



# ORDINANCE FOR PARKING AND TRANSPORTATION SERVICES

Approved by the Board of Trustees  
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## Table of Contents

ARTICLE I: GENERAL PROVISIONS.....	4
SECTION 1-1: Definitions.....	4
SECTION 1-2: Authority; Delegation of Authority.....	7
SECTION 1-3: Posting Notice of Ordinance and Regulations .....	7
SECTION 1-4: Publications of Ordinance and Regulations .....	7
SECTION 1-5: Violation of Ordinance.....	7
SECTION 1-6: Filing of Ordinance and Regulations .....	8
SECTION 1-7: Liability; Application and Responsibility .....	8
SECTION 1-8: Cooperation with Civil Authorities.....	8
SECTION 1-9: Rules of Evidence .....	9
SECTION 1-10: Utilization of Funds.....	9
ARTICLE II: PARKING PERMITS.....	10
SECTION 2-1: Registration and Issuance of Parking Permits –Physical or Virtual .....	10
SECTION 2-2: Parking Permit and Other Fees .....	11
SECTION 2-3: Refunds .....	11
SECTION 2-4: Replacement Fees.....	12
SECTION 2-5: Temporary Parking Permits .....	12
SECTION 2-6: Disability Parking Permits .....	13
SECTION 2-7: Special, Visitor, and Event Parking .....	13
SECTION 2-8: Display of Physical Parking Permits.....	13
SECTION 2-9: Counterfeiting/Altering Parking Permits; Unauthorized Display of Parking Permits..	14
ARTICLE III: PARKING CONTROL .....	15
SECTION 3-1: General .....	15
SECTION 3-2: Parking in Accordance with Parking Permits .....	15
SECTION 3-3: Metered Spaces .....	15
SECTION 3-4: Controlled-Access Lots.....	16
SECTION 3-5: Reserved Parking .....	16
SECTION 3-6: Bicycle Parking .....	17
SECTION 3-7: Grilling/Cooking and Open Flame Devices in Parking Decks or Structures.....	17

SECTION 3-8: Camping and other activity prohibited in Parking Decks or Lots.....17

ARTICLE IV: TRAFFIC CONTROL.....18

SECTION 4-1: General Regulation.....18

SECTION 4-2: Speed Limits.....18

SECTION 4-3: Stop Intersections .....18

SECTION 4-4: Vehicular Traffic at Marked Crosswalks; Sidewalks.....19

SECTION 4-5: Pedestrian Obstructing Traffic .....19

SECTION 4-6: Signs and Devices .....19

SECTION 4-7: Prohibited Use of Streets.....19

SECTION 4-8: Interference with Traffic .....20

SECTION 4-9: Skateboards, Roller Skates, In-line Skates, Hoverboards.....20

SECTION 4-10: Bicycles .....20

SECTION 4-11: Service Vehicles.....21

ARTICLE V: CITATIONS, PENALTIES AND COLLECTIONS.....21

SECTION 5-1: Violation Notices .....21

SECTION 5-2: Penalties .....22

SECTION 5-3: Payment of Penalties .....23

SECTION 5-4: Vehicle Towing or Immobilization.....23

SECTION 5-5: Collection Methods .....24

SECTION 5-6: Civil Suits for Recovery of Penalties .....24

SECTION 5-7: Habitual Offender/Repeated Offenses .....24

ARTICLE VI: APPEALS.....25

SECTION 6-1: Appeals.....25

ARTICLE VII: DATA COLLECTION AND PRIVACY .....25

SECTION 7-1: Data Collection.....25

SECTION 7-2: Use of Data.....26

SECTION 7-3: Data Retention.....26

SECTION 7-4: Access to System.....26

## ARTICLE I: GENERAL PROVISIONS

### SECTION 1-1: Definitions

Words and phrases defined in this section have the meaning indicated below when used in these Ordinances, unless the context clearly requires another meaning:

1. Academic Year: The first day of classes for the Fall of one year through the last day of classes for the Spring of the following year, as defined in the University Academic Calendar.
2. Campus: All property located in and around Greensboro, North Carolina, which is owned or leased by the State of North Carolina and which is under the supervision of the Board of Trustees of North Carolina Agricultural and Technical State University.
3. Chancellor: The Chancellor of the University of North Carolina Agricultural and Technical State University.
4. Citation: Ticket issued for a parking or traffic violation of these Ordinances or regulations issued pursuant hereto.
5. Contractor: A company or individual under contract with the University to provide goods or services to the University.
6. Crosswalk: That portion of a roadway ordinarily included within the prolongation or connection of the lateral lines of sidewalks at intersections or any portion of a roadway distinctively indicated for pedestrian crossing by lines or other markings on the surface.
7. Event: a planned public or social occasion
8. False Registration: Possession or display of a North Carolina Agricultural and Technical State University Parking Permit that has been duplicated, altered, forged or reported lost or stolen.
9. Habitual Offender: Any individual who receives three (3) or more parking citations, regardless of whether they are paid by the individual, in a single Academic Year.
10. Intersections: The area embraced within the prolongation of the lateral curb lines or, if none, then the lateral boundary lines of two or more highways, streets or roadways, which join one another at any angle whether or not one such highway, street, or roadway crosses the other.
11. Liability: Legal responsibility by vehicle ownership, registration, payment, or appeal of citation.
12. License Plate Recognition (LPR): Technology that provides virtual permits through a vehicle license plate instead of traditional physical printed permit.
13. Operator: Every individual who shall operate a vehicle as the owner thereof; or as the agent, employee, or permittee of the owner; or one who is in actual physical control of a vehicle.
14. Park, Parking: The standing of a vehicle, whether occupied or not. "Park" or "parking" does not designate a vehicle standing temporarily for the purpose of, and while actually engaged in: (1) receiving or discharging passengers; (2) actively loading or unloading merchandise; (3) obeying traffic regulations, signs or signals; or (4) stopping involuntarily due to causes beyond the

- control of the operator of the vehicle. Notes in vehicles, activated hazard lights, or a running engine do not render the vehicle "attended."
15. Parking Area: Any place or area set aside, marked, or intended for parking vehicles, either permanently or temporarily.
  16. Parking Meter: Any electronic or mechanically timed device placed or erected for the regulation of parking by authority of the University. Payment of meter fees must be paid using payment methods as designated on the meter.
  17. Parking Permit - Physical: A hangtag or sticker purchased from the North Carolina Agricultural and Technical State University Office of Parking and Transportation Services bearing printed messages, including an expiration date, giving permission to park in designated parking areas.
  18. Parking Permit – Virtual: An electronic assignment of approval issued by Parking and Transportation Services, giving permission to park in designated parking areas.
  19. Parking Space: Areas designated for vehicle parking by durably marked white lines on the surface of the street, lot or curb. Each set of parallel white lines will designate a parking space in which one vehicle may park.
  20. Public Vehicular Area: Any drive, driveway, road, roadway, street, or alley upon the grounds and premises of the University.
  21. Registered Vehicle: Any vehicle registered with North Carolina Agricultural and Technical State University Office of Parking and Transportation Services by means of the purchase or issuance of a Parking Permit.
  22. Reserved: Any space that has been signed as “RESERVED” for an individual, for a campus entity, for a campus event, or for a service.
  23. Restricted: Any space, lot or deck that has been designated for a specific use and so signed by Parking and Transportation Services, including but not limited to, Premium Parking, Athletic or other Event, Departmental use, Construction use or other specific use.
  24. Service Vehicles: Service Vehicles are any means of transportation owned by the University, other State agency, or contractor that are used on Campus in the conduct of University business, including, but not limited to, the following:
    - a. Utility/golf carts;
    - b. Other “unlicensed off-the-road vehicles”;
    - c. Three (3), four (4), and six (6) wheel vehicles;
    - d. Electric or gas powered, and alternative fuel vehicles used for transportation of people, equipment, products, etc.;
    - e. Segways; and
    - f. Vehicles of contractors or vendors working on Campus.
  25. Sidewalk: All that property along or by any street, highway, or roadway which is intended for pedestrian use and which lies between the curb line or lateral line; or any street, highway, or roadway and the line at which the use of property for purposes other than pedestrian traffic ends.
  26. Staff Member: All full-time, part-time, temporary (including adjunct faculty), and permanent employees of North Carolina Agricultural and Technical State University and all employees of other entities providing contracted services.

27. Standing or Stopping: The complete cessation of movement for any reason, impeding regular traffic flow or access, including but not limited to loading/unloading and/or pedestrian drop off or pickup.
28. Street, Highway or Roadway: The entire width of a corridor designed or marked by proper authorities for vehicular traffic.
29. Student: Any person who has been properly admitted as a student to North Carolina Agricultural and Technical State University.
  - a. Commuter: A registered student who has not contracted to live on Campus.
  - b. Resident: A registered student who is contracted to live on Campus and is assigned to reside in Campus housing.
30. Traffic Offense: Any moving violation under these Ordinances.
31. University: Unless otherwise provided, North Carolina Agricultural and Technical State University.
32. University Police: The Campus law enforcement agency authorized by North Carolina General Statutes Section 116-40.5.
33. University Property: Property that is owned or leased in whole or in part by the State of North Carolina and which is subject to the general management and control of the Board of Trustees of North Carolina Agricultural and Technical State University.
34. Unregistered Vehicle: Any vehicle not registered to North Carolina Agricultural and Technical State University Office of Parking and Transportation Services through purchase of a parking permit.
35. Vehicle: The word "vehicle," as used in these Ordinances, shall mean any device in, upon, or by which any person or property is or may be transported upon a highway, except a device which is operated upon rails or tracks. The term "vehicle" includes automobiles, trucks, motorcycles, motor scooters, motorbikes, and any other motor powered vehicle operating on land. For purpose of this definition, bicycles shall be deemed vehicles and every rider of a bicycle upon a highway shall be subject to the provisions of these Ordinances applicable to the driver of a vehicle except those, which by their nature can have no application.
36. Vendor: Any person on the Campus of The North Carolina Agricultural and Technical State University who is neither a student nor a staff member, but in providing goods or services for the Campus qualifies for the purchase of a vendor Parking Permit. Vendors do not receive commission from sales or services rendered.
37. Violation; Violate: An act prohibited by or inconsistent with these Ordinances or other law or failure to act in accordance with these Ordinances or other law.
38. Visitor: Any person on the Campus of North Carolina Agricultural and Technical State University who is neither a student nor a faculty or staff member and is not otherwise defined in these Ordinances.
39. Walk or Walkway: A path or route designed for or marked by proper authorities for exclusive use of pedestrians.

### **SECTION 1-2: Authority; Delegation of Authority**

1. The Chancellor is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures as he/she may deem necessary or advisable for the administration, interpretation, and enforcement of these Ordinances.
2. The Chancellor shall exercise his/her discretion and authority in such a manner as to ensure the proper conduct of the necessary business of the University, as well as the effective utilization and control of the available parking areas and facilities on the Campus of the University for the benefit and maximum convenience of faculty and staff members, students and visitors.
3. The Chancellor shall delegate to the Associate Vice Chancellor for Campus Enterprises, hereinafter referred to as Administrative Officer, or his/her appointed delegate, hereinafter referred to as the Director of Parking and Transportation Services, the responsibility for oversight of the implementation, administration and enforcement of the provisions of these Ordinances.
4. The Office of Parking and Transportation Services, under the supervision of the Director of Parking and Transportation Services and to the extent permitted by law, are authorized to enforce these Ordinances and all applicable state, county and municipal laws and ordinances, to assist in the prosecution of persons charged with violations of state, county and municipal laws and ordinances, and to investigate accidents occurring in parking lots and decks.

### **SECTION 1-3: Posting Notice of Ordinance and Regulations**

1. Director of Parking and Transportation Services shall cause to be posted a public notice of these Ordinances and any regulations issued pursuant hereto. Once posted, these restrictions are in effect at all times.

### **SECTION 1-4: Publications of Ordinance and Regulations**

1. Director of Parking and Transportation Services shall keep copies of these Ordinances and any regulations issued pursuant hereto to be made available to faculty, staff, and students of the University.

### **SECTION 1-5: Violation of Ordinance**

1. Violations of these Ordinances shall result in civil penalties and/or appropriate administrative sanctions.

### **SECTION 1-6: Filing of Ordinance and Regulations**

1. A copy of these Ordinances and any regulations issued hereunder shall be filed in:
  - a. the Office of Parking and Transportation Services
  - b. the Parking and Transportation Services Website
  - c. the Office of University Police and Public Safety;
  - d. the Office of Campus Enterprises

### **SECTION 1-7: Liability; Application and Responsibility**

1. The University assumes no liability or responsibility for damage or theft to any vehicle parked in or on University properties subject to the jurisdiction or control of the Board of Trustees.
2. The provisions of these Ordinances shall apply to all operators of all vehicles, public and private, and they shall be enforced twenty-four hours a day unless otherwise specified by these Ordinances. No person shall violate any of the provisions of these Ordinances except as otherwise permitted by these Ordinances, North Carolina General Statutes, or police officers and other authorized officials
3. The operator of any vehicle shall obey the lawful instruction of any police officer, parking control officer, official traffic signs or control devices appropriately placed and in accordance with provisions of these Ordinances.
4. The faculty, staff member or student to whom a vehicle Parking Permit is issued as herein provided shall be responsible for parking violations of the vehicle for which the Parking Permit is issued.
5. Any citation received by a vehicle not registered with the Office of Parking and Transportation Services will be billed to the owner of the vehicle or to a son, daughter, spouse, or ward of the registered owner, if such person is employed with or enrolled in the University. This information is obtained from the Department of Motor Vehicles.

### **SECTION 1-8: Cooperation with Civil Authorities**

1. The Director of Parking and Transportation Services shall cooperate with all law enforcement authorities of the State of North Carolina and its political subdivisions in enforcing this Ordinance and issuing regulations hereunder. When the City of Greensboro enacts an Ordinance that, pursuant to G.S. 116, 44.5, supersedes any portion of this Ordinance or any regulation issued hereunder, the Director shall, upon receiving a certified copy of such Ordinance from the town clerk, immediately comply with those regulations.



### **SECTION 1-9: Rules of Evidence**

1. Evidence that a motor vehicle was found parked or unattended in violation of these Ordinances is prima facie evidence that the vehicle was parked by:
  - a. the person holding a University Parking Permit for the vehicle; or
  - b. if no University parking permit has been issued for the vehicle and the vehicle is not registered with the University, the person in whose name it is registered with the North Carolina Department of Motor Vehicles or the corresponding agency of another state or nation; or
  - c. a son, daughter, spouse, or ward of the registered owner, if such person is employed with or enrolled in the University.
  
2. The prima facie rule of evidence established by Sec. 1-9 shall not apply to the registered owner of a leased or rented vehicle when said owner can furnish evidence that the vehicle was, at the time of the parking violation, leased or rented, to another person. In such instances, the owner of the vehicle shall, within reasonable time after notification of the parking violation, furnish the Director of Parking and Transportation Services with the name and address of the person or company who leased or rented the vehicle.

### **SECTION 1-10: Utilization of Funds**

1. The funds, received pursuant to this Ordinance, except for the clear proceeds of civil penalties that are required to be remitted to the Civil Penalty and Forfeiture Fund in accordance with G.S. 115C-457.2, shall be used for the following purpose:
  - a. to defray the cost of administering and enforcing ordinances adopted pursuant to these Ordinances;
  - b. to develop, maintain, and supervise parking areas and facilities;
  - c. as a pledge to secure revenue bonds for parking facilities; and
  - d. for other purposes related to parking, traffic and transportation on Campus.

## ARTICLE II: PARKING PERMITS

### SECTION 2-1: Registration and Issuance of Parking Permits – Physical or Virtual

In order to relieve and control the congested traffic conditions on Campus, any faculty or staff member or student who owns or operates one or more motor vehicles on Campus (including motorcycles and motorbikes) must register his/her motor vehicle(s) with the Office of Parking and Transportation Services. Presentation of state vehicle registration or appropriate proof of ownership may be required.

1. Virtual and Physical Parking Permits are intended to support general access to workplaces and classrooms but do not guarantee the available space will be in close proximity to the desired location. Effective August 2021 all parking permits will be virtual. The license plate will serve as the parking permit.
2. During Special Events, the Director of Parking and Transportation Services reserves the right to remove any parking spaces for normal or reserved permitted use and designate the spaces as restricted for event parking. Every effort will be made to provide alternative parking for those who desire to access Campus academic facilities or workspace during a Special Event.
3. It shall be the responsibility of the faculty, staff or student to provide accurate and up to date vehicle information when obtaining a Parking Permit and to ensure that any changes are reported to Parking and Transportation Services to keep permit information current.
4. North Carolina A&T State University considers the on-campus living experience an integral and necessary part of a student's total education. Incoming freshmen residing on campus are not permitted to purchase or park on campus until their 2<sup>nd</sup> Semester with a GPA of 3.2 or better or have completed 30 or more credit hours. Effective Fall 2021, incoming New Freshmen who live on campus will not be permitted to bring a vehicle the first year of study. Freshmen with documented hardships are able and encouraged to apply for a waiver through the Office of Student Development.
5. No faculty, staff member, or student may register a vehicle not owned by that individual, his/her spouse, a parent or guardian, or assigned to the individual by his/her employer (proof of employment will be required).
6. Because Dealer License Plates may be moved from one vehicle to another vehicle without changing registration, NC A&T Parking Permits will not be issued to any vehicle with a Dealer License Plate unless approved by the Director of Parking and Transportation Services.
7. Director of Parking and Transportation Services shall have the authority to establish the number of motor vehicles which any faculty or staff member or student may register and operate pursuant to these Ordinances.
8. Except as otherwise provided in these Ordinances, faculty and staff members and students *must* purchase a Parking Permit to park on Campus. Upon receipt of required documentation and payment of the appropriate Parking Permit fee, the Office of Parking and Transportation Services shall issue an individual a Parking Permit. The Parking Permit entitles the individual to

- park in designated Campus parking areas but does not entitle the parking permit holder to a reserved space within said parking areas, except as provided in these Ordinances.
9. Faculty and staff may register as approved in accordance to these Ordinances additional vehicles to their Parking Permit.
    - a. Information about linking additional vehicles to an account can be obtained by contacting the Parking and Transportation Office.
  10. Only one vehicle per Parking Permit shall be operated on Campus at one time. If operation of more than one vehicle on Campus at the same time is necessary: faculty or staff members must purchase secondary Parking Permit for each vehicle.
  11. Parking Permits issued at the beginning of the Academic Year, Fiscal Year or Semester are valid for the stated time period as noted at the time of purchase.
  12. Official state vehicles that park in assigned spaces or assigned parking areas must be registered with Parking and Transportation Services. Spaces assigned to motor fleet and maintenance vehicles owned by University Facilities Management are exempt from this requirement.
  13. Director of Parking and Transportation Services may prohibit issuance of a Parking Permit until all outstanding fines and fees are paid.

### **SECTION 2-2: Parking Permit and Other Fees**

1. Director of Parking and Transportation Services is hereby authorized and directed to collect a vehicle Parking Permit fee. The Parking Permit fee for vehicles shall be paid yearly; or when any person first becomes a faculty, staff member or qualified student of the University; or when a vehicle is first acquired by a faculty or staff member or student and at the beginning of the Fall Semester of each year thereafter.
2. Purchase of a Parking Permit may be made with cash, check, money order, Visa, MasterCard, American Express, Discover, Aggie OneCard account, parking voucher or payroll deduction for qualified Faculty and Staff.
3. Parking fees are established by the Director of Parking and Transportation Services and approved in accordance with NC A&T policies and guidelines.
4. The Director of Parking and Transportation Services will process in accordance with NC A&T policies any changes recommended to parking fees.

### **SECTION 2-3: Refunds**

1. Students who graduate, transfer, or withdraw prior to expiration of a Parking Permit may apply for a prorated refund. Approved documentation must be provided along with request for refund.
2. No parking refund for summer permit after first two weeks of session.
3. Faculty and staff members with assigned physical parking permit who terminate employment prior to expiration of a Parking Permit must surrender permit to Parking Services and may apply for a prorated refund. Approved documentation must be provided with request for refund.

4. In all circumstances no refund will be approved without the return of the permit.
5. All Parking Permit sales include a nonrefundable administrative fee of \$25.00.
6. Any outstanding citations will be deducted from the requested refund amount.
7. Refunds are not granted for any Parking Permit within three months of expiration date.
8. No refund will be issued on metered, garage pay stations, daily and special event permits.
9. The University will refund by check mailed to the parking permit purchaser if paid in full by credit card, cash or check at the time of purchase:
  - a. Faculty/Staff: paying for permit by payroll deduction will be processed as a stop deduction request to payroll.
  - b. Student: parking voucher purchase will be refunded to students banner account.
10. The Director of Parking and Transportation Services may grant refunds in special circumstances.

#### **SECTION 2-4: Replacement Fees**

1. Persons who sell or otherwise dispose of a vehicle and replace that vehicle with another vehicle may make Parking Permit changes at the Parking and Transportation Services Office, by phone call to the Parking and Transportations Services Office or by email request to ncatpark@ncat.edu.
2. If a Parking Permit is not removed from a vehicle that is sold or otherwise disposed of, proof of disposition must be provided to the satisfaction of the Director of Parking and Transportation Services.
3. A fee for replacement of a lost or stolen Parking Permit will be assessed by Parking and Transportation Services at the time of the request. The person seeking the replacement Parking Permit must provide an affidavit which states that the Parking Permit is lost. If the Parking Permit was stolen a University Police report must be filed and presented to Parking Services.

#### **SECTION 2-5: Temporary Parking Permits**

1. If a faculty or staff member or student who has purchased a Parking Permit can demonstrate to the satisfaction of the Director of Parking and Transportation Services the necessity for special temporary parking privileges, the Parking and Transportation Office may issue temporary daily Parking Permits or Validated Parking Tickets.
  - a. A faculty or staff member or student with a registered vehicle who is required to drive a nonregistered vehicle for a short period while their registered vehicle is unavailable may request a Temporary Parking Permit.
  - b. The Director of Parking and Transportation Services may delegate the authority to issue Temporary Parking Permits.
  - c. Temporary Parking Permits:
    - i must be dated.
    - ii must indicate the parking area in which parking is authorized.
    - iii do not authorize free parking in a metered zone.

- iv do not allow access to gated parking areas.
- v may not be altered in any way.
- d. Persons can obtain Temporary Parking Permits at the Office of Parking and Transportation Services during business hours.
- e. If available virtual temporary permits or print on demand temporary permits may be approved.

### **SECTION 2-6: Disability Parking Permits**

1. All faculty, staff and students, including those with disabilities, must obtain and properly display an appropriate NC A&T parking permit. The current state-issued accessibility placard or license plate, together with a valid University-issued permit, are required for individuals with disabilities in order to park in a designated handicapped space on campus. Employees and students are required to register their state issued handicap placard with the Parking Office. Vehicles found displaying a handicap placard that is not registered to the vehicle operator will be subject to ticketing for Unlawfully Parked in Handicapped Space.

### **SECTION 2-7: Special, Visitor, and Event Parking**

1. Special Parking Permits shall be issued at the discretion of the Director of Parking and Transportation Services and shall be valid in any authorized parking area on the Campus for an indefinite period of time. Request should be received in the Parking Office 15 days in advance of planned events.
2. Visitors may park in metered spaces, pay hourly rate in parking deck or purchase a visitor pass to park in designated visitor parking space on campus.
3. Director of Parking and Transportation Services is authorized to issue Event Parking Permits for designated periods of time to persons attending events on Campus.
4. Departments shall request Event Parking Permits from the Office of Parking and Transportation Services and shall invoice them as part of the conference costs at a rate as defined in Section 2-2.
5. A person attending an event who does not display an Event Parking Permit as a visitor, is required to purchase a daily permit, park in the deck or at a metered space.

### **SECTION 2-8: Display of Physical Parking Permits**

1. Parking Permits are required at all times when parking on University property.
2. Physical Parking Permits shall be properly displayed on the vehicles for which they are issued.

3. The location of a properly displayed Physical Parking Permit, unless otherwise provided by the Director of Parking and Transportation Services, shall be in accordance with the instructions in these Ordinances or as printed on the Parking Permit.
4. The entire Physical Parking Permit shall be clearly visible and legible.
5. Physical Parking Permits must be properly displayed at all times when parked at the University unless parked at a meter or parked in the deck paying the hourly rate.
6. Physical Parking Permits shall be displayed (hung) from the interior rearview mirror of the (front) windshield with the valid date(s) and vehicle information facing the front windshield when such vehicles are parked on Campus.
7. Vehicles who have been assigned a virtual permit (license plate of vehicle), must pull in to a parking space so that license plate on the rear of the vehicle can be easily seen from the drive lane, unless vehicle has a state issued front license plate.
8. All vehicle license plates (front and rear) must be properly mounted on the vehicle using the vehicle manufacturer's license plate mounting location to allow LPR system to properly read license plate. License plate mounted in such a way where LPR systems cannot properly read license plate may result in the issuance of a citation.
9. Parking Permits are not transferable to another person and may only be used on a vehicle registered with NC A&T Office of Parking and Transportation Services.
10. Motorcycle permits are virtually assigned to the eligible motorcycle owners.

**SECTION 2-9: Obtaining Parking Permits through Fraudulent Means;  
Counterfeiting/Altering Parking Permits; Unauthorized Display of Parking Permits**

1. No person shall obtain, attempt to obtain, or use in a manner contrary to these Ordinances an altered, stolen, counterfeit, or improperly issued parking permit or shall assist in such an offense. Fraudulent registration of a vehicle shall include the provision of a false name, address, social security number, or any other information known to be false.
2. No person shall display a Parking Permit on a vehicle that was not issued to that person for use with that specific motor vehicle.
3. No person shall display a lost, stolen, counterfeit, or an altered parking permit or a permit issued to another person.
  - a. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles may be impounded or booted
  - b. Violators will first meet with the Director for Parking and Transportation Services, and then violations will be forwarded to the appropriate agency for disciplinary action(s), i.e. Dean of Students, the Office of Human Resources and the department chair for SHRA employees, Faculty and EHRA non-faculty employees.
4. Valid University Parking Permits are non-transferable and may only be obtained through the Parking and Transportation Services Office.

## **ARTICLE III: PARKING CONTROL**

### **SECTION 3-1: General**

1. The control of parking on Campus is required to protect the health and safety of faculty, staff, students, and visitors and to permit the conduct of University business. Responsibility for finding a legal parking space rests with the vehicle operator. Vehicle operators shall obey any parking sign or control device placed in accordance with the provisions of these Ordinances unless otherwise directed by police officer or other official.
2. Director of Parking and Transportation Services, at his/her discretion, is authorized to install signs in conspicuous places prescribing a maximum permissible time that a vehicle may park in any parking area or parking lot. No person shall park a vehicle for a period of time longer than that indicated by such signs.
3. Director of Parking and Transportation Services, at his/her discretion, is authorized to create lines, signs, or other markings to indicate a particular angle or manner of parking in a parking area.
4. No person shall park a vehicle except at the angle or in the manner so indicated, and no person shall park a vehicle in such a manner as to occupy more than the space indicated with lines, signs or markings for one vehicle.
5. The absence of "No Parking" or "Fire Lane" signs or lack of curb paint cannot be interpreted as meaning that parking is permitted.
6. Parking is prohibited in all areas except those specifically authorized in these Ordinances.

### **SECTION 3-2: Parking in Accordance with Parking Permits**

1. No person shall park a motor vehicle within any area other than the one authorized by a Parking Permit. Vehicles displaying valid Parking Permits obtained in accordance with these Ordinances may park only as indicated by use of those Parking Permits and their related restrictions.

### **SECTION 3-3: Metered Spaces**

1. Director of Parking and Transportation Services is authorized to designate, at his/her discretion, locations for the installation of parking meters or multi-space parking pay stations on Campus.

2. All persons with delegated authority to enforce the observance of traffic, parking, and registration of motor vehicles on the Campus are hereby authorized and directed to enforce the parking time limits prescribed by these parking meters and multi-space parking pay stations.
3. Metered parking shall be enforced at all times, except during University holidays.
4. The operator of any vehicle, including those with Parking Permits, parked at a metered space must pay the meter fee.

#### **SECTION 3-4: Controlled-Access Lots**

1. To ensure availability of visitor parking and provide control of certain reserved areas, access to such areas may be controlled by:
  - a. pay-as-you-exit
  - b. pay-as-you-enter
  - c. access controlled gates
  - d. pay-on-foot station
  - e. pay-by-space station
  - f. pay-and-display station
  - g. multi-space meter
2. Director of Parking and Transportation Services is responsible for allocating premium gated areas, and collecting the premium access fee. A pro rata fee will be collected based on length of time parked in pay-as-you-enter/exit lots, not to exceed daily, per visit fee.
3. No person shall enter or park in controlled-access lots during the posted hours without paying the appropriate fee or displaying a valid Parking Permit for that parking area.
4. A fee will be assessed for a lost payment ticket in a visitor parking area or for issuance of a Parking Payment Voucher.
5. Access to gated parking areas is non-transferable and may only be used in conjunction with the vehicle permit to which the access has been assigned by the Parking and Transportation Services Office.
6. Access to gated areas issued to state vehicles are valid only for the vehicle to which it is assigned by Parking and Transportation Services.

#### **SECTION 3-5: Reserved Parking**

1. A sufficient number of parking spaces shall be reserved to accommodate Service Vehicles, State-owned vehicles, motorcycles, visitors, and to meet special needs as they arise. Director of Parking and Transportation Services shall determine the precise location and status of reserved spaces.
2. Director of Parking and Transportation Services must approve reserved spaces for individuals or departments.



3. Reserved parking spaces as approved by the Director of Parking and Transportation Services, except those reserved for Handicap Parking or University Owned vehicles registered to the State of North Carolina or other governmental agency, will be assessed a Reserved Parking fee.
4. Reserved parking spaces are intended to support restricted parking access to designated workplaces. During events approved by the Director of Parking and Transportation Services, the University reserves the right to designate any reserved parking spaces for exclusive use of the event. Every effort will be made to provide those who have purchased a reserved space an alternative parking area to access their Campus workplace or academic facility during a Special Event.
5. Reserved space holder may submit an application to apply for parking at other surface lot locations if campus mobility is deemed necessary as a job requirement. Application must be submitted to the Vice Chancellor of Business and Finance with the signature of your Department Head and/or Dean. Approval is required by both the Director of Parking and Transportation Services and Vice Chancellor of Business and Finance.

### **SECTION 3-6: Bicycle Parking**

1. No person shall leave a bicycle parked or left in any manner that blocks a sidewalk, stairway, doorway, or accessible ramp. No person shall secure a bicycle to any light pole, tree, bench, handrail, etc. Bicycles shall be secured to bike or wave racks.
2. University Police may impound illegally parked bicycles. Upon identification of the owner, the bicycle shall be released pending payment of fees that may be applied by University Police.
3. For bicycle traffic ordinance refer to Article IV, Section 4-10.

### **SECTION 3-7: Grilling/Cooking and Open Flame Devices in Parking Decks or Structures**

1. Grills and other open flame cooking activities are prohibited in parking decks to include but not limited to:
  - a. charcoal, propane, butane or electric grills
  - b. smokers
  - c. deep fryers
  - d. generators

### **SECTION 3-8: Camping and other activity prohibited in Parking Decks or Lots**

1. Use of NC A&T Parking Decks, or Lots for living accommodation purposes such as sleeping, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or placing any tents or other temporary shelters is prohibited.
2. Use of University Parking Decks or Lots to facilitate vehicle repair, maintenance, or customization shall be strictly prohibited without prior authorization from the Director of

Parking and Transportation Services. Any damage to University property, as a result of such use, shall be billed back to the vehicle owner or Parking Permit holder.

3. Violators may have their parking privileges revoked and any current Parking Permit confiscated without refund.

## **ARTICLE IV: TRAFFIC CONTROL**

### **SECTION 4-1: General Regulation**

1. The operator of any vehicle shall obey the lawful instruction of any police officer, parking control officer and of any official traffic sign or control device placed in accordance with the provisions of these Ordinances.
2. Any moving violation of Article IV shall constitute a Traffic Offense.
3. These Ordinances are intended only to supplement the statewide motor vehicle laws, all provisions of which, under the terms of General Statutes 116-44.4 and 116-44.5, apply to the University Campus. Moving violations may result in a citation to District Court, Guilford County, as prescribed by North Carolina State Law.
4. Unless otherwise provided in these Ordinances, all vehicular traffic shall be restricted to paved thoroughfares and parking areas, except that bicycles may be driven or ridden upon sidewalks and walkways. This Section does not prohibit University vehicles from being driven in any area necessary to perform construction, maintenance, or service work.

### **SECTION 4-2: Speed Limits**

1. The maximum speed on thoroughfares on the Campus shall be 25 miles per hour for all vehicles except those emergency vehicles actually handling emergencies. The Director of Parking and Transportation Services shall install signs indicating the speed limits where they may be easily seen.
2. The maximum speed of 10 miles per hour is fixed for all parking areas on Campus.
3. No person shall operate a vehicle in excess of the speed limits designated in these Ordinances and/or on posted signs.

### **SECTION 4-3: Stop Intersections**

1. Pursuant to North Carolina General Statutes, the Director of Parking and Transportation Services shall erect signs at intersections which require vehicle operators to come to a full stop on the streets designated as stop streets. Whenever any such sign is erected, no person shall fail to stop in obedience to the stop sign and to yield the right-of-way to vehicles being operated on the through streets.

#### **SECTION 4-4: Vehicular Traffic at Marked Crosswalks; Sidewalks**

1. Pedestrians have the right of way in crosswalks and sidewalks at all times. No vehicle operator shall fail to stop and yield the right-of-way when there is a pedestrian in a crosswalk.

#### **SECTION 4-5: Pedestrian Obstructing Traffic**

1. No pedestrian shall walk or remain on any street, roadway, alley, driveway, parking lot, or parking area in such a careless, negligent, or willful manner so as to endanger his safety or to constitute an unreasonable impediment to lawful vehicular traffic.
2. Pedestrians are required to obey all traffic control devices including “Don’t Walk” lights.

#### **SECTION 4-6: Signs and Devices**

1. Director of Parking and Transportation Services shall erect regulatory signage at appropriate locations on Campus.
2. No person shall operate a vehicle in a direction opposite to that indicated by signs or markings installed pursuant to these Ordinances.
3. When stop signs are installed or when clearly marked stop lines are painted upon any roadways intersecting any other roadways pursuant to these Ordinances, vehicle operators shall stop at every such sign or stop line except when directed otherwise by a police officer, parking control officer or by a traffic control signal.
4. When yield signs are erected, placed, or installed, upon any streets or roadways intersecting any other streets or roadways, vehicle operators shall yield at every such sign, except when directed otherwise by a police officer, parking control officer, or by a traffic control signal.
5. No person shall, without lawful authority, alter or attempt to alter, deface, injure, knock down, or remove any official traffic or parking control sign or service or any part thereof.

#### **SECTION 4-7: Prohibited Use of Streets**

1. In addition to specific controls over parking and motor vehicle operation contained in these Ordinances, the controls set forth in this Section are established to reduce the likelihood of interference with the mission of the University and to protect the health, safety and property rights of all persons on the Campus.
2. No person shall use the public vehicular areas of the Campus of the University for the purpose of advertising, selling or offering for sale by sign, poster, drawing or photograph, by crying out, or by using any loud speaker or musical instrument.
3. This section shall not be deemed to prohibit the sale or delivery of goods to dining halls or other duly authorized selling agencies of the University, or to prohibit the sale of groceries and other

necessary household commodities to residents of housing operated, owned, or sponsored by the University.

4. No person, firm, or corporation shall throw, dump, or place in any manner any trash, garbage, or any other articles or substances on any street, roadway, alley, or on any place where such matter may be blown, washed, or fall upon any such public vehicular area. This Section shall not be deemed to prohibit any construction or maintenance work.

#### **SECTION 4-8: Interference with Traffic**

1. No person shall park or stop a vehicle in such manner as to interfere with normal vehicular or pedestrian traffic.

#### **SECTION 4-9: Skateboards, Roller Skates, In-line Skates, Hoverboards**

1. Skateboards, roller skates, in-line skates, and hoverboards may be used for point-to-point transportation on sidewalks and other pedestrian areas of the Campus. Skateboards, roller skates, in-line skates and hoverboards may not be used on streets or any parking area.
2. No person on a skateboard, roller skates, in-line skates or hoverboards shall engage in trick riding on Campus. Trick riding is defined as any type of movement where the wheels of the skateboard, roller skates, in-line skates or hoverboards are deliberately removed from contact with the surface in a repetitive procedure.
3. Reckless operation and excessive speed shall also constitute a Traffic Offense.
4. Skateboarders, roller skaters, in-line skates and hoverboards must yield the right-of-way to pedestrians and persons in wheelchairs.
5. Persons sixteen years of age or older who violate this Section may receive a Traffic Offense violation citation.
6. Persons younger than sixteen years of age who violate this Section may have their skateboard, roller skates, or in-line skates confiscated by University Police. In such cases, the offending juvenile must contact his/her parent for a conference to explain these Ordinances to the parent and juvenile. The University will return the confiscated property at the end of the conference.
7. Repeated violations by persons younger than sixteen years of age may result in restriction of Campus visitation and use of facilities or referral to juvenile authorities.

#### **SECTION 4-10: Bicycles**

1. Bicycles may be operated on the streets, parking lots, sidewalks, and Campus grounds.
2. Bicycles may not be operated in any Campus Parking Decks.
3. Whenever a bicycle is operated on a street, the operator must follow all rules of the road for motor vehicles.

4. Whenever a bicycle is operated on a sidewalk, the operator must yield to all pedestrians and wheelchairs. Excessive speed or reckless operation of a bicycle on a sidewalk shall constitute a Traffic Offense.
5. Except when operated on designated bicycle paths, which paths are indicated by official university signage, bicycles may be operated only on paved surfaces and at a reasonable speed. Operation of a bicycle in violation of the immediately preceding sentence, or operation of a bicycle in a manner that causes damage to University property, including, but not limited to, grass or landscaping, is a Traffic Offense.
6. University Police officers on bicycles are exempt from excessive speed restrictions when responding to emergencies so long as the police officer utilizes a bell, whistle, or other audible warning device when approaching pedestrians.
7. For bicycle parking ordinance refer to Article III, Section 3-6.

#### **SECTION 4-11: Service Vehicles**

1. The use of Service Vehicles on Campus is subject to the rules and regulations in these Ordinances.

### **ARTICLE V: CITATIONS, PENALTIES AND COLLECTIONS**

#### **SECTION 5-1: Violation Notices**

1. The Director of Parking and Transportation Services shall authorize Parking Control Officers to issue citations to persons who violate these Ordinances. Any person who receives a citation shall cooperate fully with the appropriate authorities and furnish any requested information and documents. No person or position is exempt from receiving a citation for violation of ordinances.
2. Traffic citations shall be given to the vehicle operator at the time the operator violates these Ordinances or other law. Each citation shall direct the person to whom it is issued to pay on-line or appear at the Office of Parking and Transportation Services within fifteen (15) business days after the date of its issuance to pay the penalty or file an appeal to the Office of Parking and Transportation Services.
3. The Director of Parking and Transportation Services or assigned appointee are the only staff approved to change the status of a citation after it is written by a Parking Control Officer. Specific reasons for a change in status is addressed in the Standard Operations Guide.
4. Citations for failure to pay at a visitor parking area or attended booth and Parking Payment Vouchers will be issued by mail or email with photographic proof that a vehicle did in fact drive through or around a gate or payment collection point without submitting payment.

5. Any student or faculty/staff member who uses his or her parking permit to allow any vehicle other than the one registered to the permit to exit from a visitor parking area shall be held responsible for payment of the maximum daily parking rate and issued a Parking Payment Voucher for each vehicle allowed to exit.
  - a. Photographic and/or electronic data is an acceptable method to verify the misuse.

## **SECTION 5-2: Penalties**

1. Any person violating any provisions of these Ordinances or a regulation issued pursuant hereto is subject to a civil penalty.
2. Citation Penalties
  - Altered or Unlawful Possession of Permit
  - Blocking Drive/Traffic
  - Blocking Dumpster
  - Blocking Fire Hydrant or Fire Lane
  - Improper Parking Method (over painted lines or license not displayed from drive lane)
  - Expired Meter
  - Faculty/Staff Parking Only
  - Impeding Traffic
  - Loading Zone Service Area
  - No Parking Zone
  - Unauthorized Parking in a Reserved Space
  - Parking Longer Than Posted Time
  - Parking on Grass
  - Parking on Sidewalk
  - Unlawfully Parked in Handicapped Space
  - Student Parking Only
  - Undesignated Area
  - Unregistered Vehicle
3. In addition to these civil penalties the Director of Parking and Transportation Services shall have the authority to add other levels of citations approved by the Administrative Officer as designated in Section 1-2.

### SECTION 5-3: Payment of Penalties

1. The penalties should be paid within fifteen (15) business days from date of issue.
2. Penalties not paid within the time limit will be assessed as follows:
  - a. **Students:** Hold to the individual's student account with the University and treated as any other debt due the University.
  - b. **Staff/Faculty:** Deducted from member's payroll check. Monthly payments may be accepted if approved by Director of Parking and Transportation Services and must be paid in full prior to the purchase of other parking permits.
  - c. **Visitors:** Billed to the individual's address.
3. A penalty assessed against a visitor to the Campus, unless paid or properly appealed within fifteen (15) days following the date of violation, may result in the issuance of an enforcement warrant as a violation of North Carolina General Statutes.

### SECTION 5-4: Vehicle Towing or Immobilization

1. The Director of Parking and Transportation Services, Parking Control Officers and University Police officers shall have the authority to immobilize a vehicle by attaching a device to prevent its removal or have the vehicle removed from the campus by towing.
  - a. receiving three (3) or more citations, which remain unpaid on one or more vehicle(s) registered to the same individual.
  - b. parked in any manner other than as provided in these Ordinances.
  - c. blocking the proper movement of any other vehicle to or from lawful parking spaces for a period longer than five minutes.
  - d. parking in a space designated as reserved, including but not limited to
    - i. spaces designated for University personnel as approved by the Director of Parking and Transportation Services
    - ii. spaces designated for University and/or State Vehicles as approved by the Director of Parking and Transportation Services
  - e. parked on a sidewalk or crosswalk, on grass or lawn, or on the roadway side of a vehicle stopped or parked at the edge or curb of a street or roadway.
  - f. with mechanical problems, left in an unauthorized area for over 24 hours.
  - g. owned or operated by a student who is prohibited from parking a vehicle on Campus or in a specifically designated Campus location as a sanction resulting from a disciplinary proceeding conducted under the NC A&T Student Code of Conduct.

- h. failing to display a license plate and/or the vehicle identification number or the vehicle is otherwise rendered unidentifiable by the NC A&T Office of Parking and Transportation Services or the Department of Motor Vehicles
    - i. Charges for applying an immobilization device (boot) or tow charge is a parking fee directly payable to Parking Services and is not considered a parking citation.
2. The owner, operator or any person attempting to retrieve the offending vehicle shall be liable for payment of all outstanding University fines and fees and reasonable towing and storage fees if the vehicle is so removed and stored and shall be liable for charges associated with removal of the immobilizer. The University is not responsible for damage to a vehicle resulting from towing or immobilization.
3. It shall be a violation of these Ordinances to remove, attempt to remove or tamper with an immobilization device.
  - a. Any damage caused to the immobilization device shall be charged to the vehicle owner or parking permit holder of the vehicle to which it was attached, at current repair cost or replacement cost if the device cannot be repaired.

#### **SECTION 5-5: Collection Methods**

1. Debts owed by employees of the University may be deducted from payroll checks.
2. Debts owed by students may necessitate that a "hold" status be placed with the University Registrar.
3. The University may use a collection agency to collect debts from individuals whose debts may not be collected by payroll deduction or by other means.
4. Debts owed by individuals not eligible for payroll deduction may be subject to garnishment of their NC A&T payroll or North Carolina State income tax refund.

#### **SECTION 5-6: Civil Suits for Recovery of Penalties**

1. When the Director of Parking and Transportation Services determines that civil penalties validly imposed for violation of these Ordinances cannot or will not be collected through normal administrative procedures, he may request the Attorney General of North Carolina to bring a civil action against the offender in the name of the State for the recovery of the penalties.

#### **SECTION 5-7: Habitual Offender/Repeated Offenses**

1. The Director of Parking and Transportation Services may provide for appropriate administrative sanctions for violations occurring on the Campus if an offender does not pay a valid penalty or commits repeated traffic or parking offenses. Appropriate administrative sanctions include, but



are not limited to, revocation of the parking permit and termination or suspension of enrollment or employment.

2. Director of Parking and Transportation Services shall have the authority to revoke the parking privilege of a Habitual Offender for the remainder of the Academic Year in which the violations occurred.
  - a. As a result of loss of parking privileges, the Habitual Offenders parking permit shall be immediately surrendered to the Parking and Transportation Services Office with no refund.

## **ARTICLE VI: APPEALS**

### **SECTION 6-1: Appeals**

1. Any person cited for a parking violation under these Ordinances for which a civil penalty is imposed or a vehicle is impounded or immobilized may appeal on-line within fifteen (15) business days of the date of the citation to the website of the Office of Parking and Transportation Services.
  - a. If the appeal is denied, payment is due within fifteen (15) business days from the appeal.
  - b. Appeals can only be submitted on-line through the Parking and Transportation Services website.
  - c. If the first level appeal is denied, it may be further appealed as a second level appeal, to the Director of Parking and Transportation Services or his/her designee, within ten business days from the date of the denial at the first level appeal.
  - d. The Director for Parking and Transportation Services decision shall be the final recourse.
2. Any person cited for a traffic violation under these Ordinances for which a civil penalty is imposed may appeal in writing within ten business days of the date of the citation to the Office of Parking and Transportation Services.
3. Failure to meet the ten business day appeal period requirement shall result in a forfeiture of all appeal privileges.
4. There are no provisions under these Ordinances for appeal of a Parking Payment Voucher as it is not a violation but merely a fee for parking in a visitor parking area.
5. The Administrative Officer has the authority to change the appeals procedure and delegate the authority to hear parking and traffic violation appeals.

## **ARTICLE VII: DATA COLLECTION AND PRIVACY**

### **SECTION 7-1: Data Collection**

1. Parking Services uses technology that captures two photos of observed vehicles: (1) a context photo of the vehicle and its immediate surroundings and (2) a photo of the license plate. Typically, these photos are taken from the rear of the vehicle, although there are occasions where a photo is taken from the front of a vehicle backed into a space or standing in a driving aisle. Along with the photographic data, the system also records the global positioning system coordinates and date/time information of the observation. Further software processing of the license plate image generates an alphanumeric version of the license plate number, which is also stored with the record. While no owner or driver information is stored directly with the photo, the vehicle data is linked to individual patron accounts within the parking management system.

### **SECTION 7-2: USE OF DATA**

1. The intended use of data collected is for parking access control, parking enforcement and other official university business. The data is used to determine a vehicle's access permissions in a given parking area or controlled access area of campus and associated areas included in this policy and support the issuance of a parking citation, if needed.

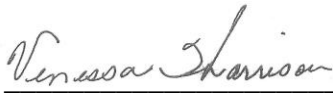
### **SECTION 7-3: DATA RETENTION**

1. Data collected not resulting in parking enforcement action or other official university business is retained for 90 days. Data resulting in parking enforcement action is retained with the citation record according to established University data retention policies.

### **SECTION 7-4: ACCESS TO SYSTEM**

1. Access is restricted to trained University personnel performing their official University duties. All personnel with access to the system use unique identifiers and passwords to access records and all login activity, record additions, and other activity is logged. Access to the system by others is prohibited.


BE IT RESOLVED THAT, pursuant to authority vested in it by North Carolina General Statutes 116- 44.4 and 116-44.5, Sessions Law 1973 Chapter 495C, the Board of Trustees of North Carolina Agricultural and Technical State University hereby repeals all provisions of all previous Parking Ordinances or other polices governing traffic, parking, and registration of motor vehicles for North Carolina Agricultural and Technical State University and adopts and records in its proceedings the following Ordinances Governing Parking, Traffic, and the Registration of Motor Vehicles for North Carolina Agricultural and Technical State University in lieu thereof. These Ordinances are intended only to supplement the statewide motor vehicle laws, all provisions of which, under the terms of General Statutes 116-44.4 and 116-44.5, apply to the North Carolina Agricultural and Technical State University. From the date of filing a copy of these Ordinances in the office of the Secretary of State these Ordinances shall apply to, and be in effect on all parts of the Campus of North Carolina Agricultural and Technical State University.



Venessa Harrison, Board Chair

09/25/2020

Date



John W. Bluford III, Secretary

09/25/2020

Date