

Division of Operations

**PARKING AND TRANSPORTATION**



# **PARKING AND TRAFFIC OPERATIONAL MANUAL**



**LIVE ◀ LEARN ▶ WORK**

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## TABLE OF CONTENTS

<b>GENERAL INFORMATION</b> .....	4
<b>VEHICLE REGISTRATION</b> .....	4
Who Must Register .....	4
How to Purchase .....	4
Permit Prices .....	5
Student Registration .....	5
Faculty/Staff Registration .....	5
How to Display .....	6
New Vehicles .....	6
Lost or Stolen Permits .....	6
Return Check Policy .....	6
<b>PERMIT CLASSIFICATIONS</b> .....	6
Resident (On Campus) .....	6
Commuter (Off Campus) .....	6
Graduate .....	7
Faculty/Staff .....	7
General Parking .....	7
<b>PERMIT TYPES</b> .....	7
One-Year Permits .....	7
Semester Permits .....	7
Remote Permits .....	8
Daily Permits .....	8
Hangtag Permits .....	8
Bumper Permits .....	8
Commuter Alternatives Program (CAP) Permits .....	8
Carpool Permits .....	8
Visitor Permits .....	9
Long Term Visitor Parking Permit .....	10
Contractor/Vendor/Business Parking Permit .....	10
Temporary Parking Permit .....	10
Turf Permits .....	11
Retiree Permits .....	11
Edward Via Virginia College of Osteopathic Medicine (VCOM) .....	11
Teaching Assistant (TA) Permits .....	11
<b>ADA AND TEMPORARY MEDICAL DISABILITY PARKING</b> .....	11
ADA Parking .....	11
Temporary Medical Disability Permits .....	12
<b>SPECIAL-NEEDS PARKING</b> .....	12
SV Permits .....	12
Loading/Unloading .....	12
Disabled Vehicles .....	12
Special-Event/Special-Group Parking .....	12
Residence Hall Move-In/Move-Out .....	12

<b>ENFORCEMENT</b> .....	13
Expired Meter .....	14
Parking in an Unauthorized Area .....	14
Parking in a No Parking Zone .....	15
Parking in a Roadway .....	15
Other (Miscellaneous No Parking Situations) .....	15
Motorcycles .....	15
Emergency Snow Route Policy .....	15
Overtime Parking .....	15
Parking in a ADA Zone .....	15
Parking in a Fire Lane, Bus Lane, or Air Intake Area .....	15
Unauthorized Use of Permit .....	16
Bicycles .....	16
<b>FOOTBALL AND BASKETBALL</b> .....	16
<b>NORTH END GARAGE PARKING</b> .....	16
<b>OAK LANE COMMUNITY AND GRADUATE HOUSING PARKING</b> .....	16
<b>GOLF COURSE, TENNIS PAVILION, RECFIELD, AND FIELD HOUSE PARKING</b> .....	17
<b>INN AT VIRGINIA TECH</b> .....	17
<b>RETIREE PERMITS</b> .....	17
<b>MOTORIST ASSIST PROGRAM</b> .....	18
<b>ESCORT SERVICE</b> .....	18
<b>FINES AND VIOLATIONS</b> .....	18
List of Citation Fines .....	18
<b>PAYMENT OF PARKING FINES</b> .....	19
<b>TOWING AND BOOTING POLICY</b> .....	19
Vehicle Towing .....	19
Vehicle Recovery .....	20
Booting Policy .....	20
Abandoned Vehicles .....	21
<b>MOVING VIOLATIONS</b> .....	21
<b>APPEALING A CITATION</b> .....	21
<b>BICYCLE INFORMATION</b> .....	22
Registration .....	22
Parking Enforcement .....	22
Operation Enforcement .....	23
Operational Tips .....	23
Theft Prevention .....	23
Abandoned Bicycles .....	24
<b>HOW TO AVOID PARKING CITATIONS AND TOWING CHARGES</b> .....	24
<b>TICKETED ANYWAY?</b> .....	25
<b>WAS YOUR VEHICLE TOWED?</b> .....	25
<b>STILL HAVE QUESTIONS?</b> .....	25

## PARKING AND TRAFFIC OPERATIONAL MANUAL

The mission of the Office of Parking and Transportation is to provide safe and convenient parking areas for members of the university community and guests.

The university president has appointed an advisory committee; comprised of students and employees, tasked with overview of Office of Parking and Transportation. The Office of Parking and Transportation Committee makes recommendations on general policies relating to traffic and parking matters on campus.

### GENERAL INFORMATION

Regulations are needed to aid in safe and orderly conduct of university business, as well as to provide parking facilities within the limits of available space. These procedures are to be obeyed by students as a condition of attendance and by faculty/staff members as a condition of employment. For the purpose of this manual, customer status will be defined based on the designation in Banner. If an individual has a faculty, staff, or student designation in Banner, they must purchase the permit type that corresponds to their status if they wish to park on campus. If an individual has a faculty, staff, or student status in Banner, they are not eligible for a visitor permit.

Changes in these procedures and notices about parking procedures for special events are official when listed on the [Office of Parking and Transportation website](#).

If you have any questions, comments, or suggestions, call the Office of Parking and Transportation at 540-231-3200 or visit the office at 605 Research Center Drive.

### VEHICLE REGISTRATION

The purchase of a permit does not guarantee a parking space, but merely allows for legal parking in specific areas of the campus. Permits are required from 7 a.m.-5 p.m., Monday through Friday (unless otherwise noted by a sign). This is in effect whenever the university is open, including when classes are not in session and during semester breaks. Permits are not required on weekends (Friday, 5 p.m. to Monday, 7 a.m.), except where otherwise signed.

**WHO MUST REGISTER:** All vehicles, motorcycles, and motor scooters on campus are required to be registered with Office of Parking and Transportation. Vehicles parked on property that receives service from Office of Parking and Transportation are required to display a parking permit (government vehicles excluded). For more information call the Office of Parking and Transportation at 540-231-3200.

An individual may register more than one vehicle since the hangtag style permit can be moved from one vehicle to another. Individuals having two vehicles parked on campus at the same time must have each vehicle registered and displaying a valid permit in each (see Daily Permit section).

A vehicle can be registered to only one person. Only one permit type per vehicle is allowed. Sharing permits (except as authorized with a carpool permit) and other unauthorized uses may result in a \$150 fine. If a vehicle is shared by two persons needing different permit types, the Office of Parking and Transportation needs to be notified before the vehicle can be registered.

**HOW TO PURCHASE:** A vehicle is registered once a parking permit is purchased and displayed. Vehicle registration is valid until the registrant is no longer affiliated with the university or until the permit expires. All parking permits are the property of the university and must be surrendered to the Office of Parking and Transportation when university affiliation either changes or ceases.

**PERMIT PRICES** July 2017 – June 2018

Permit Type	Faculty/Staff	Wage	R Student	C/G Student
Year Permit	\$312	\$312	\$399	\$289
Semester	\$179	\$179	\$222	\$155
Summer Permit	\$101	\$101	\$123	\$83
Carpool–Year	\$210	\$210	NA	\$194
Carpool–Semester	\$126	\$126	NA	\$106
BB&W Year	\$60	\$60	NA	\$60
BB&W Semester	\$30	\$30	NA	\$30
Daily Permit	\$5	\$5	\$5	\$5
Replacement	\$20	\$20	\$20	\$20
Motorcycle Year	\$156	\$156	\$200	\$145
Motorcycle Semester	\$87	\$87	\$109	\$80
Motorcycle with Hangtag	\$15	\$15	\$15	\$15
Year Permit Remote Parking Lot (Pay bands 1, 2, and 3 Only)	\$30	\$30		
Wage Quarterly	NA	\$91	NA	NA
TURF	\$50	\$50	\$50	\$50

Permits can be paid for using cash, checks made payable to “Treasurer, Virginia Tech,” Visa, Master Card, and Hokie Passport. Full-time employees and graduate assistants may also pay for permits through payroll deduction. The amount deducted per each pay period for F/S annual permits is \$13.57, for spring semester permits, \$25.57, and \$6.78 for the yearly motorcycle permit, and \$19.30 for the spring semester motorcycle permit. This option is available until September 25, 2017. Only yearly and spring semester F/S and motorcycle permits are available with payroll deduction. If payroll deduction is selected as the payment method for a parking permit and your Virginia Tech employment ends, the remaining balance due for the parking permit will be deducted from your final paycheck. For a refund, you will need to return the permit to Office of Parking and Transportation. Refunds will only be processed for permits that have been received by the Office of Parking and Transportation by April 5, 2018, except for employees retiring, the balance will be deducted

**STUDENT REGISTRATION:** You are recognized as a student until your name has been removed from the student roster. Complete a student registration form. Bring your vehicle registration from the Department of Motor Vehicles and Hokie Passport to the Office of Parking and Transportation or [purchase a permit online](#). If the vehicle is not owned by the student or an immediate family member, the student must bring in a letter from the owner granting permission to use the vehicle. If the vehicle is owned by another student, it cannot be registered.

Vehicles are to be registered no later than the end of the first week of the semester. Students must be parked in designated student areas at all times. This applies whenever the university is open, including when classes are not in session and during semester breaks.

**FACULTY/STAFF REGISTRATION:** Complete a faculty/staff registration form and return it to Office of Parking and Transportation before parking on campus. Faculty and salaried staff employees are required to show a Faculty/staff Hokie Passport when purchasing a permit in person. Wage employees are required to show a wage Hokie Passport. Hokie Passports can be obtained from the Hokie Passport Office at 100 Student Services Building. Faculty and staff or the individual’s immediate family member must have legal ownership of a vehicle in order to register it for a parking permit. If the vehicle is not owned by the employee and/or their immediate family, the employee must bring in a letter from the owner granting permission to use the vehicle. Proof of vehicle registration is required for a F/S Carpool permit.

Full-time salaried employees are eligible to purchase full-year, and fall semester faculty/staff permit using payroll deduction until September 25, 2017. Wage employees are not eligible for payroll deduction.

Wage employees are eligible to purchase a F/S Wage quarterly permit. Classified F/S employees are not eligible to purchase wage permits.

Faculty, staff, and students working on the Virginia Tech campus located in Northern Virginia are also required to register their vehicles by purchasing a Virginia Tech parking permit. Registration forms are available through the Northern Virginia Center (NVC) coordinator. For more information visit the [Northern Virginia Center parking webpage](#).

**HOW TO DISPLAY:** The registration procedure is not complete until the permit is properly displayed on the vehicle (e.g., on the rearview mirror facing the windshield). The permit must be displayed so that it is readable through the windshield by enforcement officers.

Motorcycle permits are to be displayed on the front fork of the motorcycle.

**NEW VEHICLES:** Original permits (other than bumper style) can be transferred to a new vehicle by completing a registration form, and bringing it into the Office of Parking and Transportation offices. If the permit is the bumper style, the original permit must be returned to Office of Parking and Transportation to receive a replacement permit for the new vehicle.

**LOST OR STOLEN PERMITS:** There will be no refund or free replacement for lost or stolen permits. Replacement permits may be purchased for \$20 after completing a lost/stolen permit report at Office of Parking and Transportation. Purchasers are encouraged to lock their vehicles and safeguard their permits.

If the original permit is found, then it must be returned to Office of Parking and Transportation. Failure to do so could result in a \$150 unauthorized use fine.

**RETURN CHECK POLICY:** If a check for a parking permit is returned for insufficient funds, then the parking permit will be considered invalid. Parking citations will be written each time the permit is displayed in a vehicle on campus. In accordance with parking procedures, when a balance of \$200 or more accumulates, the vehicle will be towed or booted. Office of Parking and Transportation will assess a return check fee of \$50 on each returned check.

## PERMIT CLASSIFICATIONS

All parking permits for the categories listed below are issued by the Office of Parking and Transportation.

**RESIDENT (on campus):** This permit is available for those students who live in the residence halls.

This permit allows parking only on the right side of Duck Pond Road Resident Lot which is the lot at the west end of Washington Street), the Stadium Lot (between Lane Stadium and Southgate Drive) and the Chicken Hill Lot. Parking is not permitted in the Stadium Lot, or the Chicken Hill Lot at certain times before home sporting events as noted in the Football and Basketball Parking Restrictions section of these procedures. Permit holders must comply with all posted lot disruption notices.

**COMMUTER (off campus):** This permit is available for students living off campus and in the Oak Lane Community.

This permit allows parking in the Commuter section of Perry Street Lot and Prices Fork Lot (between Perry Street and Prices Fork Road), Perry Street Parking Garage, the commuter side of the Duck Pond Road Lot (nearest the Virginia-Maryland College of Veterinary Medicine at the west end of Washington Street), the Commuter section of Litton Reaves Lot (Wallace/Litton Reaves), the Track/Soccer Lot, the Duck Pond Lot beyond the golf course at the end of the Duck Pond, Smithfield Road Lot off of Smithfield Road, and Oak Lane lots. Commuter permit holders may also park in lots designated for Resident Permits and designated portions of the Coliseum Lot, except at specific times as noted in the Football and Basketball Parking Restrictions section of these procedures. Permit holders must comply with all posted lot disruption notices.

**GRADUATE:** This permit is available for graduate students living off campus, in Hillcrest, the Graduate Life Center, or Special Purpose Housing. This permit allows parking in all areas listed in the previous commuter section. In addition to this, graduate students who qualify for a Teaching Assistant permit (see your department for details) are allowed to park in the TA spaces designated by signs in the Prices Fork Lot, Perry Street Lot, and C-Lot. This permit also allows students to park on the Drillfield after 5 p.m. Permit holders must comply with all posted lot disruption notices.

**STUDENTS PLEASE NOTE:** If a student's status changes to faculty/staff before the expiration date on the permit, the student permit must be exchanged for a faculty/staff permit within five working days. Students enrolled in summer classes or returning fall semester with wage jobs at Virginia Tech over the summer are not eligible to purchase a faculty/staff permit.

If a student's status changes from resident to commuter or vice versa, the parking permit must be exchanged for the appropriate permit within five working days. Students displaying incorrect permits will receive a \$150 unauthorized use fine.

A few lots are restricted for faculty/staff 24 hours a day, seven days a week. These include the Owens and Dietrick Dining Hall Lots, Hahn Hurst Basketball Lot, and the Basketball extension lot.

**FACULTY/STAFF:** This permit allows parking in any legal parking area on campus. This includes faculty/staff, commuter, graduate, and resident parking areas. Parking is not allowed in areas restricted by signs such as visitor spaces, service vehicle areas, carpool spaces, TA spaces, admissions areas, etc. New employees, see the Temporary New Employee Parking permits section below.

Faculty/staff permits are issued to salaried (full or part-time) and wage employees working for Virginia Tech. Graduate teaching assistants, graduate research assistants, and part-time salaried or wage employees who are students are not authorized to purchase a faculty/staff permit. Faculty and Staff are only allowed one permit type at a time. The only exception is a motorcycle permit that can be added to an existing F/S permit. Faculty and Staff are not allowed to purchase more than one F/S permit. Exceptions to this policy will require Vice Presidential or higher approval.

If faculty/staff status changes to student status before the expiration date on the permit, the faculty/staff permit must be exchanged for a student permit within five working days. Failure to do so will result in a \$150 unauthorized use fine.

Employees with 30 years of service become eligible for a free faculty/staff permit in their anniversary month. There will be a \$5 charge for replacement permits if lost or stolen. Contact Human Resources at 540- 231-9331 for details. Permit holders must comply with all posted lot disruption notices.

**GENERAL PARKING:** If you display a faculty/staff, commuter, graduate, or resident permit, you may park in areas designated for general parking. These areas include the Visitor Information Center, Health and Safety, and Tennis Pavilion. No boats or trailers will be allowed to purchase a permit or park on campus. All vehicles must comply with all posted signage on campus.

## PERMIT TYPES

### ONE-YEAR PERMITS

These permits go on sale in July and are valid from then until the expiration date on the permit.

### SEMESTER PERMITS

Fall semester permits go on sale in July and are valid from then until December 31 of the current year. Spring and summer semester permits are also available at this period.

### QUARTERLY PERMITS

Wage quarterly permits go on sale in July and are valid from then until the expiration date on the permit. These permits are only eligible for wage employees. Classified F/S and students are not eligible to purchase these permits.

## REMOTE PARKING PERMITS

The Office of Parking and Transportation operates a Remote Parking Lot for staff. This permit allows staff employees in pay bands 1, 2, or 3 who are in a salaried full- or part-time position to park in the Chicken Hill lot at a significantly reduced rate. Non-student wage employees in pay bands 1, 2, or 3 are also eligible to participate. A campus shuttle provides transportation to the core of campus for individuals who are not located adjacent to the Chicken Hill Lot. The shuttle pick-up area for the Chicken Hill Lot is near the end of Research Center Drive. Employees who purchase this permit and may need to park in a lot on central campus occasionally (for example, to go to a doctor's appointment) will be provided with three daily passes per year at no additional charge, which may be used throughout the year. If additional daily permits are needed, they may be purchased for \$5 per day for the days needed. Daily permits can be purchased at the Office of Parking and Transportation, 605 Research Center Drive.

## DAILY PERMITS

These permits are available for \$5 per day for those who drive only occasionally or who bring a second vehicle. Daily permits may be purchased in advance and validated on the date of use.

A daily permit allows parking in the area indicated on the permit for any one day selected by the purchaser. If you are a student, then you must scratch off "R" if you are a Resident, "C" if you are a Commuter or "G" if you are a Graduate. If you are Faculty or Staff, then scratch off "F/S." You must park in a parking lot that corresponds to your affiliation. You must also scratch off only for the day the permit is used. Scratch off the correct month, scratch off the correct day, and scratch off the correct year. Each of these fields must be scratched clearly. Failure to scratch off the correct affiliation or the correct field will result in a \$150 parking ticket.

## HANGTAG PERMITS

These permits are available for the majority of vehicles on campus and can be purchased for a full year, a semester, or a wage quarter.

## BUMPER PERMITS

These permits are available for motorcycles. These permits can be purchased for a full year, or a semester. These permits are sold to F/S and students who drive a motorcycle to campus.

## BUS BIKE AND WALK (BB&W) PERMITS

The [Bus Bike & Walk program](#) is available to all Virginia Tech students and employees who wish to use alternative transportation methods as their primary means of commuting to campus (i.e. riding the BT, Smart Way, bicycling, and/or walking). Employees must have an on-campus office address to register for the program. To register, fill out a [Commuter Alternatives Program form](#) and follow the instructions listed.

Participants receive 15 discounted daily permits/semester at a cost \$2 per permit and access to Emergency Ride Home Services. This service provides participants with a ride to their vehicle, or local residence, in case of an emergency. This service is available through Ride Solutions. Ride Solutions Guaranteed Ride Home Program provides any registered member a free ride home in the event of an emergency. This program is offered 24 hours/7 days a week. It is normally available for up to 4 free rides a year per participant. Participants are not eligible to purchase any other permits, except for additional daily permits at a cost of \$5 per daily.

BB&W permits will be available for the 1st and 2nd summer sessions. There will be five daily permits per summer session. The above rules and regulations apply to the summer BB&W program. There will be no replacements for these permits that are lost or stolen.

## STUDENT CARPOOL PERMITS

Student Carpool Permits are available for two or more commuter/graduate students who choose to ride together and share one permit. All Carpoolers must come in together and each person in the carpool must complete a Commuter Alternatives Program registration form with the student carpool box checked, show a student ID, and provide proof of separate vehicle ownership. Carpool permits may take up to 2 business days to process. Students must have the majority of their classes held at an on-campus building. On-campus buildings have parking facilities that require a Virginia Tech parking permit. Students with carpool permits cannot park on the Drillfield from 5-8 p.m., Monday through Friday. Graduate Students will also receive a special use permit to allow them to park on the Drillfield between 5-8 p.m. Monday through Friday. Carpool permits are not eligible for Motorcycles.



If approved for a Student Carpool Permit, participants will receive the following:

- ▶ One Student Carpool Permit
- ▶ Identified Student Carpool spaces in the front student commuter parking areas of the Perry Street Lot, the Coliseum Lot, and the Litton Reaves Lot. The Carpool Permit may be used to park in a regular commuter parking space if it is more convenient or if all student carpool spaces are taken.
- ▶ No more than 5 no charge daily permits will be given out per semester. These permits must be picked up, one at a time, as needed at Office of Parking and Transportation.
- ▶ Emergency Ride Home Service is available through Ride Solutions. Ride Solutions Guaranteed Ride Home Program provides any registered member a free ride home in the event of an emergency. This program is offered 24 hours/7 days a week. It is normally available for up to 4 free rides a year per participant.

Carpool participants are not eligible to purchase other parking permits, except extra daily permits. Student Carpool Permits are not valid for parking in F/S carpool spaces.

### **FACULTY/STAFF CARPOOL PERMITS**

Faculty/Staff Carpool Permits are available for two or more faculty/staff employees who choose to ride together and share one permit. Participants must come in together and each person in the carpool must complete a parking registration form with the carpool box checked, present a Faculty/Staff ID, and provide proof of separate vehicle ownership. Each carpool participant must have an on-campus, or CRC, office address.

If approved for a Faculty/Staff Carpool Permit, participants will receive the following:

- ▶ One Faculty/Staff Carpool Permit
- ▶ Identified F/S carpool spaces in the front of the following faculty/staff parking areas: Derring, Perry Street, Architecture Annex, Engel, Coliseum and Southgate Center. (Subject to change depending upon preferences of participants). The F/S Carpool permit may also be used to park in the regular F/S spaces or the student carpool spaces if it is more convenient or if all F/S carpool spaces are taken.
- ▶ No more than 5 no charge daily permits will be given out per semester.
- ▶ Emergency Ride Home Service is available through Ride Solutions. Ride Solutions Guaranteed Ride Home Program provides any registered member a free ride home in the event of an emergency. This program is offered 24 hours/7 days a week. It is normally available for up to 4 free rides a year per participant.

Carpool participants are not eligible to buy other parking permits, except extra daily permits.

### **VISITOR PERMITS**

Visitors (non-students or non-faculty/staff) may park in any faculty, staff, visitor, or student parking space if they have a valid visitor parking permit and if the space is not restricted by signs. Some restricted areas include ADA spaces, carpool spaces, loading zones, service vehicle zones, timed areas, sidewalks, grass, admission areas, teaching assistant spaces, the Hahn Hurst Basketball Practice Facility lot, the Basketball extension lot, and the Owens and Dietrick Dining Hall Lots. Visitors are recommended to use the Faculty/Staff section of Perry Street Lot, Litton Reaves Lot, Coliseum Lot, Derring Lot, Perry Street Parking Garage, Washington Street, and the Litton-Reaves Extension Lot.

Visitor parking permits are available at the Visitor Center on 965 Prices Fork Rd. (7:30 a.m. - 6 p.m., Monday through Friday and 8:30 a.m. to 2:30 p.m. Saturday and 1 to 5 p.m. on Sunday) or at the Police Department at all other times. Visitor permits must be signed and dated by an authorized person and displayed 7 a.m.-5 p.m., Monday through Friday, unless otherwise noted by a sign.

If a department has a visitor coming, they may contact the Office of Parking and Transportation in advance for a visitor parking permit. Students should direct their visitors to pick up a visitor permit themselves at the Visitor Information Center during regular office hours or the Police Department at all other times.

Visitor permits are not needed on weekends (Friday, 5 p.m. to Monday, 7 a.m.), unless otherwise noted by a sign. Metered parking spaces are also available for short-term visitors on campus. Visitors with parking permits may not park free at parking meters.

### **LONG TERM VISITOR PARKING PERMIT**

This permit is available for long-term visitors and special event visitors who visit the campus frequently (two times a week or more). Those needing this type of permit can apply by filling out a request form available at the Office of Parking and Transportation.

Students and faculty/staff are not eligible for courtesy permits. These permits are only valid when used by visitors (non-student or non-faculty/staff). Any contractor or person doing business with the university is not eligible for this permit. If the holder of the permit becomes a Virginia Tech employee or student, then the permit must be returned to Office of Parking and Transportation at the time of the status change. There will be a \$5 replacement charge on permits that are lost or stolen.

### **CONTRACTOR/VENDOR/BUSINESS PARKING PERMIT**

All contractor, vendor, and business vehicles must display a university parking permit. This permit will allow parking access to F/S and Service spaces. Contractor/Vendor/Business permits are available from Office of Parking and Transportation.

**VENDORS DELIVERY VEHICLES:** Vendor vehicles displaying a valid permit may use loading docks and service vehicle parking spaces as the primary places for deliveries while performing their service. Vendor vehicles that need temporary access to land-locked buildings can drive on designated sidewalks and park in designated VBC pull-off areas. While designated sidewalks may be used to access land-locked buildings, no parking is permitted on any roadway, sidewalk or turf. See map for details.

- ▶ Note: VBC Pull-off parking spaces in land-locked areas use a grid system that allows grass to grow. All pull-off spaces are marked with a “Service Vehicle” sign. All access routes on sidewalks are designated with “VBC Access Route” signs.

**BUSINESS VEHICLES:** Business vehicles displaying a valid permit are allowed to park in service vehicle and faculty/staff spaces. Parking is prohibited at loading docks, capital project sites, turf, and in pull-off areas. Business vehicles cannot drive on any sidewalks.

**CONSTRUCTION CONTRACTORS VEHICLES:** Company owned contractor vehicles displaying a valid permit may use loading docks and service vehicle parking spaces as the primary places for parking while working on their project. Contractor vehicles that need temporary access to land-locked buildings can drive on designated sidewalks and park in designated pull-off areas. While designated sidewalks may be used to access land-locked buildings, no parking is permitted on any sidewalk. With an additional Turf Permit, contractors are allowed to park on turf areas while working on their project. No permit is needed within a fenced construction site.

- ▶ The Office of Parking and Transportation reserves the right to restrict Contractor vehicles parking at crowded long-term construction sites. In the event of this restriction, the Office of Parking and Transportation will designate a perimeter lot for employee parking. Transportation to and from work site will be contractor's responsibility. No equipment/trailers are allowed in any parking lot on campus.

### **TEMPORARY PARKING PERMIT**

This permit is available for faculty, staff, or students who need special parking arrangements. This permit includes the permit types of New Employee, Departmental Loading, and Temporary Medical Disability. There will be a \$5 replacement charge on permits that are lost or stolen.

1. Temporary New Employee Permit: All first-time new employees are eligible for a 30-day temporary parking permit. The permit begins with the first day of paid employment.

The new employee must bring an employment validation form from the hiring department to the Office of Parking and Transportation and fill out a request form. It is recommended that this process be completed the first day of employment.

2. Full-time Virginia Tech students who are employed by the university are not eligible for a new employee permit. Students enrolled in summer classes or returning fall semester with wage jobs at Virginia Tech over the summer are not eligible for new employee permit.
3. Temporary Departmental Loading Permit: See the loading/unloading section under the Special-Needs Parking section.
4. Temporary Medical Disability Permit: See the ADA and Temporary Medical Disability Parking section.

### **TURF PERMITS**

These permits are issued by Office of Parking and Transportation to vehicles requiring temporary parking on the grass except for construction equipment, loaders, graders, etc. The Office of Parking and Transportation shall decide who can obtain a Turf Permit. This permit does not allow parking on sidewalks and plazas. As a courtesy do not park under trees. Refer to [University Policy 5000:University Facilities Usage and Events](#) (section 2.7.4) for more information. There will be a \$50 charge per permit for all non state vehicles.

### **RETIREE PERMITS**

These permits are issued by the Office of Parking and Transportation for retirees of Virginia Tech. A Retiree permit registration form must be completed and Retiree permits can be obtained at Office of Parking and Transportation. If requested, permits can also be mailed. If a retiree returns to work at Virginia Tech and is receiving a paycheck, then they must return their Retiree permit and purchase a Faculty/Staff permit. If a retiree begins taking classes at Virginia Tech then they must also return their retiree permit and purchase a student permit. There will be a \$5 replacement charge on permits that are lost or stolen.

### **EDWARD VIA VIRGINIA COLLEGE OF OSTEOPATHIC MEDICINE (VCOM)**

Faculty and Staff with a joint appointment between Virginia Tech and VCOM will need to purchase a Faculty/Staff parking permit when parking on campus. Individuals who are only employed by VCOM may get a Visitor Permit.

All students of VCOM must purchase a Graduate permit when parking on Virginia Tech campus.

### **TEACHING ASSISTANT (TA) PERMITS**

Students with GTA appointments are eligible for GTA parking privileges on days when their responsibilities require consistently being present during regular scheduled class meeting times or labs, or class related office hours of at least three hours in duration on any given day. TA permits may be used for a full day on these days, for up to three days a week. A Graduate permit must be purchased and displayed along with a TA permit. There will be a \$5 replacement charge on permits that are lost or stolen.

## **ADA AND TEMPORARY MEDICAL DISABILITY PARKING**

### **PLEASE NOTE**

If an individual requires special assistance, Office of Parking and Transportation should be notified at 540-231-3200 for special arrangements.

### **ADA PARKING**

ADA spaces on campus are exclusively for those persons displaying state-authorized DMV ADA license plates or permits. These permits are available to any individual who has a disability lasting six weeks or longer in duration. The Virginia Department of Motor Vehicles office nearest Virginia Tech is located at 385 Arbor Drive in Christiansburg. Only a state DMV ADA permit or license plate allows parking in ADA spaces and free parking at metered spaces.

Faculty, staff, or students displaying a DMV ADA permit or license plate are also required to display a Virginia Tech parking permit when parking on the campus.

Unauthorized vehicles parked in ADA spaces will be ticketed and towed at the owner's expense. See section on Towing for details on recovering a car.

ADA individuals may also use the Blacksburg Transit Para-Transit system, which has lift-equipped vehicles for on and off campus transportation needs. Call 540-961-1803 for more information.

### **TEMPORARY MEDICAL DISABILITY PERMITS**

If the disability qualifies for an ADA permit, it should be obtained from the Virginia Department of Motor Vehicles (See ADA parking information above). If the mobility impairment is temporary in nature, a Virginia Tech temporary medical disability permit (TMD) is available, for students having mobility impairments lasting six weeks or less. Virginia State law prohibits the use of TMD permits at ADA spaces at any time.

The TMD permit allows students to park in faculty/staff areas, and is valid only with a Virginia Tech commuter, graduate, or resident parking permit. Persons with a TMD permit may park in metered spaces as long as the meter is paid.

A temporary medical disability permit can be obtained at Office of Parking and Transportation by completing a request form and presenting a request slip from Student Health Services or a doctor's statement. This documentation must include how long the disability requires special parking. TMD permits can only be issued for a 6 week period. If a special needs permit is needed for longer than six weeks you will need to contact the Department of Motor Vehicles to inquire about an ADA permit.

Unauthorized use of a TMD permit carries a \$150 fine to the person displaying such a permit. There will be a \$5 replacement charge on permits that are lost or stolen.

## **SPECIAL-NEEDS PARKING**

Permission may be obtained from Office of Parking and Transportation (8 a.m.-5 p.m., Monday through Friday) or the Police Department at all other times for temporary or short-term parking for emergencies and for loading and unloading only. Parking under this arrangement includes all legal spaces. This does not include parking in fire lanes, bus lanes, roadways, air intake zones, ADA zones, or metered spaces. Permission must be obtained before parking and only Office of Parking and Transportation and the Police Department are authorized to grant permission to the individual(s). Anyone with a parking problem should contact Office of Parking and Transportation to seek a possible solution before parking illegally. Emergency flashers or signs on a windshield indicating the vehicle is disabled or loading/unloading are not acceptable notification.

### **LOADING/UNLOADING**

Long-term parking is prohibited at loading docks, and other areas commonly used for loading. Thirty minutes is the maximum time allowed for loading and unloading. A current Virginia Tech parking permit and prior authorization is required to use this service. Authorization, recorded on the Office of Parking and Transportation green log sheet, can be obtained by calling Office of Parking and Transportation 8 a.m. to 5 p.m., Monday through Friday, or the Police Department at any time during the day or night. (We do not green log in Owens, Dietrick, Hahn Hurst Basketball Lot, or the Basketball Extension Lots at all and we cannot green log in Engel Lot after 4:30 p.m.) Please have your license plate and permit number available when you call. After the vehicle has been loaded or unloaded, it should be moved to a legal parking space. Vehicles in violation of this policy will be ticketed and/or towed at the owners' expense. The policy is enforced 24 hours a day, seven days a week.

Students, faculty, and staff who need to load/unload on a regular basis may have their department request a Temporary Departmental Loading Permit. A Virginia Tech parking permit must be displayed along with this permit. Request forms can be obtained from Office of Parking and Transportation and should be filled out by the departmental liaison, supervisor, or course advisor.

Resident permit holders may park in most faculty/staff areas near residence halls after 2:30 p.m. on Fridays for loading and unloading. You are allowed to park for a maximum of 30 minutes without calling into Office of Parking and Transportation. However, Owens lot, Dietrick Dining Hall lot, and the Hahn Hurst Basketball Practice Facility lot, and the Basketball extension lot are reserved exclusively for faculty and staff 24 hours a day, seven days a week.

### **DISABLED VEHICLES**

The Office of Parking and Transportation and the Police Department should be notified immediately if an automobile is disabled. Emergency flashers or signs on the windshield indicating the vehicle is disabled are not

sufficient. Any disabled vehicle in a roadway, blocking traffic, creating a hazard, or illegally parked in an ADA space will be towed immediately at the owner's expense. If the disabled vehicle is parked in a legal parking space, it is to be removed within 24 hours.

Parking enforcement officers are available to assist motorists in repairs such as jump starting vehicles. They also can assist motorists who have been locked out of their vehicles. This service (MAP: Motorist Assist Program) is available Monday through Friday, 8 a.m.-9 p.m. by calling 540-231-6411. These services can only be provided in areas where a university parking permit is required.

Parking lots are not designed or intended for automobile repairs. If repairs become necessary, permission must be secured from Office of Parking and Transportation or the Police Department. Permission will be granted only for minor repairs, and never for more than 24 hours.

### **SPECIAL-EVENT/SPECIAL-GROUP PARKING**

Four weeks prior to the event, coordinators for large special events that anticipate 50 or more participants need to contact the Office of Parking and Transportation at 540-231-3200 for parking coordination.

Office of Parking and Transportation will:

- ▶ Identify the most appropriate parking location for event participants. In most cases this will be in perimeter lots.
- ▶ Advise how to schedule convenient shuttles to bring participants from the designated event lot to the event location.
- ▶ Coordinate event parking permits.
- ▶ Coordinate placement of appropriate lot signs.
- ▶ Assist in assignment and training of lot attendant, if needed.

The Office of Parking and Transportation hopes that the use of Special Event Parking will lead to a reduction in the rate of conflict between the needs of parking customers on campus.

### **RESIDENCE HALL MOVE-IN/MOVE-OUT**

Special parking arrangements are in effect for these periods. Thirty minutes is the maximum time allowed for move-in/move-out. Unless otherwise directed, there will be no parking on the grass or on sidewalks. Call the Office of Parking and Transportation for more information.

Faculty/staff parking areas affected by move-in and move-out are Washington Street, Kent Street, Owens Dining Hall Lot, Dietrick Dining Hall Lot, Engel Lot, Coliseum Lot, Basketball Practice Facility lot, and the south side of the Drillfield (War Memorial Gym area). Faculty/Staff are asked to find alternative parking in Litton Reaves Lot (Wallace/Litton Reaves), Stanger Lot, Prices Fork Lot/Perry Street Lot, Perry Street Parking Deck, and the Duck Pond lot beyond the golf course at the end of the Duck Pond. Faculty/staff should watch for additional information on signs posted in parking lots and/or in campus publications.

## **ENFORCEMENT**

Only designated Office of Parking and Transportation and Police Department employees have the authority to enforce the parking rules.

The university reserves the right to prohibit or restrict parking on university property for special circumstances. Any individual who accumulates 10 or more unpaid citations in an academic year is considered to be abusing parking privileges and may lose parking privileges on campus for the remainder of that period. The Office of Parking and Transportation reserves the right to confiscate the parking permit attached to such a vehicle, and there will be no refund to the owner of that permit. In addition, the vehicle may be towed from campus at the owner's expense.

If a vehicle is parked illegally in the same space over 24 hours or on consecutive days, it may receive additional citations. Vehicles parked illegally and then moved to another illegal space may also receive additional citations.

### **EXPIRED METER**

Virginia Tech has parking meters available to meet short-term parking needs of visitors, employees, and students. Most meters take nickels, dimes, and quarters. Parking permits (including visitor permits) never allow free parking at meters.

Meters are enforced from 7 a.m. to 5 p.m., Monday through Friday. The only exceptions are the meters located in the Bookstore Lot. These meters are enforced from 7 a.m. to 6 p.m., seven days a week. Vehicles parking at meters for an excessive amount of time can be ticketed more than once.

Please notify Office of Parking and Transportation before moving a vehicle from a defective meter so that the meter may be checked immediately.

### **PARKING IN AN UNAUTHORIZED AREA**

Resident, commuter, and graduate student permit parking is prohibited on campus streets and in faculty/staff parking areas (except where signs designate otherwise) from 7 a.m. to 5 p.m., Monday through Friday. Parking at other times may also be prohibited as announced and/or posted in all parking areas.

Overnight parking (2-6 a.m.) on campus is prohibited except for university business. Residents displaying a resident parking permit are allowed to park in resident parking lots overnight. For non-resident to park overnight, they need to make prior arrangements with Office of Parking and Transportation (8 a.m.-5 p.m., Monday through Friday) or the Police Department all other times. Employees and students cannot use campus parking as residence and/or non-university business parking.

The policy for loading and unloading vehicles is outlined in the Special Needs section. Long-term parking in service vehicle spaces is also prohibited.

Only vehicles displaying a Faculty/Staff permit are allowed to park in the Hahn Hurst Basketball Practice Facility lot, Basketball Practice facility extension lot, Pamplin Hall lot, Owens and Dietrick Dining Hall Lots. These lots are reserved for faculty/staff 24 hours a day, seven days a week.

The Drillfield is reserved for faculty/staff displaying a valid parking permit, Monday through Friday from 7 a.m. to 5 p.m. Graduate students displaying a valid graduate parking permit will be allowed to park on the Drillfield between the hours of 5 p.m. and 8 p.m.

Parking in designated service vehicle spaces (between white-painted control lines) is allowed after hours (5 p.m. to 7 a.m.) and on weekends unless otherwise noted by a sign. All service drives are considered to be fire lanes with no parking zones 24 hours a day, seven days a week. These areas include but are not limited to the Field House, Cochrane, Ambler Johnston, Cowgill, Miles, Pritchard, Litton Reaves, and Saunders. Regular service spaces are available for use after normal business hours (between 5 p.m. and 7 a.m., Monday through Friday) and on weekends, unless signed otherwise.

### **PLEASE NOTE**

If you forget your permit on any given day, stop by Office of Parking and Transportation to verify your registration and obtain a one-day permit before parking on campus. These permits are \$5 per day.

Persons registered with Office of Parking and Transportation who are cited for inadvertently failing to display a permit, may request that their citation be voided. To make this request you must contact Office of Parking and Transportation within 10 calendar days of citation issuance. This request may be made a maximum of three times within an academic year.

Vehicles not registered with Office of Parking and Transportation prior to parking on campus will receive an "Unauthorized Area" citation.

## **PARKING IN A NO PARKING ZONE**

Parking is only permitted in authorized, clearly identified parking spaces. Parking is not allowed in or on lawns, grass, loading zones, pedestrian crosswalks, ADA spaces, ADA access ramps, yellow lines or curbs, service drives, service vehicle spaces, and unmarked areas without specific authorization. Parking on any sidewalk is prohibited at all times. Bagged or covered signs indicate special purpose or no parking. Note that ADA access ramps are the striped spaces next to ADA spaces and are considered part of the ADA zone. Refer to [University Policy 5000:University Facilities Usage and Events](#) (section 2.7.4) for more information.

## **PARKING IN A ROADWAY**

Parking is only permitted between white-painted control lines. Do not park in areas outside the white-painted control lines since these are considered to be roadways. Roadways designate safety zones established by traffic engineers to facilitate free and safe movement of emergency vehicles and other traffic moving into and out of the area. This applies to all areas whether they are painted yellow or not.

## **OTHER (MISCELLANEOUS NO PARKING SITUATIONS)**

Vehicles are not permitted to occupy multiple spaces (double parking), park facing in the wrong direction, etc. This violation may also include any of the no parking zones mentioned in the above section.

## **MOTORCYCLES**

Motorcycles are allowed to park in designated motorcycle areas denoted by signs. If parked in a regular vehicle space, the motorcycle must display the permit type required in that lot. Other types of vehicles are not allowed in areas that are designated for motorcycles.

## **EMERGENCY SNOW ROUTE POLICY**

When there is any accumulation of snow, all streets and parking lots will have to be cleared of parked vehicles so the snow can be removed. Parking on emergency snow routes and most other areas of campus will be prohibited until the snow has been removed. Any vehicle parked so that it obstructs or interferes with the process of snow removal may be ticketed and towed at the vehicle owner's expense. Please adhere to media broadcasts as well as posted signs.

By midnight on the day that the snow emergency was declared, all resident students must have their cars parked in the resident lots (Duck Pond Road Resident Lot and Stadium Resident Lot). Resident cars that are parked outside of these areas are subject to ticketing and towing. Residents must remain parked in the resident lots until the snow emergency has been lifted.

The snow routes include: all parking areas on the west side of the Drillfield, Washington Street, Kent Street, and Spring Road.

During times of inclement weather, call 540-231-3200 for specific information on available campus parking. When Virginia Tech is closed, only emergency personnel should park on campus.

## **OVERTIME PARKING**

Timed parking areas (e.g., in front of Burruss Hall, drop-off spaces by the library, ATM spaces at the Bookstore, etc.) are strictly enforced to provide limited, short-term parking, for the purpose of brief business in certain areas for all university users. Vehicles parked in excess of time restrictions indicated on courtesy permits will also be in violation of overtime parking.

## **PARKING IN AN ADA ZONE**

ADA parking spaces on campus are exclusively for those persons displaying valid state-authorized DMV ADA license plates or permits. Unauthorized vehicles parked in an ADA space will be ticketed and towed at the owner's expense. It is also a violation to park in ADA access ramps, which are the striped spaces next to ADA spaces.

## **PARKING IN A FIRE LANE, BUS LANE, OR AIR INTAKE AREA**

Vehicles parked in fire lanes (designated by signs), bus lanes (designated by BT signs), or air intake areas (designated by air intake signs) will be ticketed and/or towed at the owner's expense.

## UNAUTHORIZED USE OF PERMIT

The misuse, resale, fabrication, alteration, or unauthorized transfer of a Virginia Tech parking permit is illegal. Permits are required to be purchased from Office of Parking and Transportation. Permits are to be used only by the original purchaser and only on the vehicle(s) registered with Office of Parking and Transportation. Vehicles displaying lost, stolen, or fraudulent Virginia Tech parking permits will be ticketed, immobilized, and/or towed immediately. Campus police will be notified.

“Unauthorized Use of Permit” violations will be assessed against the person who purchased the permit or the person to whom the vehicle is registered with the DMV. An “Unauthorized Use of Permit” citation carries a \$150 fine and may carry a judicial referral and/or criminal charge.

Office of Parking and Transportation reserves the right to restrict the sale of permits for previous misuse of a permit.

## BICYCLES

See section on “Bicycle Information.”

## PLEASE NOTE

All parking violations are the responsibility of the person who purchased the permit or the person to whom a vehicle is registered with the DMV. Violations that are issued to a member of the immediate family of a faculty/staff member or student are assumed to have been committed by the faculty/staff member or student.

## FOOTBALL AND BASKETBALL PARKING

Parking in specific lots on campus is prohibited during the football and basketball seasons. Please refer to the Office of Parking and Transportation website for current information regarding [football and basketball parking](#). Failure to observe these regulations can result in towing.

Parking in the restricted parking lots is prohibited during any other special event when prior notice is given by the posting of signs the morning of the event. Failure to comply with these restrictions will result in the vehicle being ticketed and/or towed at the owner’s expense. Special parking arrangements can be made by calling the Office of Parking and Transportation 8 a.m.-5 p.m. and the Police Department after hours.

There will be a per game charge to park in designated public lots located on the Virginia Tech campus. Virginia Tech faculty/staff and students who have purchased a yearly or semester Virginia Tech parking permit are exempt from this charge. For more information call 1-800 VA TECH 4 or visit the [athletic website](#).

## NORTH END CENTER GARAGE

Faculty and staff, and those with valid North End Center Garage parking permits may park in the [North End Center Garage](#). Visitors wishing to park in the garage will need to pull a ticket from the machine and before they leave have the department issue them a validation ticket to exit. Students who are visiting a department in the North End Center may pull a ticket and have the department validate their parking, otherwise they may park on levels 1 or 2 and pay the hourly rate to park.

## OAK LANE COMMUNITY AND GRADUATE HOUSING PARKING

Undergraduate residents of the Oak Lane Community (Special Purpose Housing) qualify for a commuter permit and graduate students qualify for a graduate permit.

Residents of the Oak Lane Community (OLC) are only allowed to park overnight in the Oak Lane Community Lot. When parking from 7 a.m. to 5 p.m., residents of Oak Lane Community must display a Virginia Tech parking permit issued by Office of Parking and Transportation. There will be a \$5 replacement charge on permits that are lost or stolen.

Visitors to the Oak Lane Community should park in the Overflow Lot adjacent to the Duck Pond on Oak Lane.



Visitors need to make prior arrangements for transportation from the Overflow Lot to the Oak Lane Community. Residents of the Oak Lane Community and the Blacksburg Transit are convenient sources for such transportation. The Faculty/Staff spaces at Oak Lane are enforced 24 hours a day, 7 days a week.

Students displaying an Oak Lane decal and a Virginia Tech Commuter parking permit together will be allowed to parking in the following Faculty/Staff spaces, Monday–Sunday, at the following times:

- ▶ Owens Lot, 4:30 p.m.–9:30 p.m.
- ▶ Dietrick Lot, 4:30 p.m.–12:30 a.m.

This permit does not allow parking in areas restricted by signs, ADA spaces, loading zones, service vehicle zones, timed areas, sidewalks, grass, admission areas, and the right side of the Squires lot. This permit also does not allow free parking in metered spaces.

Oak Lane permits are available through the Office of Parking and Transportation and they are only available to Oak Lane residents.

## **GOLF COURSE, TENNIS PAVILION, REC FIELD, AND FIELD HOUSE PARKING**

Individuals may park in the specially designated parking areas at the Golf Course only while registered at the clubhouse and playing golf. A Virginia Tech parking permit is not required to park in this area.

Before playing tennis, players must register at the Tennis Pavilion. A Virginia Tech parking permit is required to park in the area adjacent to the pavilion.

Parking behind the Field House is only permitted for ADA patrons and service vehicles 24 hours a day, seven days a week. ADA and service vehicle permits are required to park there.

Additional parking for participants at the Tennis Pavilion, Rec. Field, and Field House is available in the Chicken Hill lot located below the Tennis Pavilion. A Virginia Tech parking permit is required to park in this lot.

## **INN AT VIRGINIA TECH**

Overnight guests of the Inn at Virginia Tech will be allowed to park in the parking spaces in front of the building. Accommodations for buses are also provided.

Guests that are only at the Inn for the day will need to obtain a visitor pass from the front desk at the Inn at Virginia Tech. Virginia Tech employees and students must park in their respective area(s) and display a current university parking permit.

Any guest of the Inn who would wish to park on the Virginia Tech campus will need to obtain a visitor parking permit at the visitor center. This permit allows parking in faculty/staff and student spaces while on campus and is only valid when used by a guest of the Inn at Virginia Tech who is not affiliated with the university.

## **MOTORIST ASSIST PROGRAM**

Parking enforcement officers are available to assist motorists in repairs with jump starting vehicles. They also can assist motorists who have been locked out of their vehicles. This service (MAP: Motorist Assist Program) is available Monday through Friday, 8 a.m.–5 p.m. by calling 540-231-3200, and 5 p.m. to 9 p.m. by calling the Police department at 540-231-6411. These services can only be provided in areas where a university parking permit is required.

## ESCORT SERVICE

The Police Department provides a dusk-to-dawn escort service. Call 540-231-SAFE (7233) for details.

## FINES AND VIOLATIONS

All citations need to be paid or appealed within 10 calendar days. Failure to pay the citation and formally appeal negates any right to further address the citation. Paying a ticket is not an admission of guilt. If after review the ticket is overturned, a refund will be mailed to the appellant, or applied back to credit card.

### LIST OF CITATION FINES

Citation Description	Citation Fine
Warning	\$0
Bicycle	\$25
Expired Meter	\$30
Parking in an Unauthorized Area	\$35
Parking on a Yellow Line or Curb	\$35
Parking in a No Parking Zone	\$35
Parking in a Roadway	\$35
Other or Service Vehicle Only	\$35
Overtime Parking	\$35
Fire, Bus, or Air Intake Lane	\$65
Parking in a ADA Zone	\$150
Unauthorized Use of Permit	\$150

Parking fines not received at Office of Parking and Transportation within 10 calendar days from the date of citation issuance shall result in an additional \$10 late fee. Payments sent through the U.S. mail must be postmarked within seven calendar days of citation issuance. Payments sent through campus mail must be received by the 10th day of citation issuance. Lost, stolen, or misplaced citations do not excuse the late fee.

All student accounts with citations 10 days past due will be blocked regardless of the amount. Accounts must be paid in full for the block to be removed. In addition to blocking accounts, grade transcripts may be withheld until the account is paid in full.

Faculty and staff fines may be handled as a payroll deduction, as an offset against the Commonwealth of Virginia Vendor Debt Setoff Program, and/or assessed against any other money due to you from the university. Nonpayment of fines may result in blocked class registration and/or withheld grade transcripts. Outstanding fines may also be given to a collection agency. Accounts sent to collections will be assessed an additional collection cost.

When a vehicle is found to be in violation, fines are assessed to:

1. The person, company, corporation, or firm in whose name the vehicle is registered with at the Virginia Department of Motor Vehicles or the corresponding agency of another state or nation.
2. The person who purchased the university permit displayed on the vehicle.

3. The son, daughter, spouse, or ward of the registered owner enrolled in or employed at Virginia Tech.
4. Anytime a permit is confiscated a replacement permit will have to be purchased.

## PAYMENT OF PARKING FINES

Parking fines may be paid:

1. [On the web](#).
2. In person at the Office of Parking and Transportation, 605 Research Center Drive. Parking Services does not accept unwrapped or loose coins as payment. Large quantities of coins should be rolled and labeled with name and ID number.
3. By U.S. mail. The payment envelope must be postmarked no later than seven days from the date of citation issuance to avoid a late fee. Mail to:

Office of Parking and Transportation  
605 Research Center Drive (0540)  
Virginia Tech  
Blacksburg, VA 24061

4. By dropping the citation and payment in the locked box outside the Office of Parking and Transportation at the address above. Payment must be received by the 10th day of citation issuance to avoid a late fee. Payments dropped off in the lock box will be taken to the Office of Parking and Transportation on the next business day.
5. Via campus mail (code 0540). Payment must be received by the 10th day of citation issuance to avoid a late fee.

Checks should be made payable to: Treasurer, Virginia Tech.

PLEASE DO NOT SEND CASH THROUGH THE MAIL OR DEPOSIT CASH IN LOCK BOX.

## TOWING AND BOOTING POLICY

### VEHICLE TOWING

Vehicles may be ticketed and/or towed at the owner's expense whenever a vehicle is illegally parked or under the following circumstances:

1. When a vehicle is displaying a lost, stolen, or fraudulent Virginia Tech parking permit.
2. When a vehicle is illegally parked in an ADA area, ADA access, or fire lane (such towing is required by state law).
3. When a vehicle is illegally parked, restricting traffic, or creating a traffic hazard (i.e., roadways, curbs, bus lanes, etc).
4. When \$200 or more unpaid citations and late fees have accumulated, or when one or more citations are 120 or more days past due.
5. When vehicles are parked on designated emergency snow routes and parking lots. For more details see the Emergency Snow Route section under Enforcement.
6. When vehicles are parked in violation of an athletic event restriction.
7. If the owner, when notified by Office of Parking and Transportation or the Police Department to move a vehicle, does not accomplish this move within the specified time.
8. When a vehicle is parked illegally at a loading dock, air intake area, or bus lane.
9. When a vehicle is parked in any manner deemed unsafe by Parking Enforcement officers and when in violation of signs or verbal orders given by parking enforcement or police officers.

10. When a vehicle is considered by parking enforcement or police officers to be abandoned (i.e., not displaying a state license plate or state inspection sticker). It has also been considered abandoned when the vehicle has been parked on campus for more than 48 hours with no contact from the owner to the Office of Parking and Transportation or the Police Department.

In any of the above mentioned cases, the vehicle will be ticketed and towed at the responsible person's expense. In cases involving outstanding fines or fees owed to the Office of Parking and Transportation, the vehicle will be held by the towing service until such fees are paid.

According to state law, if the tow truck is called and the vehicle owner arrives on the scene to move the vehicle, the tow order may be canceled, under the discretion of the tow truck driver. If the truck has already left the towing company premises, the person responsible for the vehicle may still be required to pay towing costs before being permitted to move the vehicle. A citation for illegal parking will also be issued.

The Office of Parking and Transportation and Police Department are not responsible for damage resulting from towing or immobilization of vehicles.

### VEHICLE RECOVERY

If a vehicle is towed or immobilized, the owner or person responsible must report to the Office of Parking and Transportation or the Police Department to make arrangements to recover the vehicle. Any fines, towing costs, and/or booting costs must be paid before the towing company will release the vehicle. Proof of payment must be produced before the vehicle can be released or the boot removed.

### BOOTING POLICY

In an effort to discourage habitual offenders of the parking regulations at Virginia Tech, the Office of Parking and Transportation will place a wheel boot on vehicles associated with accounts that have received five or more tickets in any semester, or have one or more citations that are more than 120 days past due. Vehicle ticket totals will start at zero at the beginning of each new semester. In addition, anyone displaying a reported lost or stolen permit can be booted in an effort to recover the permit.

The procedure for booting will be as follows:

- ▶ The fourth citation will contain a warning notice that in the event of the issuance of a fifth citation, the vehicle will be booted.
- ▶ Upon issuance of a fifth ticket, and with each ticket thereafter, a boot will be placed on the vehicle. Tickets accompanying a wheel boot will contain a booting information sheet explaining how to get the boot removed.
- ▶ A boot removal instruction sheet will be placed on the vehicle's windshield and a notification sticker on the driver's side window glass stating: **your vehicle has been immobilized. Do not try to move your vehicle with the boot in place. Instructions on how to have the boot removed can be found with your ticket.**

The procedure for boot removal will be as follows:

- ▶ The customer will need to pay a boot removal fee of \$35, as well as any unpaid citations. These fees can be paid at Office of Parking and Transportation.
- ▶ Upon payment of the boot removal fee, as well as any unpaid citations, the customer will need to notify the Office of Parking and Transportation who will dispatch an officer to the vehicle location. After verification of the payment of the boot removal fee and any unpaid citations, the boot will be removed.

If arrangements have not been made by the registered driver of the vehicle to remove the boot within 36 hours of placing the boot on the vehicle, the vehicle is subject to towing. The Office of Parking and Transportation may have the vehicle towed and impounded and the registered driver will be responsible for all fees incurred (including boot removal fee).

## ABANDONED VEHICLES

Abandoned vehicles as defined in the [Code of Virginia § 46.2-1201](#) will be disposed of in accordance with the same law. Any vehicle that does not have current license plates and/or has not moved in 48 hours will be presumed to be abandoned. See number 10 under the Towing Policy section and sections 46.2-1201 and 46.2-1200 of the Virginia State code.

## MOVING VIOLATIONS

The Police Department is charged with the enforcement of all state laws, including the Motor Vehicle Code of Virginia. Traffic citations for moving violations are issued by the Police Department and are referred to local courts for a decision. Campus speed limits are radar enforced.

The speed limit on campus is 25 MPH unless otherwise posted.

The speed limit around the Drillfield is 15 MPH.

Every person shall obey the instructions of any traffic control device, sign, or notice, unless otherwise directed by a traffic control officer.

All Virginia Tech police officers have the authority to enforce the laws of the Commonwealth and the university pertaining to the operation of motor vehicles on campus property.

## APPEALING A CITATION

The appeals hearing officer for the university will review all written appeals involving non-moving traffic violations.

Citations received for parking in fire lanes, in roadways, ADA areas, ADA access areas, bus lanes, air intake areas, or metered spaces will not be viewed favorably in the appeals process except in valid emergency situations as determined by the appeals hearing officer.

If a person wishes to appeal a parking or bicycle citation, the procedure below should be followed:

1. All appeals must be filed within 10 calendar days of citation issuance. All rights to appeal a citation are waived after this 10-day period. Failure to formally appeal or pay a citation negates any right to further address the violation.
2. Tickets must be paid in full before being placed in appeals. If after review the ticket is overturned, a refund will be mailed to the appellant. If a check for an appeal is returned for insufficient funds, the appeal will be considered null and void.
3. The appeal must be made [online](#) or in writing on an official appeals form available in the Office of Parking and Transportation. This is necessary to ensure Office of Parking and Transportation has all the necessary information to process the appeal and satisfy audit procedures.

Please make sure the address and phone numbers you list are complete, accurate, and legible. The Office of Parking and Transportation cannot be responsible if you fail to receive your appeal notice under these circumstances. Remember to notify Office of Parking and Transportation of any address changes.

4. The issue of an appeal is whether or not the cited rule was violated. It is no excuse to “not mean” to violate a rule, to “see others” violate it, to “not realize” it was violated, or to have “violated it in the past without penalty.”
5. All appeals should be finalized by the last day of classes. Citations issued within 10 calendar days of the last day of classes or during exams will likely be appealed during the following semester.
6. If you disagree with the decision made on your appeal, you may request that your appeal be reviewed by the Appeals Hearing Committee. The second appeal must be requested within 10 days of the postmark date on the first appeal. For your second appeal, you may appear in person before the Appeals Hearing Committee or you may have a written statement (usually the first appeal) read by the committee during the appeals hearing meeting. The decision of the committee is final.

## BICYCLE INFORMATION

All designated employees of the Office of Parking and Transportation and the Police Department have the authority to enforce these rules and regulations.

### REGISTRATION

#### BICYCLES

All bicycles on the Blacksburg campus must be registered with Office of Parking and Transportation. Registration is designed to prevent theft and assist with the recovery of stolen bicycles. Registration can be completed on-line. Failure to register a bicycle can result in fines or impoundment of the bicycle. Cyclists parking a non-registered bicycle on campus will be subject to a \$25 fine and impoundment or immobilization of the bicycle. All unregistered bicycles may be impounded or immobilized at the end of each academic year without prior notice. Impounded or immobilized bicycles may be retrieved after the owner presents proof of ownership to Office of Parking and Transportation.

#### MOPEDS, MOTOR SCOOTERS, AND POWER ASSISTED BICYCLES

All mopeds, motor scooters and power assisted bicycles on the Blacksburg campus must be registered with Office of Parking and Transportation and the appropriate permit must be displayed. Permits are available for purchase at Office of Parking and Transportation. The serial number and a valid Hokie Passport are needed for registration. Failure to register a moped, motor scooter or power assisted bicycle can result in fines or impoundment of the vehicle.

### PARKING ENFORCEMENT

Bicycles must be parked only at bicycle parking racks, except when written permission has been granted by the head of the department to keep a bicycle within the area assigned to the owner. Bicycles may be kept in a residence hall room with the agreement of the roommate. Bicycles may not be kept in any other area of a residence hall or building including, but not limited to: stairwells, hallways, corridors or doorways. No person is permitted to park a bicycle in any location other than those specified by this procedure. Bicycles secured to benches, lamp posts, signs, or other unauthorized areas may be impounded or immobilized. Bicycles that are obviously inoperable or abandoned can be impounded throughout the school year or at the end of the year bicycle clean up. Bikes abandoned on campus collected during campus clean up periods will be held for 120 days before sending to Surplus for disposal. There will be a \$25 recovery fee charged to individuals during the holding period to cover administrative costs.

Operators of motor scooters and mopeds must adhere to the following guidelines or be subject to having their vehicle immobilized and receiving a citation from the VT Police Department or Office of Parking and Transportation:

1. A parking permit from Office of Parking and Transportation is required for motor scooters and mopeds to be parked on campus.
2. Vehicles must park in designated motor scooter and moped parking spaces and are not allowed to park in any other location (such as bike racks, stairways, breezeways, or on the sidewalks).
3. If a motor scooter/moped space is not available the motor scooter or moped can be parked in regular motorcycle or car space. If parked in a motorcycle or car parking space, permit affiliation must match the signed spaces (i.e. F/S, C/G, R).
4. Operators should also use the appropriate security features to ensure the vehicle is not stolen.
5. Maps of authorized parking areas are available at Office of Parking and Transportation and online.

Bicycles, mopeds, or motor scooters found parked and/or locked in areas other than those expressly stated within this policy may be impounded or immobilized by Office of Parking and Transportation or the Police Department. The Office of Parking and Transportation and the Police Department will not be held responsible for the replacement of locks damaged during this process. The person responsible for the bicycle, moped, or motor scooter will receive a parking citation.

Violations of any state regulations or university policy may result in a citation being issued by the Police Department or the Office of Parking and Transportation. Repeated violations may result in suspension or revocation of bicycle, skateboard, in-line skates, roller skates, EPAMDs, moped or motor scooter operation privileges on campus.

## OPERATION ENFORCEMENT

Bicycles are a useful means of transportation when used properly. By taking a few precautions bicycling can be a safe and enjoyable experience without fear of theft.

Every person operating a bicycle on university property is to comply with all applicable Virginia state statutes regarding bicycle operation, these regulations, and all traffic control devices.

Persons riding bicycles on campus are to practice courteous and defensive cycling. Cyclists will travel at safe speeds while considering pedestrians and their surroundings. At all times, cyclists are to be in proper control of their bicycles.

## OPERATIONAL TIPS

- ▶ Persons may not operate a bicycle on any campus sidewalk, lawn, or designated pedestrian plaza, such as the Library Plaza, Cowgill Plaza, etc., unless otherwise signed as a shared pathway.
- ▶ It is illegal to ride in the wrong direction on a one-way street or against the regular flow of vehicular traffic, including the Drillfield.
- ▶ Persons operating a bicycle will yield to pedestrians in situations of conflicting bicycle/pedestrian traffic.
- ▶ Ride single file, with traffic, and to the right of the roadway.
- ▶ Use bike paths when available.
- ▶ Use proper turn signals.
- ▶ Keep bicycle in proper mechanical condition.
- ▶ Watch for people exiting parked vehicles.
- ▶ Be vigilant of the unexpected from motorists. (The number-one statement of vehicle operators involved in accidents with cyclists is, "I didn't see him/her!")
- ▶ Virginia law requires a rear reflector and a headlight when riding at night.
- ▶ At crosswalks, always walk your bicycle since you are considered a pedestrian.
- ▶ If involved in an accident, report it to the Police Department immediately.

Moving violations will result in a traffic citation being issued by the Police Department. Repeated violations may result in suspension or revocation of bicycle operation privileges on campus.

## THEFT PREVENTION

Bicycles are an easy target for theft. Some helpful hints are as follows:

- ▶ Use bike racks, and secure bikes with bar-type locks.
- ▶ Secure frame and front wheel.
- ▶ Chain-type locks and bikes chained to chain-linked fences can be quickly and easily cut.
- ▶ Check the bicycle frequently so it doesn't appear abandoned.
- ▶ Park in high-visibility areas.
- ▶ Personalize your bicycle to make it easy to recognize.

- ▶ Engrave your bicycle in several locations.
- ▶ Register your bicycle. If it is stolen and then located, you can be easily found and ownership readily determined.
- ▶ Write down the make, model, and serial number of your equipment. Keep this information in a safe place with the receipt of purchase.
- ▶ Have your bicycle insured.

If your bicycle is stolen on campus, report the theft to the Police Department.

### ABANDONED BICYCLES

Bicycles, mopeds, and motor scooters that are left on university grounds more than five days following spring graduation will be considered abandoned. These bikes will be impounded and disposed of in accordance with university policy. See [University Policy 5005: Bicycle and Personal Transportation Devices](#) (section 3.4) for more information.

### SKATEBOARDS, IN-LINE SKATES, ROLLER SKATES, AND EPAMDS

Skateboards, in-line skates, roller skates, and EPAMDs are permitted on all concrete and asphalt pathways and sidewalks but not roadways. In times of heavy pedestrian traffic, when sidewalks and pathways are congested (such as class change), skateboarders and EPAMD users shall dismount completely and walk. Skateboarders will keep all wheels on the ground at all times. Use of skateboards and in-line skates for tricks, including but not limited to: grabs, grinds, manuals, railstands, or any use other than utilitarian transportation, is prohibited. Skateboarders, in-line skate, roller skate, and EPAMD users shall slow to speeds matching pedestrians, when using crosswalks. Additionally, skateboard, in-line skate, and roller skate use is not permitted in parking lots or parking garages.

## HOW TO AVOID PARKING CITATIONS AND TOWING CHARGES

1. Properly display a Virginia Tech parking permit from 7 a.m. to 5 p.m., Monday through Friday. **Remember that the parking rules and regulations are in effect whenever the university is open, including when classes are not in session and during semester breaks.**
2. Park in a clearly identified parking space appropriate for your permit.
3. Do not loan your permit to others. Shared permits may result in a \$150 “Unauthorized Use of Permit” citation assessed against the permit owner.
4. Have visiting family and friends obtain a visitor parking permit before parking on campus.
5. Observe special parking restrictions such as:
  - a. Parking lots at the Hahn Hurst Basketball Practice Facility lot, basketball extension lot, Owens Dining Hall and Dietrick Dining Hall lots, Pamplin lot are reserved for faculty and staff members, 24 hours a day, 7 days a week. The Bookstore Lot parking meters are enforced from 7 a.m. to 6 p.m., seven days a week. The Drillfield is reserved for only faculty/staff and graduate students from 5 p.m. to 8 p.m., Monday through Friday.
  - b. Parking is prohibited at loading docks except for the purpose of loading.
  - c. Parking is prohibited in the Coliseum Lot and along Beamer Road after 5 p.m. on the Friday before a Saturday home football game or three hours before a men’s or women’s home basketball game, until the game has started.
  - d. Parking is prohibited in the parking lot below Lane Stadium from 11 p.m. the night before any home football game, until the game has started.
  - e. Other special restrictions, as posted.



- Be familiar with the parking and traffic procedures. When you have a parking question or need special parking arrangements, call the Office of Parking and Transportation before parking.

**4 ways to avoid the ☹️ Orange envelope**

**1 Purchase a permit**  
 If you park a vehicle on campus, you must have a valid Virginia Tech permit

**2 Park where your permit allows you to park**  
 Know where you can and cannot park with your permit

**3 Plan on the time it takes you to get where you are going**  
 The majority of citations are issued to people who are running behind and make a bad decision where to park

**4 Pay attention to the traffic and parking disruptions via email, VT news, and posted signs**  
 Follow us on Twitter @VTParking

www.parking.vt.edu | VirginiaTech | Parking and Transportation

### TICKETED ANYWAY?

Avoid a \$10 late fee per citation by making sure payment is made to the Office of Parking and Transportation within 10 calendar days of citation issuance. If payment is sent through U.S. mail, the payment envelope must be post-marked within seven days of citation issuance. Payments sent through campus mail must be received by the 10th day of citation issuance. Do not send cash through the mail or deposit cash in the payment box at Office of Parking and Transportation. Checks should be made payable to “Treasurer, Virginia Tech.”

### WAS YOUR VEHICLE TOWED?

Contact the Office of Parking and Transportation at 540-231-3200 to arrange for vehicle recovery during regular hours. After hours, contact the Police Department at 540-231-6411.

### STILL HAVE QUESTIONS?

Contact the Office of Parking and Transportation at 540-231-3200 or stop by the office at 605 Research Center Drive, Monday through Friday, 8 a.m.-5 p.m.



Division *of* Operations

## **PARKING AND TRANSPORTATION**

605 Research Center Drive (0540)  
Blacksburg, VA 24061

540-231-3200  
parking@vt.edu

parking.vt.edu

**LIVE ◀ LEARN ▶ WORK**

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