

Parking Services Manual - Table of Contents

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1-Parking Services Introduction

We are responsible for maintaining vehicle registration records, issuing parking permits, controlling on campus parking, ticket payments and other parking related inquires.

1A-Mission & Values

Our goal is to help anyone affiliated with the University obtain information needed to understand our campus parking logistics and guidelines, and to help anyone find the best solution for getting around campus. We strive to enforce parking in an unbiased manner, that is fair and equal, against any violators of any of our guidelines and regulations according to University parking policies. We hold all permit owners and visitors responsible to follow all regulations.

1B-UNA Parking Policy

1. Any person, who owns, operates, and/or parks a motor vehicle on University of North Alabama (UNA) property submits fully to all rules and regulations outlined in this handbook and on our [website](https://www.una.edu/transportation/) (<https://www.una.edu/transportation/>). Faculty, staff and students are responsible for knowing the regulations governing the operation of motor vehicles at UNA as outlined in this manual.
2. Anyone operating a vehicle in violation of the University parking policy will be held responsible for any such violation. Failure to comply may result in fines, university disciplinary action, vehicle immobilization or impoundment of vehicle.
3. University parking, traffic and safety regulations are established supplementary

1C-Contact Information & Location

Parking Services

Keller Hall, Basement

8:00am - 4:30pm, Monday-Friday Website:

www.una.edu/transportation Phone: 256-
765-4853

Email: parking@una.edu

Link to UNA interactive Map - <https://www.una.edu/map/>

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7. Permit owners will keep their UNA Parking Portal information updated and correctly "activate" the vehicle that is on campus at any given time.
8. By selecting "I agree" to Permit Disclaimer in your UNA Parking Portal, you agree to abide by UNA's parking policies and all permit responsibilities and regulations.
9. Permits are only issued to users with a properly registered vehicle on the UNA Parking Portal. Unregistered vehicles may be cited.

2C-Permit Revoke Regulations

Parking Services or University Police is authorized to revoke the parking privileges of any person engaging in the below activities.

Any of the following violations may also result in referral to the Office of Student Conduct for disciplinary action if a student is involved and referral to a supervisor if an employee is involved.

1. Employees may not transfer, lend or give their permit to children, relatives or acquaintances attending classes at UNA. All students must obtain and display a classified student permit and park in their designated area.
2. Any vehicle which habitually violates rules, is judged unsafe or which makes excessive noise.
3. Failure to pay outstanding balances with the department of Parking Services.
4. Misuse or replication of a permit, theft of a permit or transferring a permit from one person's vehicle to another person's vehicle.
5. Giving false information on an application for a permit.
6. Continual disregard for handicap or fire lane/hydrant violations.

2D-Other Regulations

1. Vehicle Registration - All vehicles must be properly registered and permitted to park on campus through the [UNA Parking Portal](#). Unregistered vehicles may be cited.
2. Mechanical Failure - In the event of mechanical failure, the owner or driver will be responsible for the removal of the vehicle as soon as possible. The Police Department should be notified of the vehicle's location. (police@una.edu - 256-765-4357)
3. Bicycles - Park in designated Bicycle racks only (no permit required).
4. Motorcycles - must be registered with Parking Services (no permit necessary to display). Park in designated "Motorcycle" areas only.
5. Pedestrians - shall use crosswalks. No pedestrian shall suddenly leave the curb or other place of safety and walk or run

6. Campers/Trailers/Buses - Parking any of these vehicles is prohibited on campus. Space is available on Stewart Avenue (behind the baseball stadium) to accommodate campers/trailers/buses.
7. State/Federal issued Vehicles - Any state or federal vehicles are exempt from parking in designated parking areas or color zones while on UNA campus. They are also exempt from permit and vehicle registration. We urge these vehicles to avoid restricted parking areas, such as yellow curb, yellow-hatch, ADA or any other areas that may cause traffic issues or pose safety threats to others. Exemption of these guidelines is intended to allow these vehicles to be able to access campus buildings and areas in the event of emergencies for security, repairs, or essential business.

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3F-Permit Guidelines

1. Permits must be hanging from rearview mirror with all printed information visible from the front of vehicle when parked on campus.
2. Please make sure any items hanging from your mirror are

Lost Permits - There is no charge for the initial permit. Lost, misplaced, or stolen permits must be replaced at the Parking Services department. The fee for a replacement permit under these conditions is \$25.00.

In case of theft, a report must be made with the UNA Police Department, as well to disassociate yourself from any future activity associated with that permit.

Permit Renewal & Expirations Dates - Permit expirations are noted on your [UNA Parking Portal](#) home page under your "Active Permits" tab. It is the responsibility of the permit holder to update their permit upon expiration.

Our office will attempt to send email notifications via UNA Parking Portal 30-60 days prior to expiration with instructions for renewal.

Please note: If you have any outstanding citation balances with Parking Services, your permit will not renew until your balance is paid in full. You may check your account online under your "Payments" tab on your [UNA Parking Portal](#). If no balance is due, your permit can be processed with \$0 balance for the upcoming permit term.

Change in Permit Classification - If you have any of the following changes listed below,

4. Transfer of Permit between Vehicles - When transferring a permit between different registered vehicles, you must remember to retrieve the permit between transports. If your active, registered vehicle is sold, traded or impaired, you must remember to retrieve the permit with your property from the vehicle. Failure to retrieve the permit will result in fees to replace the lost permit. If you have temporarily left your permit in a secondary vehicle, you may request a temporary virtual permit through your [UNA Parking Portal forms](#).
5. Vehicle Mechanical Failure - In the event your vehicle has stalled or experienced mechanical failure in an undesignated/unpermitted parking area, please contact our office so we may assist and flag the vehicle as "do not ticket/tow". If the vehicle has stalled in the flow of traffic or in an area where it is obstructing traffic or safety of others, please contact the UNA Police for immediate officer assistance (256-765-

4C-New (First-

[Forms](#) - Current available forms include requests for:

Form Name	Form Description
	Request to add temporary ADA-Handicap Parking as requested by Doctor's note. Doctor's note should be...
Request for temporary parking permit for a...	Request a victi...
Request for temporary parking permit for a visitor or...	Request for perm...
Request to park in an unauthorized area for a specified duration under extenuating circumstance. Date and times...	Request to park in a time due to an exte...

Submitting a form request does not mean that the request is approved.

A request is not approved until final email conformation is sent from our department.

Parking Services should activate and reply to requests in 2+ business hours. hours' notice is most effective.

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[Payments](#) - this screen will allow you to view your citations and pay on your balance.

Under your User Profile you will be able to view or update your profile information, address or password. You also have an option to Upload Documents to share with Transportation Services when requested. Your History tab will display a summary of user activity on the account and it also stores all payment and violation history.

5-Violations, Fines & Appeals

Fine Payments

- ALL Credit/Debit card payments MUST be made through your online [UNA Parking Portal](#) under the "Payments" tab. (American Express is not accepted)
- We accept cash, check, & money order, in office at Parking Services at the Police Department in the basement of Keller Hall.
- Check or money orders may be mailed to: University Parking Services UNA Box 5067 Florence, AL 35632-000. Please include ticket number and University ID # if applicable.
- To pay anonymously or as a guest, you may select "Look Up Your Ticket" on the login screen of the [UNA Parking Portal](#) and enter the number at the top of the citation.

5C-Appeals

If you feel you were issued a citation in error or that extenuating circumstances existed, you may file an appeal. All appeals must be submitted from your UNA Parking Portal under the Appeals tab.

1. The University of North Alabama

6- Visitor Guide

Welcome to the University of North Alabama! If you are interested in parking on campus, please like to register for parking, please fill out the following form: <https://www.una.edu/transportation/request-for-visitor-parking>

Registration is only required, Monday-Friday for visitors. Conformation emails will be sent within 2 hours, during business hours (8am-4pm) when UNA is open.

Please read the following guidelines:

Registering your vehicle for parking will allow you to park in designated areas on campus.

Visitors with Non-registered vehicles should only park in designated areas ONLY (LOT A on map), unless parking registration is required. Access is only accessed from E. Irvine Avenue entrance and is on the east side of the fountain nearest the fountain.

6A-Visitor Citations/Appeals

Citations to Visitors - It is not University policy to issue citations to visitors; however; it is sometimes difficult to identify a visitor and receive a citation with "No Permit" violation, please present the citation with driver's license to Parking Services office (in the Basement of Keller Hall) so that we may clear the citation from our records or submit an appeal through our [UNA Parking Portal](#).

8-Parking Reservation

9- Campus

Commuters/Transits, Early Scholars & Intersession Parking
White line Parking (majority of lots represent this parking classification)

North Resident

Red Lines, UNA Parking Deck & Lot O & Lot W

(Residents of Mattielou, Olive, Rice/Rivers, Covington, Hawthorne, LaGrange or Twin Oak Apt)

