

Virginia Tech Parking Rules and Regulations

TABLE OF CONTENTS

Purpose and Authority

1. [Purpose](#)
2. [Authority](#)

Definitions and General Information

1. [Definitions](#)
2. [Publication](#)
3. [General Provision](#)
4. [Maps](#)
5. [Removal of Signs](#)
6. [Liability](#)

Purchasing a Parking Permit (Registration)

1. [Vehicle Registration](#)
2. [Permit Classifications](#)
3. [Permit Types](#)
4. [Permit Styles](#)
5. [Purchasing a Permit](#)
6. [Display of Permits](#)
7. [Replacement of Permits](#)
8. [Misuse of Permits](#)
9. [Expiration of Permits](#)
10. [Permit Refunds](#)

Parking Enforcement, Violations, Citations, and Fines

1. [Enforcement](#)
2. [License Plate Recognition](#)
3. [Violations Defined](#)
4. [Citation Fines](#)
5. [Vehicle Booting](#)
6. [Vehicle Towing](#)
7. [Vehicle Recovery for Boot and Tow](#)
8. [Paying Parking Fines](#)
9. [Appeals Procedure for Parking Citations](#)

Special Facility Parking

1. [North End Center Garage](#)
2. [Perry Street Garage](#)
3. [Oak Lane Community and Graduate Housing](#)
4. [Golf Course, Tennis Pavilion, Rec Field, and Field House](#)

5. [Inn at Virginia Tech](#)

Event Parking

1. [Special-Event/Special Group](#)
2. [Residence Hall Move-in/Move-out](#)
3. [Football Parking](#)
4. [Basketball Parking](#)
5. [Recreational Vehicle Parking](#)

Sustainable Transportation

1. [Bicycles](#)
2. [Mopeds, motor scooters, and power assisted bicycles](#)
3. [Electric Vehicle Charging](#)

Parking at the Northern Virginia Center (7054 Haycock Road)

Parking Assistance

1. [Motorist Assist Program](#)
2. [Disabled Vehicles](#)
3. [Safe Ride](#)
4. [Using a Rental Vehicle on Campus](#)
5. [Emergency Snow Routes](#)
6. [Loading/Unloading](#)
7. [Contact Parking](#)

PURPOSE AND AUTHORITY

1. PURPOSE

The Purpose of these Rules and Regulations is to establish guidelines that promote the orderly conduct of university business and activities; effectively utilize parking space within the limits available and to reduce congestion on the Virginia Tech Campus.

2. AUTHORITY

In accordance with Section 23.1-1301 of the Code of Virginia, Virginia Tech adopted these Rules and Regulations for the operation of motor vehicles by all students, employees, and visitors to the campus. Parking Services has the responsibility and authority to enforce parking rules and regulations. Parking Services has the responsibility of collection of fines and fees associated with parking violations pursuant to Section 2.2-4800 of the Code of Virginia. These Regulations are in effect from July 1, 2023, until amended.

The university president has appointed an advisory committee, The Transportation and Parking Committee, comprised of students and employees. This committee reviews and recommends rules and regulations governing traffic (including pedestrian, bicycle, and vehicles), parking (including permit sales, citations, and special events), and sustainable transportation methods. The committee also reviews and recommends programs to enhance campus parking, traffic, and transportation methods. The Transportation and Parking Committee reports to the Commission on University Support.

The mission of Virginia Tech Parking Services is to provide safe and convenient parking areas for members of the university community and visitors. Per state law, Parking Services is 100 percent self-supported and does not receive any tuition or funds from the Commonwealth. All the revenue generated from the sale of permits and the collection of parking fines goes toward the cost of maintaining and operating parking on campus. Virginia Tech has more than 14,200 parking spaces, a motorist assistance program, a fleet of approximately 300 vehicles, and a robust, award-winning sustainable transportation program. In addition to over 37,000 students and 13,000 employees, Virginia Tech receives thousands of alumni, parents, and community members visiting campus each year. 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 Parking Services website, parking.vt.edu, or when lots are signed.

DEFINITIONS AND GENERAL INFORMATION

In the interest of fairness and legality, these rules and regulations apply equally to university employees, students, and visitors. The cooperation of vehicle operators in the administration and enforcement of traffic and parking regulations will enhance the convenience, safety, and general welfare of the university community.

1. DEFINITIONS

- A. **ACADEMIC YEAR:** From the beginning of one fall semester to the beginning of the next fall semester.

- B. **ABANDONED VEHICLES:** Abandoned vehicles as defined in the Code of Virginia § 46.2-1201, found at law.lis.virginia.gov/vacode/title46.2/chapter12/section46.2-1201, will be disposed of in accordance with the same law. Any vehicle that does not have current license plate (farm use tags do not qualify as a state license plate) and/or has not moved in 48 hours will be presumed to be abandoned. Refer to sections 46.2-1201 and 46.2-1200 of the Virginia State code.
- C. **BLOCKING DRIVE/DRIVEWAY:** Blocking any street, alley, road, or any area in parking lots which is not designated for parking.
- D. **CONSTRUCTION PARKING AREA:** Any area designated by appropriate signs or barriers as reserved for construction on the campus.
- E. **CROSSWALK:** The portion of a roadway ordinarily included within the prolongation of the lateral lines of sidewalks at intersections or any portion of a roadway distinctly indicated for pedestrians crossing by lines or other markings on the street surface.
- F. **EMERGENCY VEHICLES:** Vehicles used by the University Police Department, Emergency Management, Town of Blacksburg Police, Montgomery County Sheriff, or Virginia State Police. In addition, Virginia Tech Rescue and any other vehicles marked Fire or Emergency Medical vehicles.
- G. **FACULTY PRINCIPAL:** Spaces reserved for Virginia Tech tenure-track faculty members living on campus.
- H. **INTERSECTION:** The area embraced within the prolongation of the lateral curb lines of two or more streets which join one another at any angle whether or not one such street crosses the other.
- I. **OPERATOR:** The word 'operator' as used in this regulation means any individual who operates a vehicle or is in physical control of that vehicle.
- J. **OVERTIME PARKING:** Parking longer than posted limits, can be enforced in all timed areas (food pickup, etc.).
- K. **PARK or PARKING:** the action of bringing a vehicle that one is driving to a halt and leaving it temporarily, typically in a parking lot or by the side of the road. The vehicle may be occupied or not occupied for the purpose of these regulations and enforcement.
- L. **PARKING AREA/LOT:** Any place set aside and marked for parking of vehicles, either permanently or temporarily.
- M. **PARKING SPACE:** A clearly marked and labeled spot used for permanent or temporary parking.
- N. **PARKING ENFORCEMENT OFFICER:** Any person appointed by the Parking Services Manager to enforce parking regulations and direct traffic.
- O. **PARKING SERVICES:** The office responsible for the management and administration of parking facilities, resources, policies, rules & regulations, procedures, and enforcement.
- P. **PARKMOBILE:** A convenient, contactless electronic payment option for parking via the ParkMobile website or app. Users without access to WIFI or a smartphone can pay for parking by calling the toll-free number listed on the ParkMobile signs or meters. See <https://parking.vt.edu/parking/parkmobile.html> for more information.
- Q. **REGISTRANT:** The individual in whose name a vehicle is registered with the Parking Services Office.
- R. **SERVICE VEHICLE:** Any clearly marked vehicle displaying a state or government license plate.
- S. **SERVICE VEHICLE PARKING SPACE:** May be used by service vehicles and individuals with a Vendor, Business or Contractor permit or an All Access permit. F/S permit holders may use a service space to park for 30 minutes to load/unload if they 'greenlog' with Parking Services.
- T. **SIDEWALK:** Any area designated for or marked by proper authorities for the exclusive use of pedestrians.
- U. **STOP:** Complete cessation of movement or operation of a vehicle.
- V. **STREET:** Any way or place designated or marked by proper authorities for vehicle, bicycle, and moped traffic.
- W. **STUDENT:** Any individual enrolled or participating in academic activities at the university other than university employees.

- X. UNAUTHORIZED USE OF A PERMIT: Possession or use of a Virginia Tech parking permit by any person other than the original purchaser or in any vehicle other than those legally registered to the permit.
- Y. UNIVERSITY: Unless otherwise provided, Virginia Tech.
- Z. UNIVERSITY EMPLOYEE: Any individual employed by Virginia Tech.
- AA. UNIVERSITY PROPERTY: Any property owned, leased, or controlled by Virginia Polytechnic Institute and State University.
- BB. VEHICLE: Any device in, upon, or by which a person or property may be transported or drawn upon land, except devices moved by human power. The term "motorcycle", in these regulations applies to any two-wheeled or three-wheeled motor-propelled vehicle.
- CC. VIRGINIA TECH: means Virginia Polytechnic Institute and State University
- DD. VISITOR: Any person visiting the campus who is not affiliated with the University

2. PUBLICATION

Regulations governing parking on the Virginia Tech campus are in effect at all times. Lots and/or spaces, meters are signed as to their hours of enforcement. Parking Services is responsible for the publication of amendments to these rules and regulations. This information is published and revised periodically to keep parking customers advised of changes. Regulations governing parking and traffic, or changes thereto are announced on official bulletin boards, in via email, and/or other campus publications.

3. GENERAL PROVISION

The driver of a vehicle, bicycle, or motorcycle shall obey the lawful instructions of police officers, official traffic or parking signs, or traffic control devices placed in accordance with the provision of these rules and regulations.

4. MAPS

The campus parking map can be found on the Parking Services website at <https://parking.vt.edu/parking/parking-locations.html>

5. REMOVAL OF SIGNS

No person shall, without lawful authority, attempt to or in fact alter, deface, injure, knock down, or remove any official traffic or parking control sign or device or any inscription, shield, or insignia thereon, or any part thereof.

6. LIABILITY

The university does not assume responsibility for any vehicle or its contents, parked or operated on the campus at any time.

PURCHASING A PARKING PERMIT (aka VEHICLE REGISTRATION)

The purchase of a permit does not guarantee a parking space, but merely allows for legal parking in specific areas of the campuses. The display of a permit or payment of a fee is required from 7 a.m. to 10 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.

All parking permits are the property of the university and must be surrendered to Parking Services when university affiliation either changes or ceases.

1. VEHICLE REGISTRATION

- A. HOW TO REGISTER - 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.

- B. WHO MUST REGISTER - All vehicles, motorcycles, motor scooters and bicycles on campus are required to be registered with Parking Services. Vehicles parked on property that receives service from Parking Services are required to display a parking permit (state/government vehicles excluded). A vehicle can be registered to only one person. Only one permit type per vehicle is allowed. If a vehicle is shared by two persons needing different permit types, Parking Services needs to be notified before the vehicle can be registered. All vehicles on an individual's account must be registered by themselves or an immediate family member.
- C. MULTIPLE VEHICLES - An individual may register more than one vehicle since the hangtag style permit can be moved from one 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).
- D. NEW VEHICLES
 - a. Original permits (other than bumper style) can be transferred to a new vehicle by completing a registration form and bringing it into the Parking Services office with a copy of the DMV issued Vehicle Registration.
 - b. If the permit is the bumper style, the original permit must be returned to Parking Services to receive a replacement permit for the new vehicle.

2. PERMIT CLASSIFICATIONS

- A. RESIDENT (R) – For students living on campus in the residence halls, with a residential housing contract.
 - a. Freshman living on campus (resident students) are allowed to have a vehicle on campus with a valid parking permit.
 - b. Students with a current residential permit can exchange their permit for a summer commuter permit if they move off campus.
- B. COMMUTER & GRADUATE (C/G) – For students living off campus.
- C. FACULTY & STAFF (F/S) – For university salaried (full-time or part-time) and wage employees
- D. If your permit classification changes you must visit Parking Services within five working days to exchange the permit for the correct classification or be subject to an unauthorized use fine.
 - a. A signed letter from housing indicating the housing contract has been terminated is required for Residents to exchange for a Commuter pass.

3. PERMIT TYPES

- A. ACCESSIBLE PARKING (ADA) - 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 DMV office nearest Virginia Tech's Blacksburg Campus is located at 385 Arbor Drive in Christiansburg.
 - a. Only a state DMV ADA permit or license plate allows parking in ADA spaces.
 - b. 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 (Remote permits can only be used in the Remote lot).
 - c. 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.
 - d. 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.
 - e. Refer to sections 46.2-1240 through 46.2-1259 of the Code of Virginia for information pertaining to the state regulations governing the use of accessible permits or license plates as well as the enforcement of accessible parking spaces.

- f. In accordance with Section 46.2-1242 of the Code of Virginia, no person without a disability is permitted to display an accessible parking permit or park in an accessible space except when transporting a person with a disability.
 - g. Persons in illegal possession of an accessible parking permit are subject to fines, towing, disciplinary action, and prosecution.
 - h. Accessible parking permits do not authorize users to park illegally. Park in accordance with the markings on the asphalt and posted signs at all times. Parking in accessible access aisles is strictly prohibited.
- B. ALL ACCESS PERMIT
- a. Vice presidents, deans, and members of the president's cabinet are eligible to purchase an All Access (AA) permit.
 - b. The university recognizes through the AA permit that these senior administrators require frequent travel campus-wide for attendance at meetings events, and site visits.
 - c. The AA permit is double the annual F/S permit rate.
- C. ALTERNATIVE PERMIT OPTIONS
- a. BIKE, BUS, AND WALK (BB&W) - The Bus Bike and Walk program (parking.vt.edu/alternative/Walk/BBW) is available to all Virginia Tech students and employees who wish to use sustainable transportation methods as their primary means of commuting to campus (i.e., riding 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 at parking.vt.edu/permits/commuter-alternatives-program and follow the instructions listed.
 - i. Participants receive 16 discounted daily permits/semester at a cost \$3 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 Ride Solutions Guaranteed Ride Home Program provides any registered member a free ride home in the event of an emergency. This program is offered at all times.
 - ii. Participants are not eligible to purchase any other permits, except for additional daily permits at the current daily published rate.
 - iii. BB&W permits will be available for the first and second summer sessions. There will be six daily permits per summer session. The above rules and regulations apply to the summer BB&W program.
 - iv. There will be no replacements for these permits that are lost or stolen.
 - b. CARPOOL PERMITS - The carpool program allows commuters, faculty, and staff to share one parking permit for the purpose of reducing the number of single-occupancy vehicles on campus.
 - i. This program is only available to the Blacksburg campus.
 - ii. Carpool participants are not eligible for any other parking permit but may purchase daily permits.
 - iii. Carpool permit holders can purchase a Motorcycle/Moped permit at full cost.
 - iv. Must have two or more people, two or more vehicles, and share one permit.
 - v. Carpool permits cannot be purchased online. All carpoolers must come to the Parking Services Office together, complete their individual forms, show a VT ID, and provide proof of separate vehicle ownership.
 - vi. 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 at all times. It is normally available for up

to four free rides a year per participant. Find more information at <https://ridesolutions.org/new-river-valley/>

vii. Commuter and Graduate Students Carpool Details

1. Students must have the majority of their classes held at an on-campus building.
2. Carpool participants will receive one carpool permit to share, and each participant is eligible to receive up to five daily permits at no charge per semester (Fall & Spring).
3. Students cannot participate in F/S Carpool programs or park in F/S Carpool spaces.
4. Identified student carpool spaces are in the front student commuter parking areas of the Coliseum Lot and the Litton-Reaves Lot.
5. The Student 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.
6. Oak Lane Residents are not eligible for carpool permits.

viii. Faculty and Staff Carpool Details

1. Each carpool participant must have a Virginia Tech office address in Blacksburg.
2. Carpool participants will receive one carpool permit to share, and each participant is eligible to receive up to five daily permits at no charge per semester (Fall & Spring).
3. 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).
4. 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.

c. REMOTE PARKING PERMITS

- i. This permit is ONLY valid in the designated Remote lot on campus. This permit is NOT valid in any other university permitted area.
- ii. COMMUTER AND GRADUATE (C/G) REMOTE LOT PERMIT: This permit allows commuter and graduate students to park in the Remote C/G Lot, located at the corner of Smoot and Innovation Drives at a significantly reduced rate. Users of this permit will be provided with three daily permits per year at no additional charge to use in other C/G parking areas of campus. The daily permits are not authorized for use in the Perry Street garage.
- iii. FACULTY AND STAFF (F/S) REMOTE PERMIT: This permit allows employees in all pay bands who are in a salaried full or part-time position and non-student wage employees in all pay bands to park in the Chicken Hill Lot at a significantly reduced rate. Users of this permit will be provided with three daily permits per year at no additional charge to use in other non-remote F/S areas of campus.
- iv. VENDOR, BUSINESS, AND CONTRACTORS (VBC) REMOTE PERMIT - Parking Services operates a Remote Parking Lot for vendors and contractors. This permit allows vendors and contractors to park in the Chicken Hill Lot at a significantly reduced rate.

D. ONE YEAR PERMITS – Available for all permit types and for purchase in August and will expire the following August.

E. SEMESTER PERMITS - Available for all permit types for fall, spring, and summer semesters.

F. QUARTERLY PERMITS - Available to all faculty, staff, and wage employees.

G. MONTHLY PERMITS - Available to all faculty, staff, and wage employees.

H. DAILY PERMITS - Available to all faculty, staff, students, businesses, and visitors to campus for one day only.

- a. Daily permits may be purchased in advance and validated on the date of use.

- b. To purchase a daily permit, bring your vehicle registration from the Department of Motor Vehicles and Hokie Passport to Parking Services, through ParkMobile, or visit virginiatech.t2hosted.com.
 - c. A daily permit allows parking in the area indicated on the permit for any one day selected by the purchaser. You must scratch off the corresponding customer status based on your designation in Banner: "R" if you are a Resident, "C" if you are a Commuter "G" if you are a Graduate and "F/S" if you are Faculty/Staff.
 - d. 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 an unauthorized use fine.
 - e. Daily permits can only be used ONE time.
- I. EVENING ONLY PERMIT - This permit will allow visitors, faculty, staff, and students to park on campus after 5 p.m.
- a. Can be purchase annually or per semester.
 - b. This permit will allow parking in any lot designated Faculty and Staff, Commuter, Graduate, Resident, or any university permit areas.
 - c. This permit does not allow parking in the Owens Lot, Dietrick Dining Hall Lot, Hahn Hurst Basketball Practice Facility Lot, Clay Street, Pamplin Hall Lot, Basketball Extension Lot or any other lot or space signed F/S 24 Hour.
 - d. This permit does not allow free parking at meters.
- J. PERRY STREET GARAGE PERMIT – available to students living off-campus and will allow parking in the Commuter and Graduate sections of the Perry Street Garage.
- a. This permit is also valid in all lots designated for Commuter, Graduate or Resident permits.
 - b. This permit is first come first serve and will only be offered on an annual basis.
 - c. Daily parking in the Perry Street Garage will be available to all commuter & graduate students. Daily permits can be purchased through ParkMobile or visit virginiatech.t2hosted.com.
- K. RETIREE PERMITS - These permits are issued by Parking Services for retirees of Virginia Tech.
- a. A Retiree permit registration form must be completed, and Retiree permits can be obtained at Parking Services.
 - b. If requested, permits can also be mailed.
 - c. If a retiree returns to work at Virginia Tech and is receiving a paycheck, then they must return their Retiree permit and purchase a F/S permit.
 - d. This permit allows parking in the same spaces as a F/S permit and does not allow parking in handicap spaces, loading zones, service vehicle areas, metered spaces, carpool spaces, sidewalks, grass, and any lot of space(s) signed F/S 24 HR."
 - e. Eligibility is determined by Human Resources at Virginia Tech.
- L. TEMPORARY PERMITS - 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.
- a. There will be a replacement charge on temporary permits that are lost or stolen.
 - b. 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. Employees with a defined break in service are authorized to receive a second "no-charge" 30-day permit upon rehire. The defined break in service must be at least 90 days in duration and meet the definition of a "break in service" per Human Resources standards. The new employee must bring an employment

validation form from the hiring department to Parking Services and fill out a request form. It is recommended that this process be completed the first day of employment.

- c. Temporary Departmental Loading permit: Students, faculty, and staff who need to load/unload on a regular basis may have their department request a Temporary Departmental Loading permit.
 - i. Use of this permit is limited to 30 minutes. This permit is for departmental use only and must be displayed with a valid university permit. The remote permit is excluded.
 - ii. Departmental Loading request forms can be obtained from Parking Services and should be filled out and signed by the departmental liaison, supervisor, or course advisor.
- d. Temporary Medical Disability Permit: If the disability qualifies for an ADA permit, it should be obtained from the Virginia DMV. If the mobility impairment is temporary in nature, a Virginia Tech temporary medical disability (TMD) permit 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.
 - i. The TMD permit allows students to park in F/S areas, but not F/S 24 HR spaces, and is valid only with a Virginia Tech Commuter, Graduate, or Resident permit. The remote permit is excluded.
 - ii. A TMD permit can be obtained at Parking Services 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.
 - iii. TMD permits can only be issued for a six-week period or less. For needs longer than six-weeks, permits are available through the Virginia DMV office. Please see ADA Parking section for more information.
 - iv. Unauthorized use of a TMD permit carries an unauthorized use fine to the person displaying such a permit.

M. TENNIS CENTER PERMITS

- a. 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.
- b. Parking Services offers a tennis permit on an annual basis for a fee of \$50. This permit will only allow parking in the Chicken Hill lot, Health & Safety lot, Lot 6a, and the Upper Parking Services Lot.
- c. This permit is only valid when used by visitors. Visitors do not include Faculty/Staff or Students.
- d. Parking Permits are required from 7:00 am – 10:00 pm Monday through Friday.

N. TURF PERMITS - These permits are issued by Parking Services to vehicles requiring temporary parking on the grass to include construction equipment if it is located outside the fenced capital project area.

- a. Parking Services shall decide who can obtain a Turf Permit.
- b. This permit does not allow parking on sidewalks and plazas. As a courtesy, do not park under trees.
- c. Refer to University Policy 5000: Facilities Usage and Events (section 2.7.4) for more information at policies.vt.edu/assets/5000.pdf.
- d. There will be a \$50 charge per permit for all non-state vehicles.
- e. Turf Permits will become invalid if it is determined by Parking Services that turf conditions, due to weather or other circumstances are not suitable. The user of the permit will be liable for the cost of repairing damage done to the turf.

O. VISITOR PERMITS -

- a. Parking Services is required, by state statute, to operate as a 100 percent self-supported auxiliary of the university. In order to meet our financial obligations and maintain parking on campus, Parking Services charges all those that use its services, including visitors.

- b. Parking on the Virginia Tech campuses between the hours of 7 a.m. and 10 p.m., Monday through Friday, requires either the display of a valid university permit or payment of a fee. Some areas of campus are regulated 24 hours a day and signage is posted in these areas.
 - c. Parking on campus without a valid permit, payment at a metered space, or payment through ParkMobile will result in the issuance of a citation.
- P. LONG-TERM VISITOR PERMITS - This permit is available for long-term visitors who visit the campus frequently.
 - a. This permit can be purchased by the month, quarter, semester, or year.
 - b. Those needing this type of permit can apply by filling out a request form available at Parking Services. If approved, the cost of the permit must be paid prior to issuance.
 - c. Students and faculty/staff are not eligible for long-term visitor permits.
 - d. These permits are only valid when used by visitors (non-student or non-faculty/staff).
 - e. Any contractor or person doing business with the university is not eligible for this permit.
 - f. If the holder of the permit becomes a Virginia Tech employee or student, then the permit must be returned to Parking Services at the time of the status change.
- Q. VENDOR, BUSINESS, AND CONTRACTOR (VBC) PERMITS
 - a. All contractor and vendor vehicles must display a university parking permit.
 - b. The VBC permit allows vehicles to use loading docks and service vehicle parking spaces as the primary places for parking while working on their project.
 - c. The Long-Term VBC permit allows vehicles to use F/S spaces and service vehicle parking as their primary places for deliveries and while performing their service.
 - d. Loading Docks may be used to load and unload but should not exceed 30 minutes.
 - e. VBC vehicles that need temporary access to land-locked buildings can drive on designated sidewalks and park in designated VBC pull-off areas.
 - f. While designated sidewalks may be used to access land-locked buildings, there is not parking on any roadway, sidewalk, or turf.
 - g. 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.
 - h. VBC permits are offered in a 12, 6, or 3-month options from date of purchase and are not tied to the Academic Year schedule.
 - i. Parking Services operates a Remote Parking Lot for vendors and contractors. This permit allows vendors and contractors to park in the Chicken Hill Lot at a significantly reduced rate.
- R. EDWARD VIA VIRGINIA COLLEGE OF OSTEOPATHIC MEDICINE (VCOM) PERMITS
 - a. Faculty and staff with a joint appointment between Virginia Tech and VCOM will need to purchase a F/S parking permit when parking on campus.
 - b. Individuals who are only employed by VCOM may purchase a Visitor permit.
 - c. All students of VCOM must purchase a Graduate permit when parking on the Virginia Tech campus.

4. PERMIT STYLES

- A. HANGTAGS- 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.
- B. BUMPER STICKERS- These permits are available for motorcycle/moped. These permits can be purchased for a full year, or a semester. These permits are sold to faculty, staff, and students who drive a Motorcycle/Moped to campus.

5. PURCHASING A PERMIT

Virginia Tech has a user-based parking system. Anyone who uses the parking facilities pays to do so to include visitors to campus.

- A. Permits purchased in the Parking Service office can be paid for using cash, checks made payable to “Treasurer, Virginia Tech,” Visa, Master Card, American Express, Discover, Student Account, and Hokie Passport.
- B. Permits purchased online can be paid using American Express, Discover, Mastercard and VISA.
- C. Full-time employees and graduate assistants may also pay for permits through payroll deduction during the payroll deduction enrollment period.
- D. Parking Services will assess a \$50 fee for all returned checks, e-checks, direct debits, and any valid charge disputed to your bank. If the payment for a parking permit is returned or disputed, then the parking permit will be considered invalid.
- E. Those affiliated with the university must either purchase online using their PID/Password or in person with their Hokie Passport and a DMV issued vehicle registration.
- F. You can only purchase one permit at a time. However, a Motorcycle/Moped permit can be added to an existing permit since only one vehicle will be on campus at a time. The only exception is Resident students which would need to have a permit for both vehicles residing on campus.
- G. Employees with 30 years of service become eligible for a free F/S permit in their anniversary month.
- H. ParkMobile can be used in any parking meter, campus parking space, or lot that has standard F/S, C/G, R, or V parking. ParkMobile is not authorized in 24-hour restricted lots or spaces designated for specific groups such as Service and Carpool.
 - a. If using ParkMobile a university member must park in the classification that matches their university status (i.e., Resident Student without a Parking permit parks in R and pays ParkMobile).
 - b. No refunds will be issued for any unused time.
 - c. Parking Services is not responsible for user error and data entered incorrectly.

PERMIT PRICES: July 2023 – June 2024

Permit Prices: July 2023 – June 2024

Permit Type	Faculty/ Staff	Wage	R Student	C/G Student	C/G Perry St
Year Permit	\$420	\$420	\$525	\$375	\$495
Semester	\$252	\$252	\$315	\$225	N/A
Summer	\$141	\$141	\$184	\$131	N/A
Summer Bumper	\$141	\$141	\$79	\$49	N/A
Monthly	\$38	\$38	N/A	N/A	N/A
Year Remote	\$36	\$36	N/A	\$36	N/A
Carpool - Year	\$281	\$281	N/A	\$251	N/A
Carpool - Semester	\$176	\$176	N/A	\$158	N/A
BBW Year (32 Permits)	\$96	\$96	N/A	\$96	N/A
BBW Semester (16 Permits)	\$48	\$48	N/A	\$48	N/A
Daily Permit	\$8	\$8	\$8	\$8	\$10
Replacement	\$20	\$20	\$20	\$20	\$20

Motorcycle Year	\$210	\$210	\$525	\$188	N/A
Motorcycle Semester	\$126	\$126	\$315	\$113	N/A
Motorcycle with Hangtag	\$25	\$25	\$184 summer \$525 annual \$315 semester	\$25	\$25
F/S Quarterly	\$143	\$143	N/A	N/A	N/A
Turf	\$50	N/A	N/A	N/A	N/A

F/S Payroll	Deductions Cost	Number of Deductions	Deductions Amount
AA Annual	\$840	15	\$56
Year Hangtag	\$420	15	\$28
Spring Semester Hangtag	\$252	5	\$50.40
AA Spring Semester Hangtag	\$504	5	\$100.80
Motorcycle Bumper	\$210	15	\$14
Year Carpool	\$281	15	\$18.73
Remote	\$36	8	\$4.50

6. DISPLAY OF PERMITS

The registration procedure is not complete until the permit is properly displayed on the vehicle. Hang tag permits for vehicles must be displayed clearly from the rear-view mirror facing the windshield. Motorcycle/moped permits are to be displayed on the front fork of the motorcycle/moped.

7. REPLACEMENT OF PERMITS

- A. If a permit is stolen, lost, or removed, the registrant is responsible for replacing the permit. Replacement permits may be obtained from Parking Services at a cost of \$20. Reminder: please lock your vehicle.
- B. If the original permit is found, then it must be returned to Parking Services. Failure to do so could result in an unauthorized use fine. Parking citations will be written each time the permit is displayed in a vehicle on campus.

8. MISUSE OF A PERMITS

A permit may only be used by the original purchaser and only in the vehicle(s) registered to the permit. Unauthorized use of a permit may result in university sanctions, monetary penalty, loss of parking privileges and/or legal action. Sharing permits (except as authorized with a Carpool permit) and other unauthorized uses may result in an unauthorized use fine.

9. EXPIRATION OF PERMITS

All student and faculty/staff permit, regardless of the issue date, will expire annually on the date printed on the permit.

10. PERMIT REFUNDS

- A. Parking Services provides refunds for permits based on the established refund schedule (see below).
- B. All refunds will incur a \$10 administrative fee and will be processed based on the procedures required by the Bursar’s Office for returning cash, check, credit card, or student account payments.
- C. In order to request a refund, the permit holder must fill out a refund request form (found on the Parking Services website) and return their valid permit to Parking Services in person, by mail, or in the Parking Services drop box. The refund will be processed as of the date Parking Services receives the returned permit.
- D. Daily, monthly, quarterly, and summer permits do not have a refund value.
- E. If payroll deduction is selected as the payment method for a parking permit and 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 fill out a refund request form and return the permit to Parking Services (not your department). Refunds will only be processed for permits that have been received by Parking Services.
- F. There will be no refund or free replacement for lost or stolen permits.

Refund Schedule – Return Permit Remaining Value	Annual	Fall	Spring
August 10 – August 24	100%	-	-
August 25 – September 9	93%	83%	-
September 10 – September 24	86%	66%	-
September 25 – October 9	79%	49%	-
October 10 – October 24	72%	32%	-
October 25 – November 9	65%	15%	-
November 10 – November 24	58%	7%	-
November 25 – December 9	51%	0%	-
December 10 – December 24	44%	-	-
December 25 – January 9	37%	-	83%
January 10 – January 24	30%	-	66%
January 25 – February 9	23%	-	49%
February 10 – February 24	16%	-	32%
February 25 – March 9	10%	-	15%
March 10 – March 24	4%	-	7%
March 25 – April 9	0%	-	0%

PARKING ENFORCEMENT, VIOLATIONS, CITATIONS, AND FINES

1. ENFORCEMENT

- A. Parking regulations are applicable at all times.

- B. The display of a permit or payment of a fee is required from 7 a.m. to 10 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.
- C. Any student displaying a valid permit, excluding remote permits, will be permitted to park in any Lot or space not designated 24 Hours or ADA between 5:00 p.m. and 10 p.m.
- D. Only designated Parking Services and Virginia Tech Police Department employees have the authority to enforce the parking rules.
- E. Any vehicle parked on university property that fails to register and display a parking permit fails to use ParkMobile, fails to pay a meter, or fails to abide by signage is subject to a parking citation.
 - a. Permit holders are allowed 3 failure to display warnings per academic year, provided that they are parked in the appropriate lot per their classification
- F. Any individual who accumulates 10 or more 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.
- G. Inability to locate a vacant space in as assigned area does not constitute justification to park illegally.
- H. Any unauthorized vehicle that has disregarded barricades, traffic cones, or signage or parked in an area reserved for construction or special events is subject to a parking citation and may be towed at the owner's expense.
- I. Parking Services reserves the right to revoke parking privileges or confiscate the parking permit, and there will be no refund to the owner of that permit. Confiscation may occur for stolen, duplicated or otherwise illegal permits. In addition, the vehicle may be towed from campus at the owner's expense. The holder of a revoked or confiscated permit has the ability to follow the appeals process established herein for parking violations.
- J. 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. Vehicles remaining parked in violation of this manual are subject to towing at owner's expense.

2. LICENSE PLATE RECOGNITION (LPR)

- A. License plate recognition technology captures and reads a vehicle license plate to confirm that the vehicle is registered and has permission to park on campus. Vehicle license plates must be unobstructed, affixed to the bumper, and displayed in view from the driving aisle of a parking space.
- B. Parking Services is using a LPR software for parking enforcement and data on parking space utilization. With LPR, Parking Services trained staff can enforce vehicles more efficiently. The cameras are installed on the front corners of the vehicle roof to scan the license plates of parked vehicles. Once a plate is scanned and read by the software, the information is sent to the secured parking database for validation. This happens instantaneously, allowing the enforcement officers to cover the campus more efficiently.
- C. License Plate Recognition Program Privacy information can be viewed on the Parking Services website.

3. VIOLATIONS DEFINED

- A. 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, and Park Mobile. Parking permits (including visitor permits) never allow free parking at meters. Meters are enforced from 7 a.m. to 10 p.m., seven days a week. Vehicles parking at meters should relocate to another location once the allowable meter time has expired. Vehicles remaining parked at an expired meter

can be ticketed more than once. Please notify Parking Services before moving a vehicle from a defective meter so that the meter may be checked immediately.

B. PARKING IN AN UNAUTHORIZED AREA –

- a. Resident, Commuter, and Graduate permit parking is prohibited in F/S parking areas (except where signs designate otherwise) from 7 a.m. to 5 p.m., Monday through Friday. Student parking is prohibited in all 24-Hour lots and spaces at all times. At other times spaces may also be prohibited as announced and/or posted in all parking areas.
- b. Overnight parking (2 to 6 a.m.) on campus is prohibited except for Residents displaying a resident parking or F/S permit holders on university business. For non-residents to park overnight, they need to make prior arrangements with Parking Services (open 7 a.m. to 5 p.m., Monday through Friday) or the Virginia Tech Police Department all other times. Employees and students cannot use campus parking as residence and/or non- university business parking.
- c. Only vehicles displaying a F/S permit can park in a lot or space signed F/S 24 Hour.
- d. The Drillfield is reserved for faculty/staff displaying a valid parking permit, 7 a.m. to 5 p.m., seven days a week. Any student displaying a valid permit, excluding remote permits, will be permitted to park on the Drillfield after 5 p.m.
- e. Parking in designated service vehicle spaces (between white-painted control lines) is allowed after hours (10 p.m. to 7 a.m.) and on weekends, unless otherwise noted by a sign.
- f. 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, Virginia Tech Transportation Services, Johnston, Cowgill, Miles, Pritchard, Litton Reaves, behind Jamerson, and Saunders.
- g. Regular service spaces are available for use after normal business hours (between 10 p.m. and 7 a.m., seven days a week unless signed otherwise).
- h. Vehicles not registered with Parking Services prior to parking on campus will receive an “Unauthorized Area” citation.

C. 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.

D. 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.

E. OVERTIME PARKING - Timed parking areas 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.

F. PARKING IN ADA SPACES OR ZONES - 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.

- G. 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.
- H. 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 Parking Services. Permits are to be used only by the original purchaser and only on the vehicle(s) registered with Parking Services. Vehicles displaying lost, stolen, or fraudulent Virginia Tech parking permits will be ticketed, immobilized, and/or towed immediately. Virginia Tech Police Department 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 fine and may carry a judicial referral and/or criminal charge. Parking Services reserves the right to restrict the sale of permits for previous misuse of a permit.
- I. 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 above.

4. CITATION FINES

Violation	Rate
PARKED AT AN AIR INTAKE	\$75.00
BOOT DAMAGE FEE	\$325.00
BOOT FEE	\$40.00
BICYCLE	\$35.00
PARKED IN A BUS LANE	\$80.00
PARKED IN A FIRE LANE	\$80.00
PARKED IN HASHMARKS	\$45.00
PARKED IN AN ADA ZONE	\$250.00
PARKED IN A LOADING DOCK	\$75.00
EXPIRED METER	\$40.00
MOPED IMPOUND	\$100.00
NEG INVOICED EXIT	\$8.00
NO PARKING ZONE	\$45.00
NO OVERNIGHT PARKING	\$45.00
OVERTIME PARKING	\$45.00
PARKED IN A ROADWAY	\$45.00
PARKED IN A SERVICE DRIVE	\$45.00
PARKED IN A SERVICE VEHICLE SPACE	\$45.00
RESERVED SPACE	\$75.00
TOW RELOCATION	\$125.00
PARKED ON THE TURF	\$80.00

UNAUTHORIZED AREA	\$45.00
UNAUTHORIZED EVENT PUBLIC	\$45.00
UNAUTHORIZED EVENT RV	\$200.00
UNAUTHORIZED USE	\$200.00

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

- A. 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.
- B. The person who purchased the university permit displayed on the vehicle.
- C. Child, spouse, or ward of the registered owner enrolled in or employed at Virginia Tech.
- D. Anytime a permit is revoked or confiscated a replacement permit will have to be purchased if approved. The holder of a revoked or confiscated permit has the ability to follow the appeals process established herein for parking violations.

5. VEHICLE BOOTING

- A. In an effort to discourage habitual offenders of the parking regulations at Virginia Tech, Parking Services 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.
 - a. 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.
 - b. The fourth citation will contain a warning notice that in the event of the issuance of a fifth citation, the vehicle will be booted.
 - c. 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.
- B. 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.
- C. In order to have the boot removed, the customer will need to pay a boot removal fee at Parking Services, as well as any unpaid citations. Unpaid citations can be paid online but ALL boot fees must be paid in person at Parking Services. Prior to the release of the boot, proper customer identification and affiliation must be made, and the system updated to reflect identified ownership.
- D. Upon payment of the boot removal fee, as well as any unpaid citations, the customer will need to notify Parking Services 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.
- E. 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. Parking Services may have the vehicle towed and impounded and the registered driver will be responsible for all fees incurred (including boot removal fee).

6. 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:

- A. When a vehicle is illegally parked in an ADA area, ADA access, or fire lane (such towing is required by state law). When a vehicle is illegally parked, restricting traffic, or creating a traffic hazard (i.e., roadways, curbs, bus lanes).
- B. When \$200 or more unpaid citations and late fees have accumulated, or when one or more citations are 120 or more days past due.
- C. When vehicles are parked on designated emergency snow routes and parking lots.
- D. When vehicles are parked in violation of an athletic event restriction.
- E. If the owner, when notified by Parking Services or the Virginia Tech Police Department to move a vehicle, does not accomplish this move within the specified time.
- F. When a vehicle is parked illegally at a loading dock, air intake area, or bus lane.
- G. 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.
- H. 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, farm use tags do not qualify as a state license plate). 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 Parking Services.
- I. When a vehicle is parked illegally in a Faculty Principal space.
- J. When a vehicle or account holder receives more than 10 citations in an academic year. 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 Parking Services, the vehicle will be held by the towing service until such fees are paid.
- K. 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.
- L. Parking Services and the Virginia Tech Police Department are not responsible for damage resulting from towing or immobilization of vehicles.

7. VEHICLE RECOVERY FOR BOOT AND TOW

- A. If a vehicle is towed or immobilized, the owner or person responsible must report to Parking Services or the Virginia Tech Police Department to make arrangements to recover the vehicle.
- B. 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.

8. PAYING PARKING FINES

- A. 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.
- B. Parking fines not received at Parking Services within 10 calendar days from the date of citation issuance shall result in an additional late fee.
- C. All student accounts with citations 10 days past due will receive a hold on their account regardless of the amount. Accounts must be paid in full for the hold to be removed. In addition to holds on accounts, grade transcripts may be withheld until the account is paid in full.

- D. 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. Employees must consent to payroll deductions.
- E. Parking fines can be paid online at virginiatech.t2hosted.com or in person at Parking Services, located at 505 Beamer Way.
- F. Payments can be made by dropping the citation and payment in the locked box outside Parking Services. Payment must be received by the tenth day of citation issuance to avoid a late fee.
- G. Payments can be sent by U.S. Mail. The payment envelope must be postmarked no later than seven calendar days from the date of citation issuance to avoid a late fee.
- H. 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.
- I. Outstanding fines may also be given to a collection agency. Accounts sent to collections will be assessed an additional collection cost.

9. APPEALS PROCEDURE FOR PARKING CITATIONS

Individuals receiving a citation may appeal. The following steps should be taken:

- A. The appeal must be made online at virginiatech.t2hosted.com or in writing on an [official appeal](#) form available at Parking Services or online (Parking Services website, under forms). This is necessary to ensure Parking Services has all the necessary information to process the appeal and satisfy audit procedures.
- B. You may appeal any citation, however, justifications such as those listed below are less likely to be accepted:
 - a. You were unfamiliar with university parking rules and regulations.
 - b. You observed others parked there and assumed it was ok to do the same.
 - c. You have parked there before and did not receive a citation.
 - d. You were conducting "VT business"
 - e. You only parked in a space for a short period of time.
 - f. You didn't see the sign.
 - g. You left the car running and therefore didn't "park"
- C. The Appeals Hearing Officer for the university will review all written appeals involving non-moving traffic violations.
- D. 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 or appeals committee.
- E. 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.
- F. 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 must be appealed within 10 calendar days of the citation issues, but the appeal will likely be heard during the following semester.
- G. If the citation was appealed but you are not satisfied with the decision, a citation may be appealed a second time. However, the appellant must pay the citation in full prior to requesting a second appeal review.
- H. The appellant has 10 calendar days to schedule a second appeal, starting with the date on the first appeal notification letter.
- I. The second appeals are heard by the Appeals Hearing Committee which is composed of faculty, staff and students and operates independent of Parking Services. Employees of Parking Services do not serve on the Appeals Hearing Committee.

- J. If after review, the ticket is overturned, a refund will be mailed to the appellant. If a check is returned for insufficient funds, or the charge is disputed with the appellant's bank, the appeal will be considered null and void and a \$50 fee will be assessed.
- K. The appellant may appear before the Appeals Hearing Committee via ZOOM or have a written statement (usually the first appeal) read by the committee during the appeals hearing meeting.
- L. The decision of the Appeals Hearing Committee is final.

SPECIAL FACILITY PARKING

1. NORTH END CENTER GARAGE

- A. A valid F/S or NEG parking permit, a validation from one of the retail tenants or Virginia Tech departments (Virginia Tech non-affiliates only), or payment of the daily fee is required to park in the North End Center Garage.
- B. Visitors must display a pull ticket and park on Levels 1 and 2.
- C. F/S must display a university permit or pull a ticket and park on levels 2-6.
- D. Students must display a valid pull ticket and park on Level 7; the daily rate must be paid even with a valid Student permit.
- E. There is NO overnight parking in the North End Center Garage.
- F. No tailgating for athletic events is allowed in garages.
- G. No maintenance on vehicles can be performed in garages.
- H. No skateboards, rollerblading, or bicycling is allowed in garages.

2. PERRY STREET GARAGE

- A. See Perry Street Garage permit in the Permits Section; it is available to students living off-campus and will allow parking in the Commuter and Graduate sections of the Perry Street Garage.
- B. In addition, daily parking will be available to all commuter & graduate students for a daily rate Daily permits can be purchased through ParkMobile or visit virginiatech.t2hosted.com.
- C. There is NO overnight parking in the Perry Street Garage
- D. No tailgating for athletic events is allowed in garages.
- E. No maintenance on vehicles can be performed in garages.
- F. No skateboards, rollerblading, or bicycling is allowed in garages.

2. OAK LANE COMMUNITY AND GRADUATE HOUSING

- A. Undergraduate residents of the Oak Lane Community (Special Purpose Housing) qualify for a Commuter permit.
- B. Graduate student resident of the Oak Lane Community (Special Purpose Housing) qualifies for a Graduate permit.
- C. Residents of the Oak Lane Community (OLC) are only allowed to park overnight in the Oak Lane area.
- D. When parking from 7 a.m. to 10 p.m., residents of the Oak Lane Community must display a Virginia Tech parking permit issued by Parking Services.
- E. Visitors to the Oak Lane Community should park in the Overflow Lot adjacent to the Duck Pond on Oak Lane.
- F. The F/S spaces at Oak Lane are enforced 24 hours a day, seven days a week.

3. GOLF COURSE, TENNIS PAVILION, REC FIELD, AND FIELD HOUSE

- A. 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.
- B. Before playing tennis, players must register at the Tennis Pavilion. A Virginia Tech parking permit (to include the Tennis Center Permit) is required to park in the area adjacent to the pavilion.
- C. 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.
- D. 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 (to include the Tennis Center Permit) or payment through Park Mobile is required to park in this lot.

4. INN AT VIRGINIA TECH

- A. 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.
- B. Virginia Tech employees must park in their respective area(s) and display a current university parking permit.
- C. Any guest of the Inn who would wish to park on the Virginia Tech campus away from the Inn will need to obtain a visitor parking permit online at parking.vt.edu, pay via ParkMobile, or in person at Parking Services. The visitor permit allows parking in F/S and student areas that are not restricted by signs while on campus and is only valid when used by a visitor to the university.
- D. Students are not allowed to park at the Inn at Virginia Tech.

EVENT PARKING

1. SPECIAL-EVENT/SPECIAL GROUP PARKING

- A. Four weeks prior to the event, coordinators for large special events that anticipate 50 or more participants need to contact Parking Services at 540-231-3200 for parking coordination.
- B. Parking Services will identify the most appropriate parking location for event participants, coordinate placement of appropriate lot signs, and assist in assignment and training of lot attendant, as well as coordinate the leasing of spaces if needed.
- C. Parking in restricted parking lots is prohibited during any special event when prior notice is given by the posting of signs. Failure to comply with these restrictions will result in the vehicle being ticketed and/or towed at the owner's expense.

2. RESIDENCE HALL MOVE-IN/MOVE-OUT

- A. Special parking arrangements are in effect for these periods.
- B. Signage will be placed at the entrance of the lot with the maximum time allowed for move-in/move-out.
- C. Unless otherwise directed, there will be no parking on the grass or on sidewalks.
- D. Faculty/staff parking areas affected by move-in and move-out are Washington Street, Kent Street, 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), 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.

3. FOOTBALL PARKING

- A. Parking in specific lots on campus is prohibited during football season. Please refer to the Parking Services website for current information regarding football parking. <https://parking.vt.edu/parking/sep/basketball-parking.html>. Failure to observe these regulations can result in towing.
- B. Any car in gameday lots without a parking permit for that home game will be towed at the owner's expense.
- C. Football Parking Pass:
 - a. Please display your pass on your dashboard or rearview mirror. Any car in a gameday lot without a football gameday parking pass for the specific lot and specific game will be towed.
 - b. If you arrive in the lot and your reserved space is not open, please contact the lot attendant. They will be able to assist you.
- D. There will be a per game charge to park in designated public lots located on the Virginia Tech campus via ParkMobile. 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 hokiesports.com.

For information about Recreational Vehicle Parking, see Recreational Vehicle (RV) Parking section.

4. BASKETBALL PARKING

- A. Parking in specific lots on campus is prohibited during basketball seasons. Please refer to the Parking Services website for current information regarding basketball parking. <https://parking.vt.edu/parking/sep/basketball-parking.html>. Failure to observe these regulations can result in towing.
- B. Basketball Parking Pass:
 - a. Please display your pass on your dashboard or rearview mirror. Any car in a gameday lot without a basketball gameday parking pass for the specific lot and specific game will be towed.
- C. There will be a per game charge to park in designated public lots located on the Virginia Tech campus via ParkMobile. 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 hokiesports.com.

5. RECREATIONAL VEHICLE (RV) PARKING

- A. General RV Parking – non-football game days
 - a. Overnight camping or RV Parking on campus is allowed with pre-approval and purchase of a permit from Parking Services.
 - b. Reserved RV parking (non-gamedays) will be in the Student Remote Lot, located off campus at the intersection of Innovation and Smoot Drive between the VT Corporate Research Center (CRC) and the Airport Expansion.
- B. RV Parking - Football
 - a. Saturday Games
 - i. RV parking is available on a first come, first serve basis with lots opening at noon on game day Fridays. No RVs will be allowed to park prior to noon on Friday. Vehicles must leave by Sunday afternoon.
 - b. Weekday Games
 - i. RV parking is available on a first come, first serve basis with lots opening at noon on game day. No RVs will be allowed to park prior to noon on game day. Vehicles must leave by 7 a.m. the day after the game.
 - c. Pre-Sale RV Parking

- i. You can purchase a Remote Lot RV parking pass online at the Parking Services website.
- C. For more information on RV Parking visit <https://parking.vt.edu/parking/recreational-vehicles.html>

SUSTAINABLE TRANSPORTATION

1. BICYCLES & PERSONAL TRANSPORTATION DEVICES (ROLLER SKATES & ELECTRIC PERSONAL ASSISTED MOBILITY SERVICES)

- A. All bicycles on the Blacksburg campus must be registered with Parking Services and have a valid bicycle permit. Registration can be completed [online](#) at the Parking Services website. Registration is free.
- B. Permit must be placed on the bicycle frame near handlebars facing upward so the permit numbers are visible.
- C. Registration is designed to prevent theft and assist with the recovery of stolen bicycles.
- D. Failure to register a bicycle can result in fines or impoundment of the bicycle.
- E. Cyclists parking a non-registered bicycle on campus will be subject to a fine and impoundment or immobilization of the bicycle.
- F. All unregistered bicycles & abandoned bicycles may be impounded or immobilized at the end of each academic year without prior notice.
- G. Impounded or immobilized bicycles may be retrieved after paying the \$30 fine and the owner presents proof of ownership to Parking Services.
- H. Bicycles may be stored in an enclosed facility on the Blacksburg campus over the summer by purchasing a \$20 bike storage permit online at parking.vt.edu. Bicycles must be registered prior to purchasing the storage permit.
- I. Abandoned bicycles and personal transportation devices (e.g., mopeds, scooters, etc. that are left on university grounds more than five days following spring commencement will be considered abandoned.)
 - a. Notices will be posted on the bike racks to clear them of unused and abandoned transportation devices.
 - b. During the time that transportation devices are being cleared from racks, everyday bicycle commuters may park in the racks that have not been signed for removal.
 - c. These transportation devices will be impounded and disposed of in accordance with university policy.
- J. Refer to Virginia Tech Bicycle and Personal Transportation Devices Policy 5005 for more information. <https://www.policies.vt.edu/5005.pdf>
- K. Virginia Bicycling laws https://www.virginiadot.org/programs/bikeped/laws_and_safety_tips.asp

2. MOPEDS, MOTOR SCOOTERS, AND POWER ASSISTED BICYCLES

- A. All mopeds, motor scooters, and power assisted bicycles on the Blacksburg campus must be registered with Transportation Services and the appropriate permit must be displayed.
- B. 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.
- C. If a motor scooter/moped rack is not available, the motor scooter or moped can be parked in regular Motorcycle/Moped or car space. If parked in a Motorcycle/Moped or car parking space, permit affiliation must match the signed spaces (i.e. F/S, C/G, R).
- D. Other types of vehicles are not allowed in areas that are designated for motorcycle/mopeds.

- E. At no time may mopeds, motor scooters, motorcycles, etc. park on sidewalks, roads, grass, fire lanes, bike racks, stairways, breezeways, inside buildings, etc.
- F. Refer to Virginia Tech Bicycle and Personal Transportation Devices Policy 5005 for more information on Mopeds & Scooters. <https://www.policies.vt.edu/5005.pdf>

3. ELECTRIC VEHICLE CHARGING

- A. Three electric vehicle charging stations are available for use in the Squires Lot (the lot is located at the corner of College Avenue and Otey Streets in Blacksburg).
- B. The spaces are available to vehicles that are actively charging with the use of any university permit or payment through ParkMobile.
- C. One of the charging station spaces is an accessible space and should only be used for vehicles displaying a valid ADA placard or license plate, with a Virginia Tech permit or ParkMobile payment.
- D. Fees cover operational and administrative costs. To allow access to as many users as possible, an additional fee will be assessed to fully charged vehicles that have not been relocated within 15 minutes.
- E. The charging fee is: \$1 flat-fee plus \$0.15/kWh.
- F. When charging is completed, a \$2/hr. fee is assessed until the vehicle is moved. There's a 15-minute grace period before the fee starts.
- G. The level-two stations can deliver approximately 10-20 miles of range per hour of charging.

PARKING AT THE NORTHERN VIRGINIA CENTER (7054 Haycock Road)

Faculty, staff, and students working at the Northern Virginia Center (NVC) in Northern Virginia are also required to register their vehicles by purchasing a Virginia Tech parking permit. Registration forms are available through the NVC coordinator. All rules and regulations in this document apply to all Virginia Tech campuses.

- A. The lower lot at the NVC will only accept daily parking payments via ParkMobile. The parking zone number is 85602 and the zone number is posted on signs throughout the lower lot.
 - a. The Virginia Tech permit hangtag (F/S or C/G, annual or semester) is still accepted and should be properly displayed at all times. Permit holders do not have to pay with ParkMobile.
 - b. Proximity cards issued by NVC Facilities are no longer required.
 - c. Vehicles which neither display a permit nor pay through ParkMobile may be issued a citation.
- B. See <https://www.nvc.vt.edu/aboutnvc/parking-nvc.html> for additional information.

PARKING ASSISTANCE

1. MOTORIST ASSIST PROGRAM (MAP)

- A. Parking enforcement officers are available to assist motorists with jump starting vehicles.
- B. They can also assist motorists who have been locked out of their vehicles.
- C. The MAP service is available Monday through Friday, 7 a.m. to 5 p.m. by calling 540-231-3200, and 5 to 9 p.m. by calling the Virginia Tech Police Department at 540-231-6411.
- D. These services can only be provided on the Blacksburg Campus and in areas where a university parking permit is required in the Blacksburg area.

2. DISABLED MOTOR VEHICLE

- A. Parking Services and the Virginia Tech Police Department should be notified immediately if an automobile is disabled.
- B. Emergency flashers or signs on the windshield indicating the vehicle is disabled are not sufficient.

- C. 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.
- D. If the disabled vehicle is parked in a legal parking space, it is to be removed within 24 hours.
- E. Parking enforcement officers are available to assist motorists. See MAP.
- F. Parking lots are not designed or intended for automobile repairs. If repairs become necessary, permission must be secured from Parking Services or the Virginia Tech Police Department. Permission will be granted only for minor repairs, and never for more than 24 hours.

3. SAFE RIDE

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

4. USING A RENTAL VEHICLE ON CAMPUS

- A. Vehicle operators will be held accountable for citations issued to rental vehicles.
- B. All permit holders are responsible for contacting Parking Services if you will be using a rental vehicle.
- C. A note will be added to the permit holders account with the vehicle license plate number, vehicle make, model, color and how long the rental vehicle will be needed.
- D. Existing permits can be used if the permit holder contacted Parking Services and a note was placed on the account. If you do not have your parking permit, you must purchase a daily parking permit.

4. EMERGENCY SNOW ROUTES

As necessary, Virginia Tech will declare Snow Emergency Routes are in effect. Please adhere to media broadcasts as well as posted signs.

- A. 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.
- B. By the effective start time of the Snow Emergency Route declared by the University, all resident students must have their cars parked in the resident lots (Duck Pond Road Resident Lot and Stadium Resident Lot).
- C. 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.
- D. The snow routes include all parking areas on the west side of the Drillfield, Washington Street, Kent Street, and Beamer Way.
- E. 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.

5. LOADING/UNLOADING

- A. Long-term parking is prohibited at loading docks, and other areas commonly used for loading.
- B. Under no circumstances should a vehicle be parked in a fire lane, accessible space, or access aisle for the purposes of loading or unloading.
- C. Thirty minutes is the maximum time allowed for loading and unloading.
- D. A current Virginia Tech parking permit and prior authorization is required to use this service. Authorization, recorded on the Parking Services green log sheet, can be obtained by calling Parking Services from 7 a.m. to 5 p.m., Monday through Friday, or the Virginia Tech Police Department at any time during the day or night.
- E. Parking Services does not green log in Owens, Dietrick, Hahn Hurst Basketball Lot, the Basketball Extension Lots, Pamplin, or any lot/space signed F/S 24 Hours. We are unable to green log 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.

- F. Vehicles in violation of this policy will be ticketed and/or towed at the owner's expense. The policy is enforced 24 hours a day, 7 days a week.
- G. Resident permit holders may call to green log in a regular faculty and staff spaces to load or unload for up to 30 minutes except for any lot of space signed F/S Hours.
- H. For those who need to load/unload on a regular basis, see the Temporary Departmental Loading Permit in the Permits section.

6. CONTACT PARKING SERVICES

Questions regarding these rules and regulations should be directed to Parking Services at 540-231-3200 or stop by the office at [505 Beamer Way](#), Monday through Friday, 7 a.m. to 5 p.m.