

### Section 5-104 - Loading-Unloading

Loading/Unloading Approval - Please contact the UIS Police department at (217) 206-6690, should you require an extended period of time, to load/unload goods, outside of predetermined housing move in/move out dates and times.

### PART 6: Sanctions and Violation Penalties

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

Parking privileges may be revoked for any individual for the following reasons:

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.
5. Individual receives a parking violation for false or deceptive practices in obtaining parking privileges.

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

The university is authorized to impose sanctions for any violation of these regulations, withdraw motor vehicle privileges as provided in these regulations, cause the removal of 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 university 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. \$ 40.00 No Parking Hang Tag
2. \$ 40.00 Expired Parking Hang Tag
3. \$ 50.00 Parking Hang Tag not valid for lot/area (unassigned lot)
4. \$ 25.00\* Parking Meter-Parking Meter Pay Station EXPIRED/Parking Zone Overtime (\*This violation increases to \$35.00 if not paid within ten Calendar days from the violation date)
5. \$250.00 Unauthorized parking in a handicapped space
6. \$ 50.00 Unauthorized Parking Lot or Space/No Parking Zone
7. \$ 50.00 Unauthorized parking in a prohibited location/area: Emergency Lanes/ Spaces, Fire Lane/Hydrant, on Sidewalks, on Grass, Driveways, Loading Zone, prohibited by sign or yellow curb marking
8. \$ 50.00 Authorized Vehicles Only
9. \$ 50.00 Tow Zone (Marked)
10. \$ 50.00 Blocking (Cars, Drives, Sidewalks, Ramps)
11. \$ 50.00 Parking in a Reserved Parking Space without appropriate ParkingHangTag
12. \$ 25.00 Unauthorized use of Resident Parking Only
13. \$ 50.00 Failure to remove vehicle from special event signed area
14. \$250.00 False or deceptive practices in obtaining parking privileges.

A violation penalty must be paid or appealed within ten (10) calendar days of the ticket's issuance, or the violation penalty will be processed as a debt owed to the university. Only after payment is received, may a violation be elevated to the appeals board committee for review of a no violation penalty in accordance with Section 7 of these regulations.

### 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 towed from university property under the following conditions:
- (1) Motor vehicles parked in such a manner as to impede the normal flow of traffic or create a safety hazard; vehicles blocking driveways, wheelchair ramps, fire lanes and hydrants, garbage and recycling dumpsters, or other vehicles; and those parked in handicap parking spaces without handicap plates, decals or disabled veteran plates.
  - (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.
  - (4) Unauthorized parking in a location/area outlined in Section 5-103 Prohibited Parking.
- 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. **The parking violation must be paid prior to filing an appeal.** Appeal forms are available at [www.uis.edu/parking](http://www.uis.edu/parking) or at the Parking Operations office. The individual filing the appeal has the option to appear in person before the Board to present his/her case.

B. Any person 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 is chaired by the campus parking manager and may consist of two student members as appointed by the Student Government Association, two faculty members as appointed by the Campus Senate, two staff members with one appointed by the Civil Service Advisory Council and the other appointed by the Academic Professional Advisory Council. 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.**



## UIS PARKING OPERATIONS MOTOR VEHICLE REGULATIONS

**Administrative Affairs, Facilities and Services**  
Business Services Building (BSB) 43

University of Illinois Springfield  
One University Plaza, MS43  
Springfield, IL 62703

Phone: (217) 206-8502 or (217) 206-6530  
EMAIL : [parking@uis.edu](mailto:parking@uis.edu)  
Website: <https://www.uis.edu/parking>

## **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 to include 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, 2020

## **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.

For the purpose of these regulations, "Student(s), Staff and or Faculty" shall have the same meaning as "all full-time, part-time and temporary faculty, students, staff and employees of the University of Illinois Springfield and individuals who work at the University of Illinois Springfield, but who are paid by another entity". "Visitors" are persons other than current University of Illinois Springfield Students, Staff and Faculty.

### **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 university 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.

## **Part 3. Vehicle Registration**

### **Section 3-101 - General**

All Students, Staff and Faculty must register and obtain a current parking hang tag for their vehicle(s) when parked on university property. Registration of a vehicle is not complete until the parking hang tag issued is displayed as instructed in Section 4-105.

### **Section 3-102 - Eligibility, General**

- A. Any UIS Student, Staff or Faculty 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 Parking Hang Tag receipt and a valid photo ID must be presented to the Parking Operation's office, in order to receive the appropriate parking hang tag. No parking hang tags will be sold to individuals with dealer license plates on their vehicles(s).

### **Section 3-103 - Registration Eligibility, Vehicle(s)**

Any eligible Student, Staff or Faculty may register only his/her vehicle(s), or the vehicle(s) of a member of his/her immediate family, including any relative domiciled at the individual's residence. Each individual UIS Student, Staff or Faculty that has a vehicle on campus, will be required to register and obtain a parking hang tag at the full price for their own vehicle. No Student, Staff or Faculty may register a vehicle(s) of another student, staff or faculty.

## **PART 4: Parking Hang Tags**

### **Section 4-101 - General**

All Students, Staff and Faculty must obtain a current parking hang tag for their vehicle(s) when parked on university property. University parking hang tags are valid for specific lots and/or a specific parking space. University parking hang tags are not valid in spaces with individual

### **Section 4-101 - General, Parking Hang Tags Continued**

meters. All metered spaces require payment 24/7. Students with a valid and properly displayed parking hang tag may park in Lot J. Faculty and Staff who do not have a PERKS in Lot J must pay the parking meter pay station to park in Lot J. Students, Staff, and Faculty must not transfer, loan, duplicate, trade, nor sell their respective parking hang tag.

### **Section 4-102- Parking Hang Tags, Authorizations**

For the purpose of these regulations, Parking Hang Tag and Parking Permit shall have the same meaning. University Parking Hang Tags authorize Students, Staff and Faculty to park in specific lots and/or a specific parking space corresponding to their parking hang tag.

Economy: An Economy parking hang tag authorizes parking in any of the economy parking lots.

Standard: A Standard parking hang tag authorizes parking in any of the standard and economy parking lots.

PERKS: A PERKS(Personal Exclusive Reserved "Kar" Space) parking hang tag authorizes parking in a specific assigned PERKS space 24/7/365 and in any of the standard and economy parking lots.

Residential: A Residential parking hang tag authorizes parking in specific residential parking lots associated with and near a student's campus residence. Residential parking hang tags are not valid in Economy or Standard lots or in PERKS.

Emeritus: An Emeritus parking hang tag authorizes parking in any of the standard and economy parking lots.

### **Section 4-103 - Issuance of Parking Hang Tags**

University parking hang tags must be issued by Parking Operations and are valid for specific lots and/or a specific parking space. All parking hang tags shall be purchased online and must be picked up from Parking Operations. Only full time faculty and staff are eligible for payroll deduction, an additional online purchase option. The purchase and issuance of a parking hang tag does not guarantee convenient parking at the University of Illinois Springfield campus nor does it guarantee space will be available for parking in an individual's preferred parking location.

### **Section 4-104 - Persons Affiliated With the University**

Persons affiliated with the University of Illinois Springfield shall not park a motor vehicle(s) on university property, without display of a current parking hang tag or parking in and paying for a metered parking space.

### **Section 4-105 - Display of Parking Hang Tag**

The parking hang tag must be hung on the rear view mirror or displayed visibly in the front windshield of the motor vehicle with the parking hang tag numbers facing outward and legible for inspection. Individuals that only have a motorcycle, will be responsible for purchasing one parking hang tag, and required to display it on the motorcycle. Should the individual have both a vehicle and a motorcycle, they need only purchase one parking hang tag, but will be responsible for displaying the single parking hang tag on the vehicle or motorcycle when parked on campus. A second parking hang tag may be purchased if one chooses to park their vehicle and motorcycle on campus simultaneously.

### **Section 4-106 - Carpools**

For the purpose of these regulations, a carpool is a group of people arriving to and departing from campus together in the same vehicle at the same time. If a group of people wish to carpool to work, one individual within that group shall obtain one parking hang tag, which shall be transferred between the group's vehicle(s) being used, when they take a different vehicle to campus.

### **Section 4-107 - Other Vehicle Usage and Carpool**

If someone wishes to drive a different vehicle and park at the University, they may only do so by displaying their parking hang tag in their other vehicle when parking on campus.

### **Section 4-108 - Parking Hang Tag Fees**

The assessment and collection of motor vehicle fees from all Students, Staff and Faculty eligible for motor vehicle privileges is hereby established according to the posted parking fee structure reflected on the Parking Operation's website at: [www.uis.edu/parking](http://www.uis.edu/parking).

### **Section 4-109 - Parking Hang Tag Refunds**

Only students who drop out of the University within the first two weeks of the semester or employees who resign or are terminated within two weeks of their employment start date are

### **Section 4-109 - Parking Hang Tag Refunds, Continued**

eligible to receive a full refund of the cost for their parking hang tag. After the end of the second week of class, or employment, no parking hang tag refunds will be given. The parking hang tag must be returned when applying for a refund. 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 student, staff and faculty having purchased an annual hang tag, may request a refund\* for ½ the price of the annual hang tag cost. In order to receive this refund, the student, staff or faculty must return their parking hang tag to and complete a refund application with the Parking Operation's office before January 1st. Parking hang tag refunds are not available after January 1st. Please note that the Parking Operations office closes for winter break and parking hang tags cannot be returned during that time (see hours of operation on website for details).

\*Not available to faculty and staff utilizing payroll deduction for the purchase of their parking hang tag.

### **Section 4-110 - Ownership of Parking Hang Tags**

All hang tags remain the property of the university and may be reclaimed for cause at any time. Upon any changes of eligibility for motor vehicle privileges under these regulations, a parking hang tag must be immediately RETURNED to Parking Operations.

## **PART 5. Parking**

### **Section 5-101 - General**

Students, Staff and Faculty must park their vehicle(s) in specific parking lots and/or a specific parking space authorized by and corresponding to their parking hang tag as defined in Section 4-102. The university assumes no liability for vehicles parked or operated on university property.

### **Section 5-102 - Visitor Parking**

Except where prohibited by signs or markings, Visitors are invited to park in individual metered spaces or in metered/pay parking lots monitored by parking meter pay stations.

- A. The following lots have metered parking spaces and/or parking meter pay stations for visitors: Parking Lots A, B-West, C-North, D, F, G, I-South and J.
- B. Visitors attending an event hosted by the Performing Arts Center shall park in lots C-North, C-South, D, E, or in any metered parking space or in any metered/pay parking lot.
- C. Visitors attending a conference must park in the lot(s) designated for the conference, any metered parking space, or in a metered/pay parking lot. The department organizing the conference is responsible for coordinating with Parking Operations parking for their event.
- D. Visitors parking their vehicle overnight on campus must park their vehicle in the yellow Economy section of Lot B-East.
- E. 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.
- F. If a Visitor should receive a ticket, they may make inquiries about the parking violation to UIS Parking Operations or visit [www.uis.edu/parking](http://www.uis.edu/parking) for more information. (please review Section 7-101)

### **Section 5-103 - Prohibited Parking**

No person shall park a vehicle unless authorized by Parking Operations or directed by the UIS Police Department:

1. In a location other than an authorized parking lot or space.
2. In a reserved parking space without appropriate parking hang tag.
3. In a location prohibited by a sign or yellow curb marking.
4. In a marked loading zone for a period longer than the allotted time.
5. On walks, grass, recreational and/or athletic courts and fields.
6. In a driveway unless marked or posted.
7. So as to block a crosswalk or driveway.
8. So as to block cars legally parked.
9. So as to block a wheelchair ramp.
10. In a designated parking space for emergency vehicles or other authorized vehicles.
11. On a campus street or driveway except where posted.
12. In a handicapped space unless the vehicle meets the standards for handicap parking as defined in Chapter 625, Illinois Compiled Statutes.
13. In a fire lane, no vehicles with the exception of emergency vehicles are authorized to park.