uses. Some stalls within a lot may be further restricted by signs. You are responsible for understanding which sign governs the stall you use.

c) Restrictions apply from 7:00 a.m. to 5:30 p.m., Monday through Friday, unless otherwise posted.

d) During semester breaks and seasonal holidays, parking rules are still in effect.

2. Metered/Pay-Per-Hour Parking (681-4.29)

1. Metered/Pay-Per-Hour parking spaces are open to all students, faculty, staff, and visitors upon payment of the proper fee for the time the space is occupied.

2. Violations for overtime parking in metered or pay-per-hour parking lots will be enforced.

3. Failure to purchase a parking receipt in a pay-per-hour lot is a rules violation.

4. Multiple citations can be issued for consecutive time limits exceeded.

3. Motorcycle and Moped Parking (681-4.29)

1. Two- or three-wheeled motor vehicles (such as motorcycles, mopeds, and motorbikes) must be parked in areas designated for them. Small, irregular or cross hatched areas in parking lots, except next to disabilities stalls, inside gated areas, walkways, or in Residence Hall/University Apartment lots, may be used for parking unless otherwise posted.

2. These vehicles must be registered with the university and display a parking permit.

3. Parking permits for these motor vehicles may be purchased in the DPS Parking Division Office. Two- or three-wheeled motor vehicles may not be included in a car pool with other motor vehicles.

D. Parking Privileges

1. General and Reserve Permit Fees (681-4.30)

1. Payment may be made by cash, check, credit card, or authorized payroll deduction.
2. Parking permits may be purchased throughout the year on a monthly, prorated basis.
3. The general and reserved parking permit fees will be posted for billing at the time of issuance of the permit.

2. Provisions for Persons with Disabilities (681-4.30)

1. When a staff member has had a previously established general permit and is required because of a disability to move to another parking location during the year, there will be no requirement for any adjustments in the permit charges. In subsequent years, faculty/staff members who need to remain in the new location and possess a Department of Transportation permanent disabilities parking permit, will pay the general staff rate.
2. Authorization to park in spaces provided for persons with disabilities, except at the Iowa State Center, is given only to those vehicles bearing a valid disabilities permit issued by the DPS Parking Division Office.
3. Parking spaces displaying university and Department of Transportation disabilities signs are enforced all hours of all days.

3. Parking Publicly Owned Vehicles (681-4.30)

1. Operators of publicly owned vehicles are subject to all university traffic and parking regulations.
2. Publicly owned vehicles must display a university parking permit except in leased lots.
3. The permit rate is determined by the lot requested and the permit issued.
4. Permits are issued upon application and payment of the appropriate fee.

4. Visitor, Vendor, and Departmental Permits (681-4.30)

1. Visitors who often visit the campus are encouraged to park at the Memorial Union Ramp. Pay-per-hour parking is also available in:
Lot 100, located south of the Recreation and Athletic Facility.
Lot 21, located west of the Armory.
East Campus Parking Deck Upper level, located south of the Gerdin Building.
2. Frequent visitors to the campus may make special arrangements at the DPS Parking Division Office.
3. Visitors may return up to one violation citation in a lifetime, except those issued for disability parking violations, altering/counterfeiting, unauthorized use, or illegal parking, without penalty. Visitor voids must be requested within 75 days of ticket issuance. Once a ticket is paid it can no longer qualify to be a visitor void. Penalties for second and subsequent violations must be paid or appealed. Vehicles identified with students, faculty or staff affiliation are not eligible for this exception.
4. Visitors enrolled in conferences or short courses more than one week long are considered students.
5. Faculty members who are in charge of conferences or short courses may apply to the DPS Parking Division Office for special permits for these needs.
6. Vendors conducting business on campus may purchase a vendor permit.
7. Departments with a need for multi-area parking can apply for Departmental permits.
8. All Departmental permits can be purchased at a designated rate.
9. Vendor and Departmental permits are intended to facilitate commerce within the university. They are not intended for long term and/or daily parking. Abuse of these permits can result in their revocation.

5. Affixing and Removing Permits (681-4.30)

1. Permit stickers are to be affixed in the lower left hand corner of the front windshield. Hangtag permits are to be suspended from the rearview mirror facing the front of the vehicle.
2. Motorcycles and bicycles permit stickers must be affixed as provided in the instructions accompanying the permit.
3. Lost or stolen permits are the responsibility of the person to whom they were assigned.

6. Replacement of Permits (681-4.30)

1. A permit is not transferable. Permits no longer needed or wanted should be returned to Parking Division. Under no circumstances may the permit be sold or given to another person.
2. If a motor vehicle is sold or transferred to a new owner or user, the permit must be removed. The remains of the permit can be returned to the DPS Parking Division Office and exchanged for a free permit for the new vehicle.
3. If a permit has been lost, stolen, or destroyed, the owner must do two things to be issued a replacement:

- a) Substantial evidence must be provided to prove the legitimate loss of a permit.
- b) An incident report must be filed at the DPS Parking Division Office claiming the loss, theft, or destruction of the permit.
- 4. A duplicate parking permit will be issued for the following, nonrefundable replacement fees:
 - a) Parking Permit \$ 5
 - b) Motorcycle permit \$ 1

7. Refunds (681-4.30)

- 1. Fees for parking permits may be refunded upon the return of the permit or remnants thereof.
- 2. A prorated refund may be given for returned permits before the permit's expiration date. The refund will be based on the permit's purchased price divided by the complete, unused time before the expiration date. For example, if a \$20 permit for four months was returned after one month, the refund would be \$15. The refund is reduced monthly.
- 3. Refunds will not be made for less than \$5.

E. Violations

1. Penalties (681.4.31)

- 1. The ISU Department of Public Safety may remove any vehicle considered to be abandoned, left unattended on a street, or a traffic hazard in a parking lot.
- 2. Any vehicle with an accumulation of three unpaid violations may be subject to impoundment and held until payment is made. The violations must be more than 15 business days old, and not under appeal.
- 3. Impounded vehicles are the responsibility of the vehicle's registered owner (according to DPS Parking Division records).
- 4. Impounded bicycles may be claimed within a three month period after impoundment upon proper identification, penalty payment, and a \$5 impoundment fee.
- 5. Impounded bicycles not claimed after three months will be sold at an auction. Proceeds will go to ISU surplus.

2. Towing and Impoundment (6.81-4.31)

Vehicles that are in violation of any parking and traffic regulations may be towed to maintain order on the University lots and streets. Any vehicle violating Iowa State University rules may be towed without prior notice. As a general rule, Parking Division will only tow vehicles that meet the following conditions:

The vehicle has accumulated a total of three unpaid violations that are at least 10 business days old and are not currently under appeal.

The vehicle is improperly or illegally parked, poses a traffic hazard or is an obstruction to the normal movement of traffic.

The vehicle remains improperly or illegally parked for more than four hours.

The vehicle appears to be abandoned for more than 24 hours.

The vehicle is illegally parked in a restricted or reserved lot or a disability space. Impoundment may depend on the type of vehicle, the lot involved, and other surrounding circumstances not mentioned above. This regulation is in effect for all areas of the campus, whether signed as a tow away zone or not.

3. Institutional Appeals (681-4.31)

1. Appeals must be filed at the DPS Parking Division Office or online through the parking website at www.parking.iastate.edu/appeals.
2. An appeal of a citation issued under these regulations must be made within 15 days after the ticket has been issued or the penalty for the violation will be automatically billed.
3. Appeals are reviewed initially by the Traffic Appeals Board. Appeals before the Traffic Appeals Board are written appeals.
4. Within 15 days after a final decision of the Traffic Appeals Board, a claimant may request an administrative hearing before an administrative official appointed to hear parking appeals. The hearing may be written or in person at the option of the appellant. The hearings will be conducted at least quarterly.
5. Appeals from the administrative official may be heard by the District Court.
6. Form of appeal:
 - a) Written appeals: The claimant writes his/her rationale for appealing the citation on a written appeal form supplied by the DPS Parking Division office. An appeal may be written in another format at the option of the appellant. The appeal will then be read and considered by the Traffic Appeals Board or administrative official. Notification of the disposition will be by mail or email.
 - b) Personal hearing: The claimant meets with the Traffic Appeals Board or the administrative official in person. Consideration and the disposition may be made immediately afterwards with the claimant present or a decision sent via mail or email to the claimant.
7. Flagrant or habitual violators will be referred to the Traffic Appeals Board, the All-University Judiciary and/or denied parking privileges.

4. Traffic Appeals Board (681-4.31)

1. Purpose: The Traffic Appeals Board is appointed by, and responsible to, the Director of Public safety as manager of traffic and parking at Iowa State University. The primary duties of the TAB shall be as follows:
 - a.) Hear and rule on appeals of parking and bicycle citations issued by the Department of Public Safety.
 - b.) Rule on requests by Parking Division that the parking privileges of an individual be revoked.
2. Members: The Traffic Appeals Board shall consist of representatives of the various employee groups and students on campus as follows:
 - One member of the supervisor and confidential staff recommended by the Supervisory and Confidential Council

- Two members of the merit staff
- Two members of the professional and scientific staff recommended by the Professional and Scientific Council
- Two members of the faculty recommended by the Faculty Senate
- Two members of the student body appointed by GSB.
- One member at-large recommended by the Senior Vice President of University Services, who shall serve as chair of TAB

With the exception of the student members, TAB members shall be appointed by the Director of Public Safety or designee for a term of three years. Such terms are renewable. Members may be removed by the Director of Public Safety for non-attendance or other cause.

3. Duties of TAB: The members of TAB shall hear appeals of parking and bicycle citations issued to faculty, staff, students and visitors at Iowa State. TAB members shall be assigned cases that they will be responsible for reviewing, understanding and ruling upon each case. All appeals cases will be reviewed by all TAB members present and all cases will be voted on with majority decision. All appeals to TAB shall be in writing and rulings shall be made on the written applications. Appellants who are not satisfied may appeal the TAB ruling to an Administrative Officer appointed by the Director of Public Safety.

All members of TAB, sitting together, shall review the request of Parking Division to revoke the parking privileges of any individual or entity. Such hearing shall be called at the request of Parking Division and the individual or entity concerned shall be invited to attend. Parking Division shall present their request and reasoning for revocation and the individual or entity concerned shall be given the opportunity to respond and defend. TAB may gather such additional information as it deems appropriate and shall deliberate in private and vote on the request to revoke parking privileges. A majority vote shall be sufficient to revoke. TAB may impose any lesser sanction that it deems appropriate. The chair, who shall preside over such reviews, shall not vote except in case of a tie. An individual or entity who has their privilege to park revoked may reapply for parking privileges one year after the date of the revocation. An individual or entity who has their privilege to park revoked, or their application for reinstatement denied, may appeal such a ruling to the Director of Public Safety.

4. Duties of the Chair: The chair of TAB shall be responsible for the following actions
- Convening TAB in a regular and timely fashion, assigning cases and conducting TAB meetings.
 - Recruiting and recommending new appointments to the Director of Public Safety.
 - Providing an annual report of TAB activities, cases and rulings to the Director of Public Safety.
 - To assist the chair, Parking Division shall provide staff support for correspondence, recordkeeping and similar activities.
 - Serve as liaison to the Transportation Advisory Council.

III. Transportation Advisory Council Governance Document

A. Charge

The setting of transportation policy shall rest with University administrators aided by staff members who possess the appropriate knowledge and skills and by an advisory council, which is broadly representative of the campus constituent groups. This advisory council, reporting directly to the Senior Vice President of University Services, shall be known as the Transportation Advisory Council. Although the Council is strictly advisory, major policy issues shall be brought to the Council for review prior to administrative action.

The Council's primary function is to serve as a channel for the expression of user-group opinions and preferences, both on broad policy matters and on specific issues. All matters pertaining to the movement of people and vehicles; to, from, and around campus fall within the Council's purview. The Council shall consider issues submitted to it from outside, initiate studies, and develop policy recommendations on transportation for the central administration. These shall include but are not limited to parking, streets, traffic signals, public transportation, bikeways, and facilities for commuters, pedestrian walkways, and traffic safety.

B. Membership

The Council will be comprised of representatives from each of the following areas:

1. One from each of the academic colleges with the exception of the graduate college.
2. One from each of the following:
 - a. Faculty Senate
 - b. P&S Council
 - c. Supervisory & Confidential Council
 - d. Employees represented by a merit employee
3. One from each of the following:
 - a. Ames Lab
 - b. The Iowa State Center
 - c. The Adult Learner and Commuter Student Programs
 - d. The Dean of Students Office to represent persons with disabilities
4. Six students appointed by the Government of the Student Body (GSB), from:
 - a. Residence Halls
 - b. Greek System
 - c. University Student Apartment Community
 - d. Off-Campus Residents
 - e. Out-of-Town Commuters
 - f. The GSB Representative on the Ames Transit Agency
5. One graduate student appointed by the Graduate Student Senate (GSS)
6. Ex Officio Members

The Council may include several non-voting members who will act primarily as resource persons. Although there is no set number for such members, it is expected that a representative of the Parking Division, a representative of Facilities Planning and Management and a representative from the Department of Public Safety shall serve as ex officio members. The Council will obtain the advice of Facilities Planning and Management and the Department of Public Safety for analysis, planning and the generation of recommendations on specific transportation issues.

7. Recording Secretary

By mutual agreement between the Parking Division and the Council, the Division will supply a secretary to take and publish the minutes of the proceedings of the Council and store the records.

8. Chair

The chair shall be chosen by a majority vote from the voting membership of the Council for a two-year term. The vote shall take place at the close of the academic year of the previous chair's term. The chair may be reelected for a second term.

C. Rules

1. Meetings

a. Frequency

The Council will normally meet biweekly during the times that B Base faculty are required to be on duty, except for dead week and finals week. The Chair shall schedule meetings.

b. Quorum

For regularly scheduled meetings, a quorum shall consist of at least five voting members in addition to the Chair. The quorum for special meetings shall follow the requirements of Robert's Rules of Order.

c. Openness

Visitors or other institutional representatives can attend meetings and speak to issues upon recognition of the Chair. They may also have items placed on the agenda by written request to the Chair. The Council shall follow Iowa Open Meetings Law.

d. Voting

The Council will strive to reach decisions by consensus. This assures that every member has the opportunity to express opinions on the matter under consideration and furthermore, requires that each member listen with care and empathy to the expression of others. Any necessary votes will follow Robert's Rules of Order.

Votes on major policy issues shall only be taken at a meeting subsequent to the meeting at which the issue was first proposed. Normally such

policy issues shall be considered only upon the recommendation of the appropriate standing sub committee or group.

2. Duties

a. Chair:

- (1) Besides the usual duties, the Chair shall keep the Council informed on the progress of any recommendations that the Council has made.
- (2) The Chair will also supply the recording secretary with copies of all documents necessary for the permanent records.

b. Members:

- (1) A member, who must be absent from meetings for an extended period, should consider getting a replacement to represent the member's constituency.
- (2) Members are expected to participate in the Council's activities by bringing issues from participating subcommittees.

c. Ex Officio Members:

- (1) The representatives of the Parking Division, Facilities Planning and Management, and the Department of Public Safety, shall keep the Council informed, in a timely manner, of all items under consideration by those departments which come under the purview of the Transportation Advisory Council.

3. Revisions of this Document

This document should be reviewed every year for the purpose of making any changes that would help ensure that the document continues to meet the needs and reflects the experience of the Council.

Updated: August 2018