

**Section 5-102 - Temporary Permits / Loading-Unloading**

These temporary permits (*dashboard passes*) are available at no cost, to any visitor, but may only be issued by the UIS Parking Operations office during normal weekday business hours (M-F, 8:30 a.m. – 5 p.m.).

*Temporary Employees*

- A. Temporary employees who are hired for a period greater than one month must purchase a parking permit for either a full semester, yearly fee, or summer session. Temporary employees hired for less than one month may be given a One Time Issue temporary parking permit on a case by case as need basis determined by the Parking Operations office.

*Loading/Unloading Approval*

- B. Please contact the UIS Police department at (217) 206-6690, should you require an extended period of time, to load/unload goods, or material.

**PART 6: Sanctions and Violation Penalties**

**Section 6-101 - Revocation of Parking Privileges**

The UIS Police Department shall have the authority to revoke the parking privileges of any individual who:

1. Is found guilty of reckless driving under Chapter 625, of the Illinois Compiled Statutes while driving a vehicle on this campus.
2. Is found guilty of driving while under the influence of alcohol under Chapter 625, of the Illinois Compiled Statutes while driving a vehicle on this campus.
3. Has his/her operator’s license revoked by the State of Illinois.
4. Individual has not paid overdue parking fines.

**Section 6-102 - Imposition of Sanctions and Violation Penalties**

The UIS Police Department is authorized to impose sanctions for violation of these regulations, withdraw motor vehicle privileges as provided in these regulations, cause the removal of trespassing vehicles at the operator’s or owner’s expense as provided in these regulations, refer the matter to internal disciplinary action, impose a violation penalty, or any combination of the above.

**Section 6-103 - Violation Penalties**

The UIS Police Department shall have the authority to impose a violation penalty in addition to the sanctions listed in Sections 6-101 and 6-102 of this part as established below:

1. No Parking Hang Tag \$25.00
2. Unauthorized parking in a handicapped space \$250.00
3. Parking Meter Expired / Parking Zone Overtime \$10.00\* (\*increases to \$20.00 if not paid within ten calendar days from the violation date)
4. Unauthorized Space/No Parking Zone \$25.00
5. False or deceptive practice in obtaining parking privileges (Hang Tags or Dashboard Passes) \$100.00
6. Tow Zone (Marked) \$50.00
7. Emergency Lanes/Spaces, Fire Lane/Hydrant \$25.00

8. Blocking (Cars, Drives,Sidewalks,Ramps) \$25.00
9. Expired Parking Hang Tag \$25.00
10. Resident Parking Only \$25.00
11. Authorized Vehicles Only \$25.00
12. Unassigned Lot \$25.00
13. Improper Display (Parking Hang Tags or Parking Dashboard Passes) \$25.00

**Section 6-104 - Failure to Pay Violation Penalties**

- A. Notwithstanding any provisions of these regulations, any student who fails, refuses, or neglects to pay a violation penalty as set forth in these regulations will be subject to an administrative hold being placed on the student’s registration and/or records until such time as the amount is paid to the Bursar.
- B. Notwithstanding any provisions of these regulations, any person who is an employee of the University and who fails to pay a violation penalty as set forth in these regulations will be subject to having such violation penalty owed to the University deducted from the sums due to such employee from the University.

**Section 6-105 - Motor Vehicles Subject to Removal**

- A. Vehicles may be subject to removal from the campus under the following conditions:
  - (1) Motor vehicles parked in such a manner as to impede the normal flow of traffic; vehicles blocking driveways, wheelchair ramps, fire lanes and hydrants, or other vehicles; and those parked in handicap parking spaces without handicap plates, decals or disabled veteran plates may be removed immediately when the violations are noted by a UIS police officer or upon complaint to the UIS Police Department.
  - (2) Vehicles which are found abandoned/derelict and/or inoperable because of traffic accidents. Abandoned/derelict vehicles are defined as those vehicles without a current license plate, in obvious disrepair, or which otherwise appear to be abandoned, and as further described in Chapter 625 of the Illinois Compiled Statutes.
  - (3) Any vehicle found on campus after loss of parking privileges may be removed therefrom at the expense of the owner or operator as provided in these regulations.

- B. All vehicles removed under conditions as listed above will be removed at the expense of the owner or operator of such vehicle.

**PART 7. The Parking Appeals Board and Advisory Committee**

**Section 7-101 - Hearing**

- A. Any person who desires to appeal a violation penalty, must appeal it within ten (10) calendar days of the ticket’s issuance. Appeal forms are available at the Parking Operations office located in the first floor level of the Public Affairs Center PAC 119 and additionally available online. The individual filing the appeal has the option to appear in person before the Board to present his/her case.
- B. Anyone who fails to file an appeal waives the right to the same and shall be subject to violation penalty or sanctions otherwise herein provided.

**Section 7-102 - The Parking Appeals Board and Advisory Committee**

The Board may consist of two student members, two faculty members, and two staff members appointed by the appropriate Senate. The Board shall establish its own procedures for due process. The decisions of the board are final.

**Section 7-103 - Authority of the Parking Appeals Board and Advisory Committee**

Shall have the authority to:

1. Affirm the violation or any sanction imposed under regulations.
2. Determine that no violation penalty was incurred or other sanction imposed under these regulations.
3. Grant a continuance or rehearing for a violation.

**THESE REGULATIONS ARE SUBJECT TO REVISION AT ANY TIME. COPIES OF THE COMPLETE PARKING REGULATIONS ARE AVAILABLE AT THE PARKING OPERATIONS OFFICE LOCATED**

**Parking Operations  
Business Services Building (BSB), Room 43  
University of Illinois Springfield  
One University Plaza, MS BSB 43  
Springfield, IL 62703  
Phone: (217) 206-8502  
Hours of Operation 9–12:30 p.m. (Monday-Thursday)  
[www.uis.edu/parking/](http://www.uis.edu/parking/)**

Parking Lots	University Hall	Public Affairs Center	Brookens	Health-Science Building
<b>A*</b>	975	975	750	675
<b>B*</b>	1050	900	600	675
<b>C-North*</b>	900	600	600	825
<b>C-South</b>	600	450	450	600
<b>D*</b>	900	600	600	825
<b>E</b>	600	400	400	675
<b>F</b>	450	750	900	750
<b>G</b>	150	450	600	450
<b>H</b>	675	900	825	600
<b>I*</b>	700	900	1500	1200

**The distances listed (above) are measured in feet from the center of the parking lots to the buildings.**

**\*Visitor Parking Lot**



# Motor Vehicle Regulations and Parking Information

## PART 1. Authority

### Section 1-101 - Authority

Under authority vested by the Board of Trustees, the Chancellor of the University of Illinois Springfield has general jurisdiction over matters relating to parking and traffic, including the establishment of vehicle registration, parking fees, the authorization of signs regulating traffic and parking, designation of parking fees, and the institution of regulations implementing these policies.

### Section 1-102 - Effective Date

The effective date of these regulations is August 1, 2014.

## PART 2. Definitions

### Section 2-101 - Coverage, General

- A. The regulations contained herein shall apply to all motor vehicles and users thereof, coming upon, or parking on the campus of the University of Illinois Springfield, unless otherwise provided in these regulations.
- B. The provisions of these regulations shall apply to the driver of any vehicle owned or operated by the United States, the state, or any county, city, town, district, public corporation, or any other political subdivision of this or any other state, except as otherwise provided in this section.

### Section 2-102 - Definitions

The words and phrases in these regulations, for the purpose of these regulations, shall have the meanings respectively ascribed to them in the Illinois Compiled Statutes, Chapter 625, Illinois Vehicle Code, except where the context otherwise requires.

### Section 2-103 - The Illinois Vehicle Code

All laws of the State of Illinois concerning vehicles and their operations, including but not limited to the Illinois Vehicle Code, are hereby incorporated in these regulations as if reproduced herein full. Pursuant thereto, the posting of signs regulating traffic and parking by the UIS Police Department shall be deemed to have been duly done by local authority as therein defined.

### Section 2-104 - Speed Limit

The speed limit on campus roads or drives is 20 miles per hour unless otherwise posted. In marked and posted pedestrian crosswalks, the pedestrian has the right-of-way and the maximum speed limit in such areas is 15 miles per hour.

## PART 3. Registration

### Section 3-101 - General

All full and part-time faculty, students and staff must obtain a Parking Hang Tag for their vehicle, when parked on University property. The Hang Tag is obtained by registering the vehicle with the Parking Operations Office. Persons who work at the University of Illinois Springfield, but who are paid by another entity, must purchase a Hang Tag to park on University property.

### Section 3-102 - Eligibility, General

- A. Any University of Illinois Springfield student, faculty member, staff member, or other employee of the University is eligible.
- B. No person shall register a vehicle, or receive a parking Hang Tag for a vehicle, unless he/she completes the Parking Hang Tag Application Form online at: [www.uis.edu/parking/](http://www.uis.edu/parking/). Once the online purchase is complete, the Hang Tag permit receipt and a photo ID must be presented to the Parking Operations Office located on the first floor of the Public Affairs Center (PAC 119), in order to receive the appropriate Hang Tag. No Hang Tags will be sold to individuals with “dealer” license plates, without the permission and approval from the Parking Operations office (217) 206-8502.

### Section 3-103 - Vehicle Eligible for Registration

- A. Any UIS student, faculty, or staff member, may register only his/her vehicle, or the vehicle of a member of his/her immediate family, including any relative domiciled at the individual's residence. Each individual UIS student, faculty or staff member, that has a vehicle on campus, will be required to obtain a Hang Tag at the full price for their own vehicle.

### Section 3-104 – Display of Hang Tag

Registration of a vehicle is not complete until the Hang Tag issued, is hung on the rear view mirror, of the front windshield, with the hang tag numbers facing toward the front of the vehicle.

### Section 3-105 – Online Student Registration

Any student that is taking “**only**” on-line classes, and visits campus less than 6 times a semester (*for exams, etc.*), will be allowed to acquire and display a temporary “one-day” dashboard pass. The UIS On-line Student should request and pick up the “one-day” dashboard pass from the UIS Parking Operations office at PAC 119, (217) 206-8502.

## PART 4: Hang Tags

### Section 4-101 - Issuance of Hang Tags

All Hang Tags shall be purchased online and acquired from the Parking Operations office, located in the first level of the Public Affairs Center PAC 119. Payroll Deduction is an additional online purchase option, but only for full-time Faculty and Staff.

### Section 4-102 - Persons Affiliated With the University

Persons affiliated with the University of Illinois Springfield shall not park a motor vehicle on University property, without display of a current Hang Tag.

### Section 4-103 - Visitors

Except where prohibited by signs or markings, “Visitors” may park in the following University parking lots; Lot A, B, C-North, D, I, and J. If a “Visitor” should receive a ticket for NOT having a Hang Tag, please follow the instructions on the back-side of the ticket. All references made to decals, including a ticket citation, should be considered the equivalent of a Hang Tag.

Visitors should NOT, under any circumstances, park in any of the specific lots designated for “Housing Residents Only”, these lots are reserved for the residents who live in those specific Housing complexes.

Students being visited during the day by “non-UIS” individuals, may park in the following “Visitor” parking lots; Lot A, B, C-North, D, I, and J. Students being visited overnight by “non-UIS” individuals, must park in Parking Lots ‘H’ and ‘C’- North. Those overnight “Visitors” should make every attempt to obtain a parking dashboard pass from the Parking Operations office in PAC 119, prior to parking in these two lots. A maximum limit of three nights will be allowed for overnight “Visitors” parking in Lots ‘H’ and ‘C’- North.

### Section 4-104 - Car Pools

If a group of people wish to “Carpool” to work, one individual within that group shall obtain one “hang tag”, which shall be transferred between the group's vehicles being used, when they take a different vehicle to campus. See Section 4-105- Vehicle Registration Fees, for the fee structure.

### Section 4-105 - Vehicle Registration Fees

The assessment and collection of motor vehicle fees from students, faculty, staff, and from all employees for motor vehicle privileges is hereby established according to the following:

Term	Student	Faculty/Staff
Annual	\$88.00	\$105.00
Fall Semester	\$44.00	\$52.50
Spring Semester	\$44.00	\$52.50
Summer Session	\$22.00	\$26.25
Lost Hang Tag	Equal to Original Fee Paid	
Temporary Parking (less than 1 month)	Contact Parking Operations Office Dashboard passes will only be issued on a case by case basis	

### Section 4-106 – Other Vehicle Usage

If someone wishes to drive a different vehicle to work, or class, they may only do so, if they transfer their hang tag to the other vehicle.

### Section 4-107 - Refunds

Only students who drop out of the University within the first two weeks of the semester, or employees who resign within two weeks of the start of

employment, will receive a full refund of the cost for their Parking Hang Tag. After the end of the second week of class, or employment, no Hang Tag refunds will be given. A refund can only be requested within the semester that the Parking Hang Tag is purchased.

In addition to the refund policy above, only those resident housing students having purchased an “Annual” Hang Tag, that are graduating in mid-year, may request a refund (1/2 price of the yearly hang tag cost), after having first surrendered their specific Hang Tag to the Parking Operations office located in PAC 119.

### Section 4-108- Ownership of Hang Tags

All Hang Tags remain the property of the University of Illinois Springfield and may be reclaimed for cause at any time. Upon any changes of eligibility for motor vehicle privileges under these regulations, a Hang Tag must be immediately RETURNED to the Parking Operations office located in the first level of the Public Affairs Center (PAC 119).

### Section 4-109 - Manner of Displaying Hang Tag

All hang tags shall be hung from the rear view mirror of the vehicle. The lettering on the hang tag shall face the front of the vehicle. Individuals that only have a motorcycle, will be responsible for paying for one hang tag, but are not required to display it on the motorcycle. Should the individual have both a vehicle and a motorcycle, they should only purchase one hang tag, but will be responsible for displaying the single hang tag on the rear view mirror, of that vehicle.

## PART 5. Parking

### Section 5-101 - Prohibited Parking

No person shall park a vehicle unless directed by UIS police officers:

1. In a location other than an authorized parking lot or space.
2. In a location prohibited by a sign or a yellow curb marking.
3. In a marked loading zone for a period longer than the allotted time.
4. On walks or grass.
5. In a driveway unless marked or posted.
6. So as to block a crosswalk or driveway.
7. So as to block cars legally parked.
8. So as to block a wheelchair ramp.
9. In a designated parking space for emergency vehicles or other authorized vehicles.
10. On a campus street or driveway except where posted.
11. In a handicapped space unless the vehicle meets the standards for handicap parking as defined in Chapter 625, Illinois Compiled Statutes.
12. No vehicles with the exception of emergency vehicles may park in a fire lane.