

# Virginia Tech Parking Rules and Regulations

## Annual Year 2024-2025

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# 1. 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 spaces within the limits available, and to reduce congestion on Virginia Tech campuses.

## 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 campus. Parking Services has the responsibility and authority to enforce parking rules and regulations. In addition, 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, 2024, 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 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 these rules and regulations, for those affiliated with the university, 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. For those not affiliated with the university but working on campus, such as a contractor providing service or a member of a construction crew, they must also purchase the permit type that corresponds to their status if they wish to park on campus. They also 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](http://parking.vt.edu), or when lots are signed.

# 2. DEFINITIONS AND GENERAL INFORMATION

In the interest of fairness and legality, these rules and regulations apply equally to university employees, students, non-affiliated workers, 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](http://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 a 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 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. A valid F/S permit must be purchased and displayed by these faculty members.
- H. **GREEN LOG:** Authorization for 30-minute loading or unloading, 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. 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. A current Virginia Tech parking permit and prior authorization is required to use this service.
- I. **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.
- J. **NON-AFFILIATED WORKER:** Not a university employee, but works on campus. These are not Visitors and not eligible for Visitor parking.
- K. **OPERATOR:** The word 'operator' as used in this regulation means any individual who operates a vehicle or is in physical control of that vehicle.
- L. **OVERTIME PARKING:** Parking longer than posted limits, can be enforced in all timed areas (food pickup spaces, etc.).
- M. **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.
- N. **PARKING AREA/LOT:** Any place set aside and marked for parking of vehicles, either permanently or temporarily.

- O. **PARKING SPACE:** A clearly marked and labeled spot used for permanent or temporary parking. A parking space, parking place or parking spot is a location that is designated for parking. It can be in a parking garage, in a parking lot or on a street. The space may be delineated by road surface markings and/or signage.
- P. **PARKING ENFORCEMENT OFFICER:** Any person appointed by the Parking Services Manager to enforce parking regulations and direct traffic.
- Q. **PARKING SERVICES:** The office responsible for the management and administration of parking facilities, resources, policies, rules & regulations, procedures, and enforcement.
- R. **PARKMOBILE:** A convenient, contactless electronic payment option for parking via the ParkMobile website or app. Users without access to Wi-Fi 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.
- S. **REGISTRANT:** The individual in whose name a vehicle is registered with the Parking Services Office.
- T. **STATE VEHICLE:** Any clearly marked vehicle displaying a state or government license plate.
- U. **SERVICE VEHICLE PARKING SPACE:** May be used by state vehicles and individuals with a Service Contractor Permit (SC) or an All Access (AA) permit. F/S permit holders may use a service space to park for 30 minutes to load/unload if they 'green log' with Parking Services.
- V. **SIDEWALK:** Any area designated for or marked by proper authorities for the exclusive use of pedestrians.
- W. **STOP:** Complete cessation of movement or operation of a vehicle.
- X. **STREET:** Any way or place designated or marked by proper authorities for vehicle, bicycle, and moped traffic.
- Y. **STUDENT:** Any individual enrolled or participating in academic activities at the university, other than university employees.
- Z. **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.
- AA. **UNIVERSITY:** Unless otherwise provided, Virginia Tech.
- BB. **UNIVERSITY EMPLOYEE:** Any individual employed by Virginia Tech.
- CC. **UNIVERSITY PROPERTY:** Any property owned, leased, or controlled by Virginia Polytechnic Institute and State University.
- DD. **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.
- EE. **VIRGINIA TECH:** means Virginia Polytechnic Institute and State University
- FF. **VISITOR:** Any person visiting the campus who is not affiliated with the university and is not working on campus in any capacity, to include non-affiliated workers.

## 2. PUBLICATION

Regulations governing parking on the Virginia Tech campuses are in effect at all times. 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, via email, and/or via 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.

The university has the ability to take additional disciplinary or administrative actions, in accordance with university policies, in addition to what is listed in these Rules and Regulations, in matters of fraud, waste, abuse, or noncompliance.

#### 4. MAPS

The Blacksburg campus parking map can be found on the Parking Services website at <https://parking.vt.edu/parking-guide-map.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 campuses, at any time.

### 3. 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 (state/government vehicles and Construction Contractor (CC) permits excluded). Vehicles parked on property that receive service from Parking Services are required to display a parking permit. 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 display 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. Customers can also email a copy of the vehicle registration to Parking Services at parking@vt.edu.

- 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 or in the Oak Lane Community, 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.
  - a. Commuter and graduate permit holders may also park in lots designated for Resident permits.
- C. FACULTY & STAFF (F/S) – For university salaried (full-time or part-time) and non-student wage employees (student wage employees are considered students and do not qualify).
  - a. The faculty/staff permit allows parking in any legal F/S, C/G or R parking spaces not restricted by signs such as service vehicle, reserved parking or timed areas.
- 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 issued by a state DMV and 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 still 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 may be 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 (BT Access), which has lift-equipped vehicles for on and off Blacksburg 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. Parking Services may request a copy of the Disabled Parking Placard Identification Card provided by the DMV for verification purposes only.
- 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 for the Blacksburg campus.
- b. The university recognizes through the AA permit that these senior administrators require frequent travel Blacksburg campus-wide for attendance at meetings, events, and site visits.
- c. In addition to F/S permit privileges, the AA permit also authorizes the user to park in a Service Vehicle Parking Space when no other spaces are available.
- d. 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 (<https://parking.vt.edu/permits/commuter-alternatives-program.html>) 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 (Blacksburg 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](https://parking.vt.edu/permits/commuter-alternatives-program) and follow the instructions listed.
  - i. Participants receive 16 discounted daily permits/semester and access to Emergency Ride Home Services, which 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/>
  - ii. Participants are not eligible to purchase any other permits, except for additional daily permits at the current daily published rate.
  - iii. 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 may come to the Parking Services Office together, complete their individual forms, show a VT ID, and provide proof



of separate vehicle ownership or coordinate with Parking Services to submit all required documents via email for verification.

- 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 (Blacksburg 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.
  - 3. Students cannot participate in F/S Carpool programs or park in F/S Carpool spaces.
- viii. Faculty and Staff Carpool Details
  - 1. Each carpool participant must have an on-campus (Blacksburg campus) office address.
  - 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.

c. REMOTE PARKING PERMITS

- i. This permit is ONLY valid in the designated Remote lot on the Blacksburg campus at all times. 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 Drive, at a significantly reduced rate. Users of this program can purchase daily permits to park in C/G spaces on the Blacksburg 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 to park in the Chicken Hill Lot at a significantly reduced rate. Users of this permit can purchase daily permits to park in F/S areas of the Blacksburg campus.
- iv. CONTRACTOR (CR) 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. Construction contractors working on the Blacksburg campus can ONLY purchase a CR permit and park in the Construction Remote Lot.

D. ANNUAL (FULL 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 and spring. Fall permits are available for purchase in August and expire December 31st. Spring permits are available for purchase in December and expire August 31st.

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

G. 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](http://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. Using the incorrect affiliation will result in an unauthorized use fine.
  - 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.
  - f. Daily permits are not valid in the North End Parking Garage.
- H. EVENING ONLY PERMIT - Permits are required to park on campus from 7am to 10 pm. This permit will allow visitors, faculty, staff, and students to park on the Blacksburg campus after 5 p.m.
- a. Can be purchased 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 Service spaces, or any lot or space signed 24 Hour.
  - d. This permit does not allow free parking at meters.
  - e. This permit is not valid from 7am-5pm.
- I. 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 will be offered using a lottery system 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](http://virginiatech.t2hosted.com).
- J. 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. This permit allows parking in the F/S lots/spaces (Not FS 24 Hour) and does not allow parking in handicap spaces, loading zones, service vehicle areas, metered spaces, sidewalks, grass, and any lot of space(s) signed 24 HR.
  - d. No overnight parking is allowed on campus.
  - e. Eligibility is determined by Human Resources at Virginia Tech.
- K. TEMPORARY PERMITS - This permit is available for faculty, staff, or students who need special parking arrangements. This permit includes the permit types of Pending Delivery, Departmental Loading, Temporary Medical Disability, and Special Use.
- a. There will be a replacement charge on temporary permits that are lost or stolen.
  - b. Temporary Permit Pending Delivery: Issued to (or printed by) all permit purchasers at time of purchase (on-line or in-person) to use for up to 30 days while waiting for delivery of official parking permit. If you do not receive your permit in the mail within 30 days, contact Parking Services.
  - 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 a state 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 in 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 a state 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.
- e. Temporary Special Use Permit: A limited number of student leaders holding specific positions are eligible to receive Special Use (SU) parking passes. Most are members of the Commission on Student Affairs, but a few others are included due to the special nature of their leadership positions, per university policy No. 5120.
  - i. Students who are eligible for a special use permit must first purchase a student parking permit from Virginia Tech Parking Services. To be considered eligible for a special use permit, the original permit must not be a discounted permit such as the remote or carpool permit. To receive the SU parking hang tag, students need to inform Parking Services that they are eligible. Parking Services will check the list received from the Vice President for Student Affairs to ensure eligibility.

L. 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. This permit will only allow parking in the Chicken Hill lot, Health & Safety lot, Lot 6a, and the Upper Parking Services Lot and may only be used when actively playing tennis at the Tennis Pavilion.
- 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.

M. 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 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](http://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.

N. 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, payment on Park Mobile, or online <https://virginiatech.t2hosted.com/Account/Portal>. 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.
- d. Faculty, Staff, Students, and non-affiliated workers such as contractors are not eligible for visitor parking permits.

O. 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, 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, faculty/staff and non-affiliated employees such as contractors are not eligible for long-term visitor permits.
- d. These permits are only valid when used by visitors.
- 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, or non-affiliated employee, then the permit must be returned to Parking Services at the time of the status change.

P. CONTRACTOR PERMITS

- a. All contractor and vendor vehicles must display a university parking permit.
- b. 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.
- c. Construction Contractor (CC) Permit: The VT Project Manager will coordinate with the contractor & Parking Services for the number of permits authorized to park on campus. Parking privileges will be centralized to the project/job site and will allow parking in lots/spaces designated as F/S and C/G. This permit does not allow parking in Service, metered, or timed spaces on campus. No parking will be permitted on any roadway, sidewalk or turf. Permits will be issued directly to the lead contractor for distribution. No overnight parking on campus is permitted.
- d. Service Contractor (SC) Permit: SC vehicles can use loading docks, F/S, and Service vehicle parking spaces as the primary places for deliveries. Parking at loading docks should not exceed 30 minutes at a time. SC 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 roadway, sidewalk or turf. No overnight parking on campus is permitted.

- e. Contractor Remote (CR) Permit: See section on Remote permits for details on this permit.

Q. 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.

R. 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 on the first day of employment.

S. RESCUE SQUAD PERMIT:

This permit can only park in designated spaces located in the Lower Stanger Parking Lot or on Barger Street adjacent to the VT Rescue station. Eligibility for this permit is determined by VT Rescue.

T. RESIDENTIAL WELL BEING STUDENT LEADER (RWB):

- a. Overnight parking is allowed in the C/G sections of the Coliseum Lot, Litton Reaves Lot, Duck Pond Lot, Smithfield Rd Lot, and Architecture Annex.
- b. Not valid in any lot or space signed as 24 Hour.
- c. All relocation instructions must be followed for special events such as football and basketball.
- d. Parking in regular resident lots is allowed.
- e. This permit is not Valid in the Perry St. Parking Garage.

4. PERMIT STYLES

- A. HANGTAGS- These permits are available for the majority of vehicles on campus and can be purchased for a full year or semester. 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 no-cost to them F/S permit in their anniversary month.
  - a. Eligibility is determined by Human Resources at Virginia Tech, who provides a list monthly to Parking Services.
- 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.
  - a. If using ParkMobile all must park in the affiliation that matches their university status (i.e., a Resident Student without a parking permit parks in R and pays via ParkMobile).
  - b. No refunds will be issued for any unused time or for daily parking permits.
  - c. Parking Services is not responsible for user error and data entered incorrectly.

PERMIT PRICES: July 2024 – June 2025      Permit Prices: July 2024 – June 2025

<i>Permit Type</i>	<i>Faculty/ Staff</i>	<i>Wage</i>	<i>R Student</i>	<i>C/G Student</i>	<i>C/G Perry St</i>
Year Permit	\$440	\$440	\$555	\$390	\$590
Semester Fall	\$264	\$264	\$330	\$234	N/A
Semester Spring	\$308	\$308	\$385	\$273	N/A
Monthly	\$66	\$66	\$83	59	N/A
Year Remote	\$44	\$44	N/A	\$39	N/A
Carpool - Year	\$308	\$308	N/A	\$273	N/A
Carpool - Semester-Fall	\$185	\$185	N/A	\$164	N/A
BBW Year (32 Permits)	\$128	\$128	N/A	\$128	N/A
BBW Semester (16 Permits)	\$64	\$64	N/A	\$64	N/A
Daily Permit	\$8	\$8	\$8	\$8	\$10
Replacement	\$20	\$20	\$20	\$20	\$20
Motorcycle Year	\$220	\$220	\$550	\$195	N/A
Motorcycle Semester Fall/Spring	\$132/\$192	\$132/\$192	\$330/\$385	\$117/\$137	N/A
Motorcycle with Hangtag	\$25	\$25	\$550-Annual \$330- Fall \$385-Spring	\$25	\$25
Turf	\$50	N/A	N/A	N/A	N/A

<i>F/S Payroll</i>	<i>Deductions Cost</i>	<i>Number of Deductions</i>	<i>Deductions Amount</i>
AA Annual	\$880	15	\$58.66
Year Hangtag	\$440	15	\$29.33
Spring Semester Hangtag	\$308	5	\$61.60
AA Spring Semester Hangtag	\$616	5	\$123.20
Motorcycle Bumper	\$220	15	\$14.66
Year Carpool	\$308	15	\$20.53
Spring Carpool	\$216	5	\$43.20

#### 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 clearly displayed in the windshield area. Motorcycle/moped permits are to be displayed on the front fork of the motorcycle/moped. It is the user's responsibility to properly display their permit. Failure to do so may result in a citation.

#### 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 citation. Parking citations will be written each time the permit is displayed in a vehicle on campus.
- C. Parking Services has the authority to file a police report for permits that have been lost or stolen on multiple occasions.

#### 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 permits, 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, remote 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%

## 4. 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, Service, 24 Hours or ADA between 5:00 p.m. and 10 p.m.
- D. Regular service spaces are available for use after enforcement hours (between 10 p.m. and 7 a.m., seven days a week unless signed otherwise or a 24 Hour space).
- E. Only designated Parking Services and Virginia Tech Police Department employees have the authority to enforce the parking rules.
- F. 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 failures to display warnings per academic year, provided that they are parked in the appropriate lot per their classification
- G. 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.
- H. Inability to locate a vacant space does not constitute justification to park illegally.
- I. 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.
- J. 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.
- K. 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 these rules and regulations are subject to towing at the owner's expense.
- L. No skateboards or rollerblading is allowed in parking lots or garages. No vehicle gatherings, such as car affinity groups, are allowed in parking lots or garages.

## 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 an 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. 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. Only vehicles displaying an F/S permit can park in a lot or space signed F/S 24 Hour.
  - c. 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.
  - d. Regular service spaces are available for use after normal enforcement hours (between 10 p.m. and 7 a.m., seven days a week unless signed otherwise or a 24-Hour space).
  - e. 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. PARKED IN A SERVICE DRIVE - All service drives are 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, behind Jamerson, and Saunders.
- F. NO OVERNIGHT PARKING - 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.
- G. 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.
- H. 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.

- I. 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 issued a citation and/or towed at the owner's expense.
- J. PARKING IN WRONG AFFILIATION
  - a. All users must park according to their affiliation. Vehicles parked out of their affiliation will be issued a citation.
  - b. 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.
  - c. Examples include: Students using Park Mobile but then parking in an F/S spot, Resident students parking in C/G parking, or a contractor purchasing a Visitor permit.
- K. 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 can 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.
- L. MISCELLANEOUS NO PARKING SITUATIONS (OTHER) - Vehicles are not permitted to occupy multiple spaces (double-parking), park on turf (grass), park on sidewalks, park facing in the wrong direction, etc.

4. CITATION FINES

<i>Violation</i>	<i>Rate</i>
Parked at an Air Intake	\$75.00
Boot Damage Fee	\$325.00
Boot Fee	\$50.00
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	\$300.00
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 Spot	\$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
Parking in wrong affiliation	\$65.00
2nd Appeal no show fee	\$25.00

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 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 boot 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 online or at Parking Services, as well as any unpaid citations. 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 \$350 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 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 contact 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 the 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](http://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. Please do not place cash in the dropbox.
- 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](http://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 contact Parking Services and 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.
- M. A no call no show fee shall be added for appellants that fail to appear to their scheduled day and time of their second appeal hearing.

## 5. SPECIAL FACILITY PARKING

### 1. NORTH END CENTER GARAGE

- A. A valid F/S or NEG parking permit, a validation from a retail tenant 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 to park.
- C. F/S must display a university permit or pull a ticket to park.
- D. Students must display a valid pull ticket and park on Level 7; the daily rate must be paid even if they have a valid Student permit.
- E. Payment by ParkMobile is not valid in the North End Center Garage.
- F. There is NO overnight parking in the North End Center Garage.
- G. No tailgating for athletic events is allowed in garages.
- H. No maintenance on vehicles can be performed in garages.
- I. 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. This is only valid when parking in the correct affiliated areas. (Commuters must park in the commuter spaces and graduates must park in either commuter or graduate spaces). Daily permits can be purchased through ParkMobile or visit [virginiatech.t2hosted.com](http://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.
- G. Permits are sold on an annual basis and will be sold using a lottery system.

## 2. OAK LANE COMMUNITY AND GRADUATE HOUSING

- A. All residents of the Oak Lane Community (Special Purpose Housing) must purchase a resident parking permit. Residents of the Oak Lane Community (OLC) are allowed to park overnight in the Oak Lane area or any other resident parking lot on campus.
- B. Visitors to the Oak Lane Community should park in the Overflow Lot adjacent to the Duck Pond on Oak Lane and pay the daily rate for parking.
- C. 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 permit for paid customers can be obtained at the Golf Course. 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.
- B. 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 vehicles are required to display a valid university permit to park there.
- C. 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](http://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.



## 6. 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/football-parking.html>. Failure to observe these regulations can result in towing.
- B. Any car in game day 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](http://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 game day 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](http://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-game days) 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. All Football game RV parking will be pre-sold and must be purchased online at the Parking Services website in advance of each game. Refunds will not be issued once an RV permit has been issued.
  - b. Saturday Games
    - i. No RVs will be allowed to park prior to 5 pm on Friday. Vehicles must leave by Sunday afternoon.
  - c. Weekday Games
    - i. No RVs will be allowed to park prior to 2 pm on game day. Vehicles must leave by 7 am the day after the game.
- C. For more information on RV Parking, visit: <https://parking.vt.edu/parking/recreational-vehicles.html>

## 6. 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](http://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](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 Parking 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 a 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 can 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. MOTORCYCLE PARKING

- A. All motorcycles and motor scooters on campus are required to be registered with Parking Services and display a valid permit.
- B. Motorcycles/Moped Motorcycles/mopeds are allowed to park in designated motorcycle/moped areas denoted by signs.
- C. If parked in a regular vehicle space, the motorcycle/moped must display the permit type required in that lot.
- D. Other types of vehicles are not allowed in areas that are designated for motorcycle/mopeds.
- E. Motorcycle/moped permits are to be displayed on the front fork of the motorcycle/moped.
- F. Motorcycle permits do not allow parking in handicap spaces, loading zones, service vehicle areas, metered spaces, sidewalks, grass or any lot or space(s) signed 24 Hours.

## 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. One electric vehicle charging station is available for use in the Fleet Service Lot.
- C. Two electric vehicle charging stations will be available this year in the Perry Street Garage.
- D. The spaces are available to vehicles that are actively charging with the use of any university permit or payment through ParkMobile.
- E. One of the charging station spaces in the Squires Lot 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.
- F. 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.
- G. The charging fee is: \$1 flat-fee plus \$0.25/kWh.
- H. 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.
- I. The level-two stations can deliver approximately 10–20 miles of range per hour of charging.

## 7. PARKING AT ACADEMIC BUILDING ONE IN ALEXANDRIA, VIRGINIA

This is a new facility; information may be subject to change as the campus and parking operations evolve. For the most up to date information check the official Virginia Tech Parking Services website at [parking.vt.edu](http://parking.vt.edu). All rules and regulations in this document apply to all Virginia Tech campuses.

- A. Parking Options:
  - a. Faculty, staff, students, and visitors to the Academic Building One in Alexandria campus must pay to park at the facility by either purchasing a Virginia Tech parking permit, paying on ParkMobile, or paying before exiting the parking garage.
  - b. The Alexandria Campus is a 24/7 operation.
- B. Surface Lots:
  - a. The two surface lots at the Alexandria Campus accept daily parking payments via ParkMobile. The parking zone number for these lots is 85129, and is posted in the lots.
  - b. Virginia Tech permits can also be used in the surface lots.
- C. Garage:
  - a. The Virginia Tech permit is valid in the garage.
  - b. Other users may pull a ticket and pay an hourly or daily rate before exiting the garage.
- D. Citations:
  - a. Vehicles without a permit or without payment through ParkMobile, or payment in the garage may receive a citation.

## 8. 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 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 Blacksburg 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. 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.
- E. 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.
- F. F/S permit holders may call to green log in a Service space or loading area to load or unload for up to 30 minutes, except for the locations listed above in section B.
- G. Resident, Commuter, and Graduate 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 24 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.