

## **Transportation Services Manual Table of Contents**

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# 1-Transportation Services Introduction

We are responsible for maintaining vehicle registration records, issuing parking permits, controlling on campus parking, ticket payments and inquiries, and providing information about bus services.

## 1A-Mission & Values

Our goal is to help anyone affiliated with the University obtain any 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 fairly and enforce violators for any conditions mentioned in 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 issued supplementary to all applicable State laws and City of Florence ordinances.
4. All vehicles operated or parked on the UNA campus must be properly registered and display a current UNA permit, 24 hours a day and 7 days a week. It is your responsibility to educate yourself on your specific UNA parking regulations and guidelines provided in this document or on our website.
5. Parking, traffic, and safety regulations will be enforced by the University's Transportation Services division and the University Police officers at all times.
6. University parking, traffic and safety regulations apply to all persons (students, employees, visitors) while on the campus of the University of North Alabama.
7. Lack of knowledge of UNA parking policies and regulations is no excuse for parking improperly or appeal of a citation. We **STRONGLY** encourage you to review the information on our website thoroughly to educate yourself about all parking and permit regulations and guidelines on campus.
8. Only UNA Transportation Services staff may advise, suggest or instruct drivers on parking guidelines and authorization.
9. Our website supersedes any written material.

## 1C-Contact Information & Location

### Transportation Services

Guillot University Center, Lower Level

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

Website: [www.una.edu/transportation](http://www.una.edu/transportation)

Phone: 256-765-4853

Email: [transportation@una.edu](mailto:transportation@una.edu)

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

### University Police

Keller Hall Annex

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

Website: [www.una.edu/police](http://www.una.edu/police)

Phone: 256-765-4357

Email: [police@una.edu](mailto:police@una.edu)

## 2-Parking & Permit Regulations

**PARKING & PERMIT REGULATIONS ARE IN EFFECT 24 HOURS A DAY!**

UNA Transportation Services uses a combination of vehicle license plate numbers and printed permits in order to properly enforce campus parking and in order to contact an owner in order to assist in any emergent situation with any vehicle parked on campus.

All UNA student, faculty and staff vehicles must display a permit and properly register any/all vehicle(s) in their UNA Parking Portal.

### 2A-Parking Regulations

1. Parking in your designated, permitted parking area is enforced during business hours, Monday- Friday, 7 AM - 4 PM, when classes are in session.
2. After business hours (4 PM – 7 AM) and on weekends, all color zones are open to all vehicles.
3. All signed/reserved spaces and lots should be observed by all students, faculty and staff and are enforceable 24/7 (i.e. Visitor parking, timed parking, handicap, reserved/signed spaces)
4. A lack of space where one would like to park is not a valid excuse for violating any parking regulation.
5. Transportation Services or University Police may cancel the registration of any vehicle which habitually violates rules, is judged unsafe or which makes excessive noise.
6. Parking outside of your Designated Areas or Color Zones during enforced times due to Student Job on campus or special class assignment or observation is NOT ALLOWED.

### 2B-Permit Regulations

1. Registration of permit is no guarantee of a parking space near the place where one works or attends class.
2. The responsibility of finding a legal parking space rests with the vehicle operator.
3. Permit owners are responsible for safely securing your permit and reporting any missing, lost or stolen permit to Transportation Services immediately.
4. Permit owners are responsible for all citations associated with the permit or vehicle.
5. Permit owners may not share or transfer their permit to another person.
6. Upon permanent separation from the UNA, you agree to return or destroy the permit.

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

**Transportation 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 Transportation Services.
4. Misuse or replication of permit, theft of a permit or transferring 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 Transportation 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 into the path of a vehicle. When traffic control signals are not in place or operation, motorists shall yield the right of way to pedestrians within a crosswalk. Where traffic control signals

are in place, pedestrians shall cross with pedestrian crossing sign or traffic signal in absence of crossing sign.

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.

## 3-Parking & Permit Guidelines

### 3A-Parking Guidelines

1. You may find your Permit Classification and Parking Guidelines by logging on to your UNA Parking Portal under the "Permit" section to read details of your designated, permitted parking assignment.
2. Parking in your Designated Areas or Color Zones are enforced Monday through Friday, 7 AM –4 PM, when school is in session.
3. All Designated Areas or Color Zones are open to all drivers after 4 PM on weekdays, and after 4 PM on Fridays through 7 AM on Mondays.
4. Parking outside of your Designated Areas or Color Zones during enforced times due to student job on campus or special class assignment or observation is NOT ALLOWED.

### 3B-Where Do I Park?

See [Campus Maps](#) for visuals

TYPE	CLASSIFICATION	DESCRIPTION	GUIDELINES	PERMIT NAME	RENEWED
COMMUTER	COMMUTER	Students commuting to campus with 30 completed hours	Park in any white lined spaces in UNA lots.	WHITE LINED PARKING I or II	Yearly
COMMUTER	TRANSIT-Freshmen	Freshman student living off campus and Commuting to campus with less than 30 college credits	The University allocates designated parking for freshman commuters. Only White lines in Lots M, O, & W are permitted parking for UNA Transit permit holders.	UNA TRANSIT	Yearly
COMMUTER	FACULTY/STAFF	Person employed by UNA as defined by Human Resources as a "Regular/Part-Time/Contract/Adjunct" employee	Park in any GREEN lined spaces in UNA lots. In the event that green lines are unavailable at the time you are seeking parking, you may parking in a WHITE line temporarily.	GREEN LINE PARKING	End of every even year (2022, 2024, etc.)
COMMUTER	EMERITUS	Retired employee of the University	Park in any GREEN lined spaces in UNA lots. In the event that green lines are unavailable at the time you are seeking parking, you may parking in a WHITE line temporarily.	GREEN LINE PARKING	Yearly
COMMUTER	CONTRACTED SERVICES	Company's providing service to UNA on temporary basis	Park in any GREEN lined spaces in UNA lots. In the event that green lines are unavailable at the time you are seeking parking, you may parking in a WHITE line temporarily.	GREEN LINE PARKING	Semester
COMMUTER	EARLY SCHOLAR	High School Student attending UNA classes for college credit	Park in any white lined spaces in UNA lots.	WHITE LINED PARKING I or II	Yearly
RESIDENT	NORTH RESIDENT	Residents of Mattielou, Olive, Rice/Rivers, Covington, Hawthorne or Twin Oaks	Park in designated RED lines spaces only, or any legal space within the UNA parking deck on campus. Lot O (behind Flowers Hall) is available for overflow.	NORTH RESIDENT PARKING	Yearly
RESIDENT	APPLEBY	Residents of Appleby	Park in Lot Z ONLY in any red or white lined space.	LOT Z - APPLEBY RESIDENT	Yearly
RESIDENT	LAFAYETTE	Residents of Lafayette Hall	Park in Lots K/H in WHITE lined parking spaces only	LOT K/H- LAFAYETTE	Yearly

### 3C-Summer/Interession Parking Guidelines

Summer Session Parking – Begins at 4pm after the last day of classes of Spring semester and ends at 7am the first day that Fall semester classes begin.

Interession Parking – Begins at 4pm after the last day of classes of Fall semester and ends at 7am the first day that Spring semester classes begin. (Holiday Break)

**During these dates**, all WHITE lines are available to all students. GREEN lines and reserved parking areas are NOT available during these times unless the University is closed for a holiday.

UNA Holiday Closure – any legal space is available for parking.

Please identify dates by visiting UNA's Academic Calendar at <https://www.una.edu/calendar/#/academic>

### 3D-Assessable/Handicap Parking

1. Placard/Tag - Persons with valid handicap placards or tags issued to an occupant of the vehicle at the time it is parked in a handicap space, may park in any designated handicap space on campus in any parking lot or legal parking space that positions them closest to their destination.
  - *Handicap placards must be current and are non-transferrable to persons or vehicles to which the owner is not present at time of parking vehicle. Use of handicap placard or plate by another individual for which it is not registered, is a misdemeanor and punishable by law.*
2. UNA Handicap/Accessible Affiliates - If you are affiliated with the University, you must have your UNA permit displayed, as well as your handicapped placard where both can be seen from the front of the vehicle. If either of these hang tags are displayed improperly or not visible to officers, you may be cited.
  - *If you are affiliated with UNA and are issued an ADA placard, we require you to upload an image of your placard registration to your account. This will aid in any potential citations of error. (Go to your UNA Parking Portal Profile and select Upload Document to save the image to your account)*
3. Temporary Accessible Parking – If you are temporarily disabled, you may obtain a temporary handicapped parking permit through your [UNA Parking Portal](#) under your Forms tab. You will need an image of a written doctor's request that states the expected dates that parking is desired. A temporary handicapped permit will only be issued for the period of which the doctor states to be the expected period of disability. Should the disability remain after the expiration date, renewal of the permit must be made.



## 3E-Alternate or Prohibited Parking

### Statement regarding off campus parking enforcement:

*"The University Transportation Services has concurrent jurisdiction within the City of Florence parking enforcement, and partners with local commercial entities as well to ensure that UNA students, staff and faculty follow established parking rules. We regularly receive complaints and requests to cite offenders from Wilson Park Medical Arts Center, College view Church of Christ, and other entities nearby. Therefore, our parking enforcement officers enforce clear violations of these rules. The parking citations are a civil violation, with a civil remedy, agreed upon by both the University and the entities who own the properties."*

### Alternate Parking

1. City Street-side parking in vicinity of UNA campus is open to all drivers and is subject to State Laws and is enforced by City of Florence and UNA Transportation Services. It is available on a "first-come, first-serve" basis.
2. College View Church of Christ generously opens their parking lot to UNA students, and Employees, Monday through Friday from 8 AM until 5 PM in the two upper lots closest to W. Cumberland St. ONLY! Any cars remaining after 5 PM or parking in the "Church Parking Only" will be issued a citation. Click [MAP](#) link for areas open to parking at the church.



### Prohibited Parking

1. Private Business parking in vicinity of UNA campus is prohibited and posted by owners, as "Customer Parking Only" and you may be towed at your expense or cited by UNA Transportation Services. (EXAMPLES- First United Methodist Church, Pope's Tavern, Baptist Campus Ministries, Wilson Park Medical Plaza. Also, College View Church of Christ parking expires after 5pm & on weekends)
2. Health Services (located at Wilson Park Medical Plaza) – If you need to visit UNA Health Services, they will provide a temporary pass to park at Wilson Park Medical parking lot. In the event that you receive a citation, you may present your pass to Transportation Services within 10 days to void your

citation. Wilson Park Medical Arts Building asks that UNA students follow the established parking rules that state, "Patient Parking Only". Without proper permission and parking pass, we are instructed to ticket.

3. Reserved Parking – is reserved 24 hours/7 days a week.
4. Parking outside your designated area or illegally for any length of time is prohibited.
5. Following parking advice from others not affiliated with Transportation Services is prohibited (this includes resident advisors and faculty).
6. Lack of knowledge of UNA parking guidelines is no excuse for parking improperly.

### 3F-Permit Guidelines

1. Permit 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 removed or placed behind the permit and are not obstructing any of the permit numbers.
3. Any violation of permit display can result in citations (See [Violations](#)).
4. Store your permit expiration date on your calendar.
5. In the event you find yourself on campus without your registered permit displayed in your vehicle, a temporary virtual parking pass can be requested by UNA students/employees through their [UNA parking portal](#), under the "Forms" tab. The original, registered permit should be returned or replaced to vehicle within 2 weeks.
6. Temporary paper permits may only be created and distributed from Transportation Services.
7. For permits that are unable to display from rearview mirror, please display in one of the following visible methods:
  - a. Place permit face up on driver's side of dashboard where it is visible from the front of the vehicle.
  - b. Use 3M Command Strips to adhere the permit to the windshield on driver's side where it is visible from the front of the vehicle.

Example of proper permit display:



Example of current permits:



**Lost Permits** - There is no charge for the initial permit. Lost, misplaced, or stolen permits must be replaced at the Transportation 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 printed on your physical permit and noted on your [UNA Parking Portal](#) home page under your "Active Permits". It is the responsibility of the permit holder to update 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 and provide steps to obtain a new sticker to place over the expired one on your permit.

*Please note:* If you have any outstanding citation balances with Transportation Services, your permit **will not** renew until your balance is paid in full. You may check your account online under your Payments tab at <https://una.ops-com.com/> . If no balance is due, your permit will rollover for the upcoming semester.

**Change in Permit Classification** – If you have any of the following changes, your parking guidelines will be updated within 24 business hours to match your modifications. Please wait for email verification before parking in your updated color zone or designated area. Your permitted parking guidelines will be updated under your Permit tab on your [UNA Parking Portal](#) when the process is complete. Your permit number will remain unchanged.

- Change of Residency on/off campus
- Change from Freshman to Upperclassman commuter
- If you are unsure, please contact us.

## 3G-Vehicle Guidelines

*Remember: A Permit is required of all vehicles anytime on campus. Permit holders are responsible for managing their own vehicles through the [UNA Parking Portal](#).*

1. Vehicle Must Be Registered – All vehicles must be properly registered and permitted to park on campus through the UNA Parking Portal. Unregistered vehicles may be cited.
2. Temporary Vehicles - If you are temporarily driving a vehicle other than the one registered with the University due to mechanical failure, loss, theft, or family use of the registered vehicle, you may add the vehicle to your [UNA Parking Portal](#) account in order to transfer your registered permit to the temporary vehicle.
3. New Vehicles - In the event your vehicle is sold or traded during the year, you must log in to your [UNA Parking Portal](#) and add the new vehicle under the "Vehicles" tab. You may activate the new vehicle and mark any unused/disowned vehicles as inactive.
4. Transfer of Permit between Vehicles – When transferring a permit between new or temporary vehicles, you must remember to retain the permit between transports. If your active, registered vehicle is sold, traded or impaired, you must retain the permit with your property from the vehicle. Failure to retain 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 and you fear you may receive a citation, 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 violations, please contact the UNA Police for immediate officer assistance (256-765-4357). The owner/driver of the vehicles is responsible for the removal of the vehicle within 24-48 hours.

## 4-My “UNA Parking Portal”

### 4A-What is the UNA Parking Portal?

The UNA Parking Portal is Transportation Services’ online parking software that is utilized to manage all parking needs. It allows students and employees to purchase permits, manage their vehicles, pay/appeal citations and access information. User accounts are automatically established in the software upon enrollment or hiring.

<https://una.ops-com.com/login>



### 4B-How to Access my Account

Returning users may visit <https://una.ops-com.com/> and login with their user name and password. User name will be your UNA email.

If you have forgotten your password, click on the “***Forgot your user name or password***” link above the login button. Use your UNA email to obtain an email notification with a link to reset your password in order to access your account.

If it is your first time using the UNA Parking Portal, please review the “[New Registrant Application](#)” section to learn how to access your account.

### 4C-New (First-time) Registrant Application

If you are a NEW incoming UNA student or employee & it is your first time obtaining a permit from [UNA’s Parking Portal](#), you will need to follow these instructions.

#### **You will need:**

1. Vehicle Registration – Current & correct Tag information for each vehicle you plan to register.
2. Driver’s License
3. Mane Card/ID number
4. UNA issued email account

This process must be completed online prior to visiting our office. Once account information has been verified, you will receive email notification from our department when the permit is ready to be picked-up at our office.

## **How do I know when I am eligible to complete my registration online?**

**Students** – You will be able to register for a permit if **1)** you have enrolled in at least 1 course, OR- **2)** you registered for an upcoming [SOAR](#) (Student Orientation, Advisement, Registration) date.

**Employees** – You will be able to register for a permit after completing all paperwork and receiving your employment information. (This process may take a few days to show active in portal)

**Follow this [link](#) to access step-by-step instructions or video tutorial that will walk you through your permit registration.**

<https://www.una.edu/transportation/new-registrants.html>

- *Mane Card ID or Driver's License is required for pick-up of permit.*
- *No Charge for Initial Permit.*

## **4D-Permit Renewal in UNA Parking Portal**

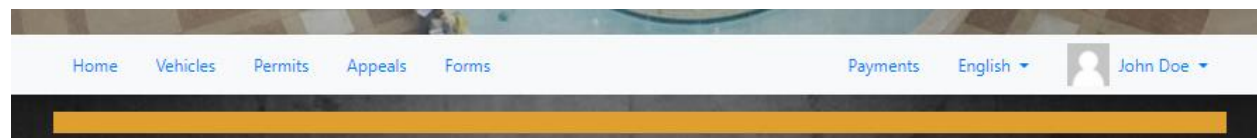
Permit expirations are printed on your physical permit and noted on your [UNA Parking Portal](#) home page under your "Active Permits". It is the responsibility of the permit holder to update permit upon expiration.

Our office will attempt to send email notifications via UNA Parking Portal 30-60 days prior to expiration with instructions for renewal and provide steps to obtain a new sticker to place over the expired one on your permit.

Please note: If you have any **outstanding citation balances**, your permit **will not** renew until your balance is paid in full. You may check your account online under your **Payments** tab at <https://una.ops-com.com/> . If no balance is due, your permit will rollover for the upcoming semester.

## **4E-How to Navigate my UNA Parking Portal Account**

Once logged in to your account, your screen will display the following tabs.



**Home** – This screen will show you a glance of your personal information, registered vehicles, active permit and any current violations.

**Vehicles** – This tab will allow you to manage your own vehicles. You may register as many as you want, but only 1 may be ACTIVE to be parked on campus with your registered permit. You can control these daily as you trade/borrow/lease vehicles, you can toggle your vehicles between ACTIVE or INACTIVE according to which vehicle you are driving.

- All vehicles must be properly registered and permitted to park on campus through the [UNA Parking Portal](#). Unregistered vehicles may be cited.



**Permits** - this tab will show your current permitted parking areas that are authorized parking for your classification.

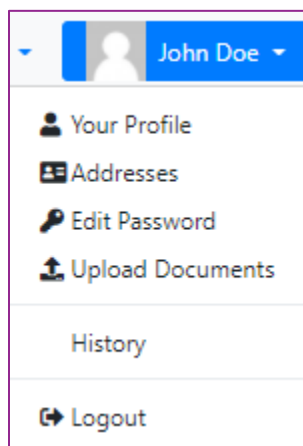
**Appeals** - this will allow you to view and submit any appealable citations to the appeals committee. (See [Appeals](#) for more information)

**Forms** - Current available forms include requests for:

Form Name	Form Description
ADA Temporary Parking	Request to add temporary ADA-Handicap Parking as requested by Doctor's note. Doctor's note should be issued on office letterhead and include dates of expected temporary disability.
Temporary Permit	Request a virtual temporary parking permit for a registered vehicle. 2 Week Maximum allotted.
Visitor/Guest Permitted Parking	Request for permitted/validated parking for a visitor or guest on campus. One (1) request per day. *Falsification of requested use of form may result in disciplinary action.
Parking Exception	Request to park in an unauthorized area for a specified time due to an extenuating circumstance. Date and times requested for minimal time to complete task. **Does NOT authorize parking in ADA spaces or Fire Lanes**
Event Parking Reservation Form- EMPLOYEE USE ONLY!	The University Police Department manages the requests for our campus community for reserved parking spaces for events. If you need to reserve parking for an event, please fill out this form. Reserved parking is assigned on a first come, first served basis. If approved, the requested spaces will be reserved, using barricades, traffic cones and/or caution tape. These are typically placed out in the spaces the night before your event.

- Submitting a form request does not mean that the request is approved.
- Request is not approved until final email conformation is sent from our department.
- Transportation Services should activate and reply to requests in 2+ business hours. 24 hours' notice is most effective.

**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. Payment receipts can be located under History.

# 5-Violations, Fines & Appeals

## 5A-Violations

Printed UNA violations will be left under the front windshield wiper. Our parking system will also send email notifications to recipients registered in our system.

### Parking Violations

Blocking/Parking in Travel Lane – Any vehicle parked or positioned in a way that blocks or prevents other vehicles from maneuvering effortlessly through lanes of travel or poses a problem for other vehicles in exiting/entering a parking space.

Blocking Dumpster – Any vehicle blocking access to a dumpster.

Double Parking - Any vehicle parked on or over a painted designated parking space line that may disturb the flow or sight of traffic or may prevent other vehicles from parking in the adjacent space or to be able to easily enter or exit their vehicle will be cited. If you find a vacant space next to a double-parked vehicle whose negligence will force you to be double-parked, do not use the space or you could also be cited.

Employee Parking Only – Any unauthorized student parked in green lines or employee designated parking only.

Exceeded Zone Time Limit – Any vehicle that has exceeded the posted time limit for parking in a designated space. Our officers virtually chalk vehicles in these spaces and our system alerts us when vehicles have extended the designated timeline.

Fire Hydrant/Lane Blocked – Any vehicle parking in a marked Fire Lane or parked within 15 feet of access to a Fire Hydrant will be cited and/or towed at the owner's expense.

Handicap/Accessible Parking – Vehicles improperly parked in Handicap accessible space without an ADA state tag or ADA placard displayed. Or, driver utilizing handicap parking with an ADA tag/placard that is not registered to an occupant of the vehicle at the time vehicle is parked. See [Assessable/Handicap Parking](#).

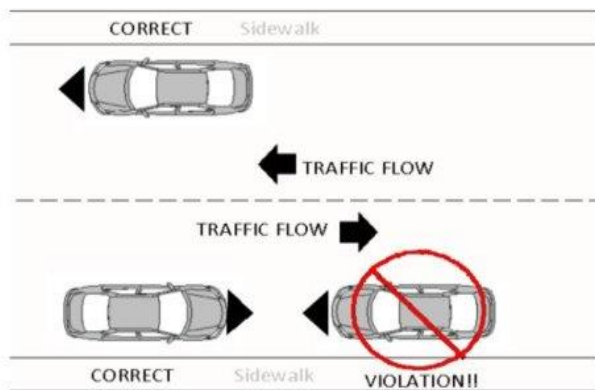
- *If you are affiliated with UNA and are issued an ADA placard, we require you to upload an image of your placard registration to your account. This will aid in any potential citations of error. (Go to your Profile and select Upload Document to save the image to your account)*

No Space – Any vehicle parked in an area that is not designated as a parking space by painted parking lines.

Parking in Non-Valid Parking Area - Any person parking in non-designated areas where there are designated parking spaces lined off with paint of any color. Alabama State Law prohibits parking within 20 ft. of any crosswalk or within 30 ft. of any intersection regardless if curb is designated with or without yellow paint.



Park Against the Flow of Traffic - Anywhere you park on campus, and within the City limits of Florence, you are required to park "WITH" the flow of traffic as shown in the illustration below. The passenger side of the vehicle must be against the curb. Anyone parked against the flow of traffic is subject to a parking fine, not only from the University Transportation Services Department, but from the City of Florence as well.



Parking in Reserved Space - Any vehicle posted in a "Reserved" space will be cited if they are not authorized to park in the reserved space or area. Reserved parking spaces are indefinitely reserved 24 hours a day, 365 days per year.

Parked in Sidewalk/Crosswalk - Any vehicle parked in a manner that obstructs pedestrian access to sidewalk/crosswalk that would force them to vacate from the designated pedestrian path.

Parking on Yellow Curb/Yellow Painted Areas - Any person parking on a yellow curb, or any area painted with yellow paint, or in a posted LOADING ZONE will be cited for Parking on Yellow Curb and/or towed at the owner's expense.

## **Permit Violations**

Expired Parking Permit - Any permit displaying an expired date. Permit expirations are printed on your physical permit and noted on your [UNA Parking Portal](#) home page under your "Active Permits".

No Parking Permit Displayed - Any vehicle parked on campus that does not display a valid UNA Parking Permit as required by [UNA Policy](#). Temporary virtual permits are available on your [UNA Parking Portal](#) under "Forms".

Permit Display-Information Illegible - Any vehicle improperly displaying the permit in a manner that the printed information is not completely visible, illegible or obstructed from viewing from the front of the vehicle. (See [Permit Guidelines](#))

Unregistered Vehicle - Any vehicle not properly registered with Transportation Services.

## Alternative Violations

Warning Citations – Sometimes, an officer may feel it is in their best judgement to issue a printed warning. If a warning is placed on a vehicle, the ticket will state a warning label and a \$0 balance, and notify the driver of the infraction. Failure to comply to warning in the future, will result in citation. Officers are not required to issue warnings in certain scenarios unless determined by the Coordinator of Transportation Services.

Vehicle Mechanical Failure – In the event your vehicle has stalled or experienced mechanical failure in an undesignated/unpermitted parking area and you fear you may receive a citation, please contact Transportation Services 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 violations, please contact the UNA Police for immediate officer assistance (256-765-4357). The owner/driver of the vehicles is responsible for the removal of the vehicle within 24-48 hours. Failure to contact our department may result in tow of vehicle.

Other Violation – utilized in the event that parking or permit guidelines or regulations have been violated, but the violation does not correspond to any other listed ticket offense.

Private Property – Any vehicle parking on private property adjacent to the University that has posted/signed parking guidelines (See [Alternative/Prohibited Parking](#)). In the event you have permission to park in private property location, authorization documentation from the business/owner must be presented on your dash.

- This includes the Wilson Park Medical Center (home of [UNA Health Services](#)-UHS). Only students seeking service from UHS are eligible to park in this private lot. UHS will offer a parking pass or your patient portal documentation may serve in voidance of a private property citation given during visit to UHS.

Unauthorized Vehicles - CAMPERS, TRAILERS AND BOAT TRAILERS ARE PROHIBITED FROM PARKING ON CAMPUS. Space is available on Stewart Avenue (behind the baseball stadium) to accommodate campers and trailers.

Loading/Unloading - Handicap parking spaces and Fire Lanes should never be used for loading or unloading belongings on campus (unless the situation is being monitored or has been approved by Emergency personnel). Please use marked Loading Zone areas, 15-minute reserved spaces or park in your appropriate designated parking spaces to complete these tasks. It is recommended that you (1) have your items ready to load/unload in a timely manner, (2) when possible, have someone with you to monitor your vehicle in case it needs to be moved, and (3) contact the Transportation Services department if you are unsure of appropriate parking or have extenuating loading/unloading circumstances.

- If you feel you need to request parking in an unauthorized area for a specified time due to an extenuating circumstance for minimal time to

complete task, please use [Parking Exception](#) request on your [UNA Parking Portal](#) under your **Forms** tab.

## Boot Eligibility

Any vehicle accumulating four (4) or more UNPAID citations will be booted (immobilized) at the owner's expense until the vehicle becomes properly registered to park on campus and/or until all fines and fees are paid in full. Any person parking a vehicle on campus that has had the registration/permit revoked will be towed or booted at the owner's expense.

- Fine to remove traffic boot is \$25.00 and is not eligible for discount.
- Unauthorized removal or destruction of the Vehicle Boot device is subject to University discipline and criminal charges.
- Also see "[Permit Revoke Regulations](#)" for other penalties.

## Moving Violations

Drivers of vehicles who commit moving violations of the Alabama Uniform Rules of the Road shall be issued Alabama Uniform Traffic Citations, which are adjudicated through the Lauderdale County District Court, 200 South Court Street, Florence AL 35630. The phone number is 256-760-5710.

## 5B-Fines

Citations issued carry the following fines and regulations:

- Citations issued allow 10 days for payment at a reduced amount of \$10.
- Appeal submission of a citation will forfeit the reduced amount in the event that the Parking and Traffic Committee does not approve to cancel your citation.
- All University Students and Employees that have not paid or appealed their ticket within the 10-day allotment are eligible to have an Academic "HOLD" placed on their University account. All fines must be paid in full for the "HOLD" to be removed.

Fire Hydrant/Lane Blocked	\$ 110
Handicap/Accessible Parking	\$ 110
Parking on Yellow Curb	\$ 40
Blocking/Parking in Travel Lane	\$ 30
Blocking Dumpster	\$ 30
Employee Parking Only	\$ 30
Exceeded Zone Time Limit	\$ 30
No Space	\$ 30
No Parking Permit Displayed	\$ 30
Other Violation	\$ 30

Parking in Non-Valid Parking Area	\$ 30
Parking in Reserved Space	\$ 30
Remove Traffic Boot <i>*no discount eligible</i>	\$ 25
Double Parking	\$ 20
Parking Against the Flow of Traffic	\$ 20
Expired Parking Permit	\$ 20
Permit Display-Information Illegible	\$ 20
Unregistered Vehicle	\$ 20
Parked on Sidewalk/Crosswalk	\$ 20
Private Property	\$ 20

## Fine Payments

- 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 Transportation Services in the GUC (Guillot University Center) on the lower level.
- Check or money orders may be mailed to: University Transportation 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](#).

## 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 parking tickets may be appealed within ten (10) days from the date/time of issuance.
2. Submission of an appeal against the ticket will waive the option for the discounted amount in the event your ticket is upheld.
3. Appeal should provide details of extenuating circumstances and must show merit by providing a well thought out explanation, disputing your case that does not conflict with the Appeal Rejection guidelines listed below.
4. The Parking & Traffic Committee will consider your ticket history when making its decision.
5. You will be notified of the Parking & Traffic Committees final decision within 21 days of your appeal. Committee will vote for appeal to be Upheld, Reduced, or Canceled; with majority decision.

## **Appeal Rejection**

Appeals **will not** be considered for the following reasons:

- Fire Lane Violation
- Handicap Space Violation
- Lack of knowledge of the University Parking Regulations or Guidelines
  - "I didn't know" or "No one told me"
- Inability to find a proper or convenient parking space
- Other vehicles were improperly parked – or – "No one else got a ticket"
- Late to class or appointment
- Financial Hardship caused by fine
- Inclement weather
- Disagreement with parking regulations
- Appeals submitted after 10 days of issuance.

## Appeal Decisions

All Appeals Committee decisions are Final!

- If the Committee majority votes to **CANCEL** your ticket, the citation(s) appealed will be voided and you will be notified by email.
- If the Committee majority votes to **UPHOLD** your ticket, you will be notified by email and the citation(s) must be paid in full.
- If the Committee majority votes to **REDUCE** your ticket, you will be notified of the reduced amount by email.

## Appeal Committee

UNA's appeal committee are members of the [Shared Governance Parking and Traffic Task Committee](#). This usually consists of 10 designated members, devised of UNA students, faculty and staff.

## 6-Visitor Guidelines

Welcome to the University of North Alabama! If you are visiting campus and would like to register for parking, please fill out the following [form](https://www.una.edu/transportation/request-for-visitor-parking-permission.html) at this site:

<https://www.una.edu/transportation/request-for-visitor-parking-permission.html>

Conformation emails will be sent within 2 hours, during business hours (M-F, 8am-4pm) when UNA is open.

Please read the following guidelines:

- Registering your vehicle for parking will allow you to park in any legal space on campus.
- Visitors with Non-registered vehicles should only park in designated VISITOR LOT ONLY (LOT A on map), unless parking registration is requested. The Visitor Lot is accessed from Irvine Avenue entrance and is on the right (east) side of the lot, 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 visitor's vehicles. If you are a visitor and receive a citation with "No Permit" or "Unregistered Vehicle" violation, please present the citation with driver's license to Transportation Services office in the G.U.C. (Guillot University Center) so that we may clear the citation from our records or submit an appeal through our [UNA Parking Portal](https://una.ops-com.com) at <https://una.ops-com.com>.

- Citations issued for any State Violations (i.e. Handicap, Yellow Curb, Blocking Traffic, etc.) will not be illegible for waiver of ticket. Payment will be expected as directed on the citation.

## **7-Bus Transit System & Alternative Transportation**

Our Bus Routes are designed to accommodate commutes for all UNA Commuters, Transits, Residents and Employees in and around campus. Parking on campus can be a challenge. Using the shuttle will reduce the number of cars seeking parking on campus and can reduce the number of tickets for violation of parking regulations.

Buses will run during the Fall and Spring semesters when classes are in session.

Our Bus Routes and locations are updated each semester.

- Fall Schedule posted by August 1<sup>st</sup>.
- Spring Schedule posted by December 1<sup>st</sup>.

**Current Schedules can be found at this [link](#):**

<https://www.una.edu/transportation/document/2020/bus-brochure-spring-2021-revised.pdf>

### **Lion's Lift**

UNA also offers a ride booking service for UNA students for van transportation to or from campus during Fall/Spring semesters when school is in session.

It operates Monday-Thursday, 7 AM – 3 PM and Friday, 7 AM – 1 PM.  
Available appointments are on first-come, first-served basis.

#### **Requirements:**

1. Must be UNA student,
2. Requested "lift" or transportation must not be available through our [Bus Transit](#) schedule,
3. Destination must be within a 3-mile radius of the UNA main campus,
4. 24 hours' notice of reservation required,
5. Appointments first-come, first-served.

**Book [Here](#)!**

<https://outlook.office365.com/owa/calendar/TransportationServices@unaedu.onmicrosoft.com/bookings/>



## Other local transportation

- NACCOLG Public Transit Services - <https://nacolg.org/planning-transportation/public-transit>
- Quad City Taxi, Florence, AL – 256-767-0220
- Trust Taxi Service, Florence, AL – 256-980-8650

## Reserving A Bus

(only for UNA affiliated organizations or departments)

- Bus Reservations are handled in collaboration of the Facilities Department and Transportation Services.
- To reserve a bus for your UNA department, organization or event; please fill out the form provided on their home page under Motor Pool Usage & Procedures. <https://www.una.edu/controller/motor-pool-usage-procedures.html>
- Then email a completed copy of the form to **Sandy Osborn and Hollon McCullar**

## 8-Definitions

- Academic Hold: The hold is placed on a student or employee account when an outstanding balance is due with Transportation Services. This hold will restrict access to registration, scheduling and transcripts; or final pay reconciliation if an employee is involved.
- Color Zones: Any parking space designated by paint color of red, green or white.
- Designated Areas: Areas or Lots that are assigned as designated parking according to your permit classification.
- Employee: Full-time and part-time faculty members, administrative officials, and all other full-time and part-time staff **not including** those employed under the Student Aid program or Graduate Assistants.
- Legal Parking Space: When referenced, it refers to lined parking spaces that are not reserved or distinguished as non-parking areas.
- Motor Vehicle: Any self-propelled conveyance, including motorcycles.
- Permit: UNA issued hanging permit required to be displayed any time vehicle is on campus by any student, employee or visitor.
- Permit Classification: Your classification for parking on campus is determined by your student/employee identification, residency on/off campus, number of credited hours completed.
- Rollover: Process that occurs when permits renew to a new permit window when the permit is approaching expiration period.
- Student: Any person enrolled at the University of North Alabama for one or more credit bearing, academic courses. (This includes online students)
- Visitor: Any person not enrolled or employed in some capacity at the University, who is visiting or attending to business.



## **9-Parking Reservation**

The University Police Department manages the requests from our campus community for reserving parking spaces for events. If you need to reserve parking for an event, please submit this [form](#) to UNA Police. Reserved parking is assigned on a first come, first served basis. If approved, the requested spaces will be reserved using barricades, traffic cones and/or caution tape. These are typically placed out in the spaces the night before your event.

Due to the hardship on students, staff and faculty, unless exigent circumstances exist, no parking will be reserved for an event starting after 3:00 pm. This also applies for events on weekends or when the University is closed. The event will have to use available parking.

The UNA Police Department encourages all departments to utilize Lot A near the visitor lot for reserved parking for single visitors.

Departments are encouraged to use their own personnel and/or student workers to monitor reserved parking during their events. Unfortunately, some individuals will encroach upon reserved spaces, leaving your guests with nowhere to park. If the University Police coordinates and provides manpower to monitor spaces (at YOUR request), there will be a fee of \$25 per hour per person monitoring the spaces. The number of persons monitoring spaces is determined by the number of spaces requested. One person will be provided for every 25 spaces requested.

<https://www.una.edu/police/parking-request-form.html>

*Parking Reservation Forms must be submitted at least 2 weeks before an event or visitation is to begin. Failure to do so will result in no parking being reserved for the event.*

### **Conferences & Meetings**

In order to prevent unnecessary citations to your guests who may be visiting campus for a conference or meeting, Transportation Services requires sponsoring departments to complete the following:

#### **10 or more attendees**

*Sponsoring Department/Office must:*

- Be responsible for contacting the building or department responsible for event reservation.
- Request printable Temporary Permits at [transportation@una.edu](mailto:transportation@una.edu) for guest to display on their dashboard (providing all details of event)
- These temporary permits may be provided by sponsoring department to guest(s) via email or at arrival. Temporary paper permits may only be created and distributed from Transportation Services.
- If Parking Monitoring or Barricaded Spaces are needed, please fill out Parking Reservation form at <https://www.una.edu/police/parking-request-form.html>
- The VISITOR Lot at the Harrison Plaza entrance cannot be used for these larger events.

## **9 or less attendees**

*Sponsoring Department/Office/Employee may:*

- A. Request guest to complete the online visitor request form for temporary parking (See [Visitor Guidelines](#)). Tag number will be required.
- B. Obtain the guest(s) tag number and contact information and request their temporary parking using the Forms tab through the employee's [UNA Parking Portal](#).

## **10-Campus Maps**

Visit this [link](#) to view all campus parking, amenities and accessibility.

<https://www.una.edu/map/>

- City Street-side parking in vicinity of UNA campus is open to all drivers and is subject to State Laws and is enforced by City of Florence and UNA Transportation Services. It is available on a "first-come, first-served" basis.

Quick Clips of accessible permitted parking areas during designated business hours (M-F, 7am-4:30pm)

*\*see [Parking & Permit Regulations](#)\**

### **Visitors**

See [Visitors](#) Guidelines



### **UNA Transit**

**(Lots M, O, W)-White Lines only**



See [Campus Map](#)



**Lafayette Resident**  
**Lots K & H – White lines only**



**Faculty/Staff/Contract Services**  
**Green Lines** (more green lines may be available in other lots across campus, the lots highlighted are signed "Employee Parking Only")

